



Community & Children's Services Committee

Date: WEDNESDAY, 8 JUNE 2022
Time: 2.30 pm
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members:

Ruby Sayed (Chair)	Alderman Gregory Jones QC
Helen Fentimen (Deputy Chair)	Laura Jørgensen
Joanna Tufuo Abeyie	Florence Keelson-Anfu
Deputy John Absalom	Alderman Alastair King
Caroline Addy	Alderman Ian Luder
Munsur Ali	Alderman Bronek Masojada
Jamel Banda	Timothy James McNally
Matthew Bell	Benjamin Murphy
James Bromiley-Davis	Deputy Susan Pearson
Anne Corbett	Matt Piper
Aaron Anthony Jose Hasan D'Souza	Henrika Priest
Mary Durcan	Jason Pritchard
Sophie Anne Fernandes	Naresh Hari Sonpar
Deputy John Fletcher	Ceri Wilkins
Deputy Marianne Fredericks	Deputy Philip Woodhouse
Steve Goodman OBE	
John Griffiths	

Enquiries: julie.mayer@cityoflondon.gov.uk

Accessing the virtual public meeting

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<https://youtu.be/ssz57N1YUAc>

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John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **MINUTES**

To approve the public minutes and non-public summary of the meeting held on 25th April 2022.

For Decision
(Pages 7 - 16)

4. **OUTSTANDING ACTIONS**

Members are asked to note the actions list.

For Information
(Pages 17 - 18)

5. **UPDATES FROM THE SUB COMMITTEES**

The Chairs of the Safeguarding, Homelessness and Rough Sleeping and Housing Management and Almshouses Sub Committee to be heard.

For Information

6. **APPOINTMENTS TO SUB COMMITTEES**

Report of the Town Clerk.

For Decision
(Pages 19 - 28)

7. **TO APPOINT A LOCAL AUTHORITY GOVERNOR TO THE ALDGATE SCHOOL**

Town Clerk and Head of Education and Early Years to be heard.

Information on the role of Local Authority Governors and a job description are attached.

For Decision
(Pages 29 - 34)

8. **AFFORDABLE FOOD PROVISION IN THE CITY OF LONDON**

Report of the Director of Community and Children's Services.

For Information
(Pages 35 - 38)

9. **REVENUE OUTTURN 2021/22 - COMMUNITY AND CHILDREN'S SERVICES COMMITTEE (CITY FUND)**

Report of the Chamberlain and the Director of Community and Children's Services.

For Information
(Pages 39 - 46)

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

12. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-Public Reports

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 25th April 2022.

For Decision
(Pages 47 - 50)

14. **CHARITIES REVIEW RECOMMENDATIONS - THE CITY OF LONDON ALMSHOUSES (REGISTERED CHARITY NUMBER: 1005857)**

Report of the Director of Community and Children's Services and the Comptroller and City Solicitor.

For Decision
(Pages 51 - 58)

15. **REQUEST FOR A DELEGATED AUTHORITY: HRA COMMERCIAL TENANTS: IMPLICATIONS OF THE COMMERCIAL RENT (CORONAVIRUS) BILL ON OUTSTANDING ARREARS**

Report of the City Surveyor and Director of Community and Children's Services.

For Decision

(Pages 59 - 62)

16. **SOUTHWARK ESTATES WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS - PAKEMAN HOUSE, STOPHER HOUSE AND SUMNER BUILDINGS - GATEWAY 5 AUTHORITY TO START WORK**

Report of the Director of Community and Children's Services.

For Decision
(Pages 63 - 80)

17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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COMMUNITY & CHILDREN'S SERVICES COMMITTEE

Monday, 25 April 2022

Minutes of the meeting at Guildhall at 4.30 pm

Present

Members:

Deputy John Absalom	Alderman Gregory Jones QC
Matthew Bell	Florence Keelson-Anfu
James Bromiley-Davis	Alderman Bronek Masojada
Anne Corbett	Benjamin Murphy
Aaron Anthony Jose Hasan D'Souza	Henrika Priest
Mary Durcan	Jason Pritchard
Helen Fentimen	Ruby Sayed
Deputy John Fletcher	Naresh Hari Sonpar
Deputy Marianne Fredericks	Wilkins

Officers:

Andrew Carter	- Community and Children's Services
Julie Fittock	- City Surveyor's Department
Jason Hayes	- Community and Children's Services
Julie Mayer	- Town Clerk's
Paul Murtagh	- Community and Children's Services
Will Norman	- Community and Children's Services
Chris Pelham	- Community and Children's Services
Teresa Shortland	- Community and Children's Services
Ellie Ward	- Community and Children's Services

1. APOLOGIES

Before commencing the business on the agenda, it was proposed by John Absalom, seconded by John Fletcher and agreed that Alderman Gregory Jones should take the Chair until the new Chair was appointed.

Apologies were received from Jamel Banda, Alderman Alastair King, Timothy McNally and Joanna Abeyie.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. **ORDER OF THE COURT -**

RESOLVED, that – the Order of the Court dated 21 April 2022, appointing the Committee and approving its Terms of Reference, be noted.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman, in accordance with Standing Order 29.

RESOLVED, that – being the only Member expressing a willingness to serve, Ruby Sayed be re-elected as Chair for 2022/23.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman, in accordance with Standing Order 30.

Helen Fentimen and Mary Durcan expressed a willingness to serve and following a ballot, where Helen Fentimen received nine votes and Mary Durcan received eight votes, it was RESOLVED, that – Helen Fentimen be elected as Deputy Chairman for 2022/23.

6. **APPOINTMENT OF TWO CO-OPTEEES**

The Committee proceeded to elect two parent-governors, as set out in the Order of the Court.

RESOLVED, that – Laura Jørgensen and Matt Piper be elected as Parent-Governors for 2022/23.

7. **APPOINTMENTS TO SUB COMMITTEES**

The Committee received a report of the Town Clerk, which sought to appoint to its Sub Committees and approve their Terms of Reference. Members were also asked to appoint lead Members in respect of adult and children safeguarding, young people, rough sleeping and homelessness and a carers' champion.

The Chair felt that there are elements of general best practice that we need to bring in, given that our Sub Committees look after very important areas of work. The Chair did not want to consider this today but asked for a report to our next meeting, setting out some of the things we could consider adopting; i.e. - whether we need to expand the number of members, term limits for chairs, etc. The Chair has taken advice from the Town Clerk in this matter, who had agreed that it would be very helpful to have these matters codified, to ensure clarity and consistency.

By convention, the place on the Education Board had generally been taken by the Chair or Deputy Chair of this Committee but the Chair was already a Member of the Board in her own right, so the position was therefore offered to another Member of the Committee.

The Town Clerk had circulated statements in support of nominations before the Committee and there was no contest for the available places.

RESOLVED, that: - the Terms of Reference and Composition of the Sub Committees be approved, together with their appointments as set out below, and that the Committee's Portfolio Holders be appointed, also as set out below:

SUB COMMITTEES

Housing Management and Almshouses Sub Committee

Chair and Deputy Chair of the Committee

1. TIM MCNALLY
2. CERI WILKINS
3. MARIANNE FREDERICKS
4. FLORENCE KEELSON-ANFU
5. MARY DURCAN (current Chair)
6. JOHN FLETCHER (current Deputy Chair)
7. ALDERMAN GREGORY JONES
8. HENRIKA PRIEST AND JAMEL BANDA - *expressed an interest after the meeting*

Homelessness and Rough Sleeping Sub Committee

Chair and Deputy Chair of the Committee

1. MARIANNE FREDERICKS (current Chair)
2. MARY DURCAN
3. JOANNA ABEYIE
4. ALDERMAN BRONEK MASOJADA
5. HENRIKA PRIEST
6. ANNE CORBETT
7. JAMES BROMILEY-DAVIS
8. JOHN ABSALOM

In addition, 2 Members have been appointed by the Court and 2 Members have been appointed by the Police Committee

Safeguarding sub committee

Chair and Deputy Chair of the Committee – *currently, this Committee does not elect its own Chair*

1. ANNE CORBETT
2. MARCY DURCAN
3. CERI WILKINS
4. ALDERMAN GREGORY JONES
5. JOANNA ABEYIE
6. 1 x vacancy

Integrated Commissioning Sub Committee

Chair of CCS

Deputy Chair of CCS

Chair of Health and Wellbeing Board; together with 3 Deputies:

1. Mary Durcan
2. Florence Keelson-Anfu
3. Ceri Wilkins – *expressed an interest after the meeting*

Education board representative

Naresh Sonpar – expressed an interest after the meeting

PORTFOLIO HOLDERS

Adult and Children Safeguarding – Ruby Sayed

Young People – Florence Keelson-Anfu

Homelessness and Rough Sleeping – tbc – *given that Homelessness and Rough Sleeping now has its own sub committee*

Carers' Champion – Anne Corbett

8. MINUTES

RESOLVED, that – the public minutes and non-public summary of the meeting held on 22nd February 2022 be approved.

Matters Arising

The Director advised that the Housing Management and Almshouses Sub Committee (HMASC) would receive a report in respect of the water rates refund, setting out the rates of uptake, progress with communications and further action being taken.

9. OUTSTANDING ACTIONS

The Committee received the Outstanding Actions list and noted the following points:

There would be two new housing developments completed within the 2022/23 financial year; the first, at 99 Golden Lane (formerly known as COLPAI), which will provide 66 new homes and the second; an infill development at Isleden House, which will provide three new units.

In respect of housing allocations, the HMASC would receive a report on the application of either London Living Wage (LLW), or National Living Wage (NLW), on income thresholds. Officers hoped to settle this matter by opting for LLW, with due diligence.

The Department was in negotiation with the London Borough of Tower Hamlets as to whether they would be able to re-use the Green Box and absorb some of the cost.

10. **PRESENTATIONS**

Members received the following presentations:

10.1 **The Role of the Department of Community and Children's Services**

The Director and Assistant Directors were heard in respect of the work of the Department.

10.2 **Toynbee/City Advice**

During questions, the following points were noted:

- The City Advice Centre would be having a stand at the All-residents' meeting on 4th May 2022.
- Residents should make initial contact via telephone or email, to book an appointment, as open sessions can generate long waiting times.
- Appointments can be held at residents' homes, a venue close to their homes or at Toynbee Hall.
- The team have Bengali, Spanish and Portuguese speaking staff and welcomed Members making an initial approach, on behalf of those constituents for whom English is not their first language.

10.3 **Section 106 funding and how this is applied / calculated re: affordable housing**

During questions, the following points were noted:

- The City of London Corporation had negotiated on-site affordable housing in respect of the Minories Development. However, the developers had not been able deliver on this; partly due to the cost, but mainly because it had not been possible to find a housing association willing to take on the housing due to high management costs.
- The pre-planning stage includes checking that schemes are designed so as to provide affordable housing as part the development. However, service and maintenance charges are an issue with high specification buildings. Planning Departments can require developers to have a partner on board, via the Section 106 Agreement, but there have been very few affordable housing

developments in the City. This had been discussed in depth at the Planning and Transportation Committee.

- The Director emphasised the difference between affordable and social housing. The Community and Children's Services Department had been approached to run the affordable housing element of the Minorities development but, as they do not have sufficient resources, they received funding for social housing on the City's estates instead.
- The City Corporation has made a commitment to providing 700 social housing units but the timeline has been pushed back to 2025. However, given current construction inflation costs, this will still be very ambitious. There is a further commitment concerning affordable housing but this is more flexible. Both this and the social housing target will be subject to review.
- Section 106 funds must be spent on the delivery of new affordable or social housing, and not on maintenance, but it can be used in the preparations: i.e., obtaining planning permission for new social housing development.
- The Housing Management and Almshouses Sub Committee (HMASC) would receive a detailed report on stock breakdown, including voids and the waiting list. The report would then be shared with this Committee, for information
- The unit cost of building in the City is a lot more expensive than other areas, so the City Corporation is seeking to build in areas where it already owns the land, thereby expanding its existing estates. This too will be explored in the forthcoming report to the HMASC.
- Going forward, this Committee will be able to feed into the development of the City's Local Plan.

11. **ARTIZAN STREET LIBRARY TRANSFORMATION PROJECT**

The Committee received a report of the Director of Community and Children's Services in respect of the Artizan Street Library Transformation Project. Members noted that Barbican and Community Libraries had been awarded a £226,575 grant from Arts Council England's Improvement Fund.

Members noted that a Library Designer, specialising in Equality Impact Assessments and Special Educational Needs and Disability, had been engaged on the project. The Equality Impact Assessment and Test of Relevance had been signed off by Director, and improved facilities for those with protected characteristics had been written into the specification. Members were asked to be mindful of the scope of the funds available. The Chair congratulated officers on the success of this bid and the level of award.

RESOLVED, that – the report be noted.

12. UPDATES FROM THE DIRECTOR OF COMMUNITY AND CHILDREN'S SERVICES

Members received the following updates:

12.1 Bridging Hotels

Members noted that there were two Bridging Hotels in the City for Afghan guests, at non-identified locations, but the Director would provide more details to Members in confidence. The guests' needs in terms of health and education had been met and the Director thanked Members for their support. There had also been strong support from local charities and very good feedback from the guests about their experiences. However, the challenge in respect of longer term housing offers remained, as the Department is dependent on the Home Office. It was expected that the bridging hotels will be in the City until the end of this calendar year.

12.2 Ukrainian Refugees

Members noted that sponsors need to be either related to Ukraine citizens they will be supporting or be known to them. A number of sponsors had contacted the Department, via the government portal, and the Department was conducting DBS checks as part of the safeguarding process, as well as accommodation checks. The Department had dates for the arrival of Ukrainian citizens, and asked Members for their support in terms of anyone with Russian/Ukrainian language skills.

The Director explained that the Department's capacity had been reduced as part of the City Corporation's Target Operating Model but this might need to be revisited in light of additional pressures on resources.

12.3 Covid - Update from the Director of Public Health, City and Hackney

It has been intended for this to be the last standing update to the Committee in respect of Covid but given the time pressure on this agenda, Members agreed to defer this to the next meeting. The Town Clerk agreed to circulate the latest update, from the Director of Public Health, after this meeting.

At 6.20 pm, Members agreed to extend the meeting in order to conclude the business on the agenda.

13. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There was one question in respect of Child Q, as follows:

In March 2022, the City and Hackney Safeguarding Partnership (CHSP) published a Practice Review of Child Q's experience in a Hackney secondary school. The report concluded that the school girl (Child Q) was strip searched by Metropolitan police officers on the school premises and that, significantly,

there was an absence of a safeguarding approach. The review made fourteen separate recommendations including advice on training and anti-racism programmes. A Member asked what action would the City of London take to disseminate the learning from the CHSP Practice Review and implement training across services for children and the City of London Police?

The Director advised that the next meeting of the Safeguarding Sub Committee, on 12 May 2022, would receive a joint report of the City of London Police and the Director of Community and Children's Services. The report responds to the recommendations and findings and the plans for moving forward. The Senior Safeguarding Advisor from the City and Hackney Safeguarding Partnership would be in attendance at the meeting, together with officers from the City of London Police. Any Members of this Committee would be welcome to attend the Sub Committee.

The Chair advised that she had signed a petition in respect of Child Q, in her personal capacity, and was happy to forward the link to Members on request.

The Director advised that the 'adultification' of black girls had been raised at the recent Heads Forum and the Department would be taking this forward in terms of training and future direction. Members noted that the Independent Safeguarding Commissioner was being very thorough in this matter and the Safeguarding Partnership had asked all of its agencies to map out their responses.

14. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items.

15. EXCLUSION OF THE PUBLIC

RESOLVED – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

16. NON-PUBLIC MINUTES

RESOLVED, that – the non-public minutes of the meeting held on 22nd February 2022 be approved.

17. OUTSTANDING ACTIONS (NON-PUBLIC)

The Committee received the non-public outstanding actions list.

18. WINDOW REPLACEMENT AND COMMON PARTS REDECORATIONS: HOLLOWAY ESTATE - GATEWAY 5 - AUTHORITY TO START WORK

The Committee considered and approved a report of the Director of Community and Children's Services.

19. **YORK WAY ESTATE COMMUNAL HEATING REPLACEMENT - GATEWAY 5 - ISSUES REPORT**

The Committee considered and approved a report of the Director of Community and Children's Services.

20. **REPORT OF ACTION TAKEN - NON-PUBLIC**

The Committee received a report of the Town Clerk.

21. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items.

The meeting ended at 6.35pm

Chair

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COMMUNITY AND CHILDREN'S SERVICES COMMITTEE ACTION TRACKER – JUNE 2022				
Date added	Title	Action	Responsible Officer and target date	Comments/ Update
25/04/22	8. Matters Arising	The Director advised that the Housing Management and Almshouses Sub Committee (HMASC) and this Committee would receive a report in respect of the water rates refund, setting out the rates of uptake, progress with communications and further action being taken.	Assistant Director, Housing & Barbican	On the agenda for HMASC on 26/5/22
25/04/22	10.3 Section 106 funding and how this is applied / calculated re: affordable housing	The Housing Management and Almshouses Sub Committee (HMASC) would receive a detailed report on stock breakdown, including voids and the waiting list. The report would then be shared with this Committee, for information	Assistant Director, Housing & Barbican	On the agenda for HMASC on 26/5/22
25/04/22	10.3 Section 106 funding and how this is applied / calculated re: affordable housing	The unit cost of building in the City is a lot more expensive than other areas, so the City Corporation is seeking to build in areas where it already owns the land, thereby expanding its existing estates. This too will be explored in the forthcoming report to the HMASC.	Assistant Director, Housing & Barbican	The Assistant Director of the Built Environment attended the May CCS to give a presentation to members on S106 funding

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Committee: Community & Children's Services Committee	Date: 8 th June 2022
Subject: Appointments to Sub Committees and Boards	Public
Report of: Town Clerk Report author: Julie Mayer	For Decision

At the last meeting of the Community and Children's Services Committee, on 25th April 2022, Members considered a report of the Town Clerk, which sought to appoint to the Committee's various Sub Committees and approve their Terms of Reference. The results are set out in the minutes on today's agenda.

Some Members expressed an interest after the meeting, as shown in highlighting under '*Appointments to Committees*'. In the interests of democracy, Members are now asked to confirm appointments for the Housing Management and Almshouses Sub Committee, the Integrated Commissioning Sub Committee, the Education Board and to fill a vacancy on the Safeguarding Sub Committee.

As raised by the Chair at the last meeting, there are elements of general best practice that we might need to introduce, given that our Sub Committees look after very important areas of work. This report asks Members to consider whether we need to expand their memberships, introduce term limits for Chairs, and adopt a consistent approach in respect of Sub Committees electing their own chairs.

In terms of decision making, it is recommended that the Housing Management and Almshouses Sub Committee retains its decision making powers, noting that it is still subject to recommendations arising from the Lisvane Governance Review. It is also recommended that the Homelessness and Rough Sleeping and Safeguarding Sub Committees retain their highly-valued scrutiny roles, and ability to make recommendations to the Grand Committee.

Recommendations, that: –

1. Having considered the options set out above, Member agree to amend the Sub Committee(s) in respect of their composition, term limits for Chairs (and whether these be retrospective or from this point forward) and consistency in terms of electing their own Chairs.
2. The Housing Management and Almshouses Sub retains its decision making powers.

-
3. The Safeguarding and Homelessness and Rough Sleeping Sub Committees retain their scrutiny roles and the ability to make recommendations to the Grand Committee.
 4. The Portfolio Holder role for Homelessness and Rough Sleeping be abolished as, this has a dedicated Sub Committee.
 5. The remaining appointments be made in respect of:
 - a) The Housing Management & Almshouses Sub Committee;
 - b) The Safeguarding Sub-Committee;
 - c) The Education Board – by convention this is the Chairman of the Community and Children’s Services Committee; and
 - d) The Integrated Commissioning Board.
-

Appendix - Composition and Terms of Reference of the Sub Committees

Contact: :julie.mayer@cityoflondon.gov.uk

Sub Committees

HOUSING MANAGEMENT & ALMSHOUSES SUB COMMITTEE

Constitution

10 Members to be elected by the Community & Children's Services Committee, including the Chairman and Deputy Chairman.

Quorum

Any 3 Members.

Terms of Reference

To be responsible for: -

- (a) discharging the City of London Corporation's function in respect of the management of its existing social housing stock (with the Grand Committee retaining responsibility over policies affecting the City's Strategic Housing responsibilities);
- (b) approving schemes affecting the City's existing social housing and proposed stock in accordance with the policies and strategies for investment agreed by the Grand Committee and having regard to the City Corporation's Project Approval Procedure;
- (c) approve policies in relation to the management of housing services to tenants and leaseholders in City estates and review them as necessary;
- (d) the management of the City of London Almshouses (registered charity no 1005857) in accordance with the charity's governing instruments; and
- (d) advising the Grand Committee on: -
 - the general performance of the Social Housing Service and the Almshouses; and
 - its recommendations concerning the Allocation Scheme in the City's Housing Registration process.

Suggested frequency of meetings: a minimum of 5 a year

THE COMMITTEE IS ASKED TO APPOINT 10 MEMBERS.

SAFEGUARDING SUB-COMMITTEE

Constitution

8 Members appointed by the Community & Children's Services Committee, including the Chairman and Deputy Chairman.

Quorum

Any 3 Members.

Terms of Reference

To be responsible for: -

1. overseeing the discharge of the City of London's responsibilities to safeguard children and adults who have been identified as requiring support and protection;
2. ensuring, in respect of children entering public care, that the duty of the local authority as a corporate parent to safeguard and promote a child's welfare is fulfilled;
3. monitoring the Community & Children's Services Department's performance in respect of its work to safeguard children and adults and make recommendations to the Grand Committee to bring about improvements as appropriate; and
4. exercising its functions with regards to the views of relevant service users, as appropriate.

Suggested frequency of meetings: 2-3 times a year

THE COMMITTEE IS ASKED TO APPOINT 8 MEMBERS.

HOMELESSNESS AND ROUGH SLEEPING SUB COMMITTEE

Constitution

- i. The Chairman & Deputy Chairman of the Community and Children's Services Committee;
- ii. Up to *six Members of the Community and Children's Services Committee and/or the Court of Common Council;
- iii. Two Members representing the Police Authority Board;
- iv. A representative of the City church; and
- v. Chairman of the Safer City Partnership or his/her representative

The **quorum** of the sub committee shall consist of any three Members of the Court of Common Council.

The Sub Committee will have the power to **co-opt up to two external members** outside of the Court of Common Council. These individuals will provide specialism and experience relevant to the subject matter.

Terms of Reference:

1. To give consideration to strategies and proposals to alleviate rough sleeping and homelessness in the City of London together with other associated activities.
2. To have an overview of government and regional policies on rough sleeping; and advise the Grand Committee of their impact on the City of London Corporation's Rough Sleeping and Homelessness Strategy and practice arrangements;
3. To have an overview of rough sleeping in the City of London;
4. To monitor new approaches to working with rough sleepers;
5. To monitor the financial implications in delivering a service to rough sleepers;
6. To be informed about the health and wellbeing of rough sleepers, what services are required and how they can be delivered;
7. To monitor the implications of any enforcement activities; and
8. To monitor the numbers of rough sleepers on the City streets.
9. To liaise with other local authorities and agencies working towards tackling homelessness and rough sleeping.
10. To make recommendations to the Grand Committee for decision.

Suggested frequency of meetings – 5 times a year

THE COMMITTEE IS ASKED TO APPOINT 3 Members – *depending on level of interest from Court Members

EDUCATION BOARD

Terms of Reference

- (a) To monitor and review the City of London Strategies for Education, Cultural and Creative Learning, and Skills and to oversee their implementation (including skills and work related learning, and cultural and creative learning) in consultation, where appropriate, with Policy and Resources Committee and the relevant Service Committees; referring any proposed changes to the Court of Common Council for approval;
- (b) To oversee generally the City of London Corporation's education activities (including, where relevant, the City Corporation's commitment to ensuring education promotes healthy lifestyles); consulting with those Committees where education responsibilities are expressly provided for within the terms of reference of those Committees and liaising with the City's affiliated schools and co-sponsors; post school learning providers, and cultural organisations but excluding Gresham College and any responsibilities of the Gresham (City Side) Committee;
- (c) To be responsible for the oversight and monitoring of the City of London Corporation's sponsorship of its Academies, including the appointment of academy governors and, where relevant Members, Directors and Trustees;
- (d) To manage of The City of London Corporation Combined Education Charity (registered charity no. 312836), subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of the charity's funds;
- (e) To manage of the City Educational Trust Fund (registered charity no. 290840), subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of the charity's funds;
- (f) To constitute Sub-Committees in order to consider particular items of business within the terms of reference of the Board, including: -

Education Charity Sub (Education Board) Committee*

- (g) To recommend to the Court of Common Council candidates for appointment as the City of London Corporation's representative on school governing bodies where nomination rights are granted, and which do not fall within the remit of any other Committee;

- (h) To monitor the frameworks for effective accountability, challenge and support in the City Family of Schools**;
- (i) To be responsible for the distribution of funds specifically allocated to it for education purposes, in accordance with the City of London Corporation's strategic policies;
- (j) Assist with promotion of skills training and education-business link activities in line with the City of London Corporation's Skills Strategy.

* The constitution of The Education Charity Sub-Committee is set by the Court of Common Council and comprises four Members appointed by the Education Board and four Members appointed by the Community and Children's Services Committee.

**The expression "the City Family of Schools" means those schools for which the City has either direct responsibility as proprietor, sponsor or local authority, or historic links. These include but are not restricted to: the Aldgate Primary School, the City of London School, the City of London School for Girls, the City of London Freeman's School, and the academies managed by the City of London Academies Trust.

Suggested frequency of meetings: a minimum of 6 a year

THE COMMITTEE IS ASKED TO APPOINT 1 MEMBER. By convention this is generally the Chairman of the Community and Children's Services Committee

INTEGRATED COMMISSIONING SUB-COMMITTEE

Constitution

1. 3 Members and three Deputies appointed by the Community & Children's Services Committee. *It is convention for the Chairman and Deputy Chairman of the Grand Committee to be appointed to this Board but not in an ex-officio role.*
2. The Chairman of the Health and Wellbeing Board.

Quorum

Any three Members.

The development of fully integrated commissioning across health, social care and public health locally is the proposed mechanism for delivering the wider aims of partners around integration.

To act as the Local Outbreak Board to provide governance over local responses to outbreaks of the Co-vid 19 virus.

It is within the gift of the Committee to appoint a Member to act as a Deputy or substitute. This Member will be invited to attend sub committee meetings when a full Member gives their apologies.

Suggested frequency of meetings: a minimum of 4 a year

THE COMMITTEE IS ASKED TO APPOINT 3 FULL MEMBERS and THREE DEPUTIES.

Safer City Partnership Strategy Board Terms of Reference 2022

Purpose

Our vision is that the Square Mile is a safe place for people to live, learn, work and visit.

Who we are

The Safer City Partnership (SCP) brings together statutory and non-statutory agencies that have a role in keeping the Square Mile safe. Membership is listed below.

The SCP was established in response to the duties placed on local authorities, the police and other partners by the Crime and Disorder Act 1998. It also works to meet the expectations outlined within the Police and Justice Act 2006, Policing and Crime Act 2009, and subsequent Home Office regulations.

The SCP has a number of key statutory responsibilities including:

- Providing strategic leadership for community safety partnership activity within the City
- Bringing together the authorities responsible for crime and disorder strategies within the City to enable them to act in co-operation in undertaking their functions, with provisions in place for the sharing of information
- Undertake a strategic assessment of crime and anti-social behaviour within the City
- Consult with our communities to identify their concerns relating to crime and Anti-Social Behaviour (ASB), in order to inform our strategic plan and priorities
- Agree the focus and priorities for the SCP strategy and ensure that the three-year Partnership Strategy and annual delivery plan is agreed and implemented, and that agreed targets are met
- Monitor and evaluate these strategies
- To publish the partnership plan
- To oversee the function of the established sub-groups carrying out work towards the delivery plan
- To ensure an evidence-led and problem-solving approach is used within the SCP
- To ensure that expenditure of SCP funds is effectively monitored and efficiently managed

THE COMMITTEE IS ASKED TO APPOINT THE CHAIRMAN OR DEPUTY CHAIRMAN (OF THE COMMUNITY AND CHILDREN'S SERVICES COMMITTEE) TO SERVE AS CHAIRMAN OF THE SCP

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The Aldgate School
Headteacher: Miss A. Allan

Information for prospective local authority governors

The role of the governing board

The school's governing board is responsible for providing confident and strategic leadership, and creating robust accountability, oversight, and assurance for the school's educational and financial performance. The board is passionate about education and committed to continuous school improvement to ensure the best possible outcomes for all our pupils.

The role of a governor

As a school governor, you'll work with the board to make sure it effectively carries out the duties referred to above. You'll play a vital role in bringing your own perspective to the governing board, but you're not there to speak 'on behalf' of the local authority.

To be a governor you should have:

- A strong commitment to the role and to improving outcomes for all children
- Good inter-personal skills, curiosity, and a willingness to learn and develop new skills
- The ability to commit time to the role, including during the working week.

Expectations of governors

A full description of the role school governor can be found on the National Governance Association [website](#). At our school, governors:

- Attend 7 meetings each year, usually held on a Tuesday or Wednesday in term-time, from 4pm-6pm.
- Visit the school termly to gather evidence of school improvement
- Undertake regular training to ensure they have relevant and up-to-date skills and knowledge.

More information

If you are interested in applying for one of the vacancies but want to find out more about the role first, our Chair of Governors, Matt Piper, will also be happy to meet any prospective candidate to explain more about the role (chair@thealdgateschool.org).

The Aldgate School
St James's Passage, Duke's Place, London, EC3A 5DE
0207 283 1147
www.sirjohncassprimary.org

Faith, hope and love abide, these three: and the greatest of these is love.

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Governor role description

For those governing in maintained schools

How to use this model document

This model role description should be adapted to suit the needs of your school. It is neither definitive nor exhaustive but is intended as a guide for those wishing to clarify the role of the governor.

Thank you for using this document. If you have any feedback you'd like to share, please email kcfeedback@nga.org.uk.

Governor role description

Governors work together to carry out their core functions:

1. ensuring there is clarity of vision, ethos and strategic direction
2. holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff
3. overseeing the financial performance of the organisation and making sure its money is well spent

NGA recognises the following as the fourth core function of governance:

4. ensuring the voices of stakeholders are heard

Governors must also ensure that the governing body complies with all legal and statutory requirements. Governors should seek the advice of the clerk to the governing board and other professional advice as appropriate.

Governing body strategic responsibilities

Governing bodies work closely with headteachers and senior leaders. Headteachers are responsible for day-to-day management whereas the role of the governing body is strategic. As such, governors are responsible for:

- determining the mission, values and long-term ambitious vision for the school
- deciding the principles that guide school policies and approving key policies
- working with senior leaders to develop a strategy for achieving the vision
- ensuring that parents, pupils, staff and the wider community are involved, consulted and informed as appropriate
- ensuring that all pupils have access to a broad and balanced curriculum such that pupils are well prepared for the next stage of their education and adult life
- setting the school's budget and ensuring it is managed effectively together with premises and other resources
- agreeing the school's staffing structure and keeping it under review to ensure it supports delivery of the strategy
- ensuring robust risk management procedures are in place and that risk control measures are appropriate and effective

Monitoring and evaluating school performance

Governors must monitor the priorities that have been set to ensure progress is being made by:

- measuring the school's impact and progress towards its strategic objectives
- ensuring the required policies and procedures are in place and the school is operating effectively in line with these policies

- evaluating relevant data and feedback provided by school leaders and external reporting on all aspects of school performance
- asking challenging questions of school leaders in order to hold them to account
- holding the headteacher to account for standards, financial probity and compliance with agreed policies
- visiting the school to monitor implementation of the strategy and reporting back to the board (this could be in a link governor capacity)
- ensuring that there are policies and procedures in place to deal with complaints effectively

Panels and committees

When required, governors are expected to serve on panels or committees in order to:

- appoint the headteacher and other senior leaders
- appraise the headteacher and make pay recommendations
- hear staff grievances and disciplinary matters
- review decisions to exclude pupils
- deal with formal complaints

Contribution to the governing body

Governors should ensure that they are making a positive and meaningful contribution to the governing body by:

- attending meetings (a minimum of 3 full governing board meetings and a number of committee meetings each year), reading papers and preparing questions for senior leaders in advance
- establishing and maintaining professional relationships with senior leaders and colleagues on the board
- getting to know the school, including visiting the school occasionally during school hours
- undertaking induction training and developing knowledge and skills on an ongoing basis

Expenses

Governors should receive out of pocket expenses incurred as a result of fulfilling their role as governor and NGA recommends that a governing board should have such an expenses policy. Payments can cover incidental expenses, such as travel and dependency care, but not loss of earnings.

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Committee(s): Community and Children's Services	Dated: 06/06/2022
Subject: Affordable food provision in the City of London	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2, 3, 4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	Y/N
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Zoe Dhami, Strategy Officer, Community and Children's Services	

Summary

This report updates Members on the current position in relation to affordable food provision in the City of London and a food pantry model that is being explored. Data indicates that 2.9 million individuals in poverty in the UK have a low or very low food security status, meaning they are unable to access enough, varied, and/or nutritious quality food.

A foodbank type model for City of London residents has been provided for City of London residents since June 2021 but demand for this provision has been low and the provider is now stopping foodbank provision. Foodbank provision meets a specific need but there is a wider range of people who may not qualify for foodbank provision but still require access to affordable food.

This paper sets out some of the explorations underway around a Food Pantry Model which could meet this wider need in an empowering way.

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. Data indicates that 2.9 million individuals in poverty in the UK have a low or very low food security status, meaning they are unable to access enough, varied, and/or nutritious quality food. Families receiving benefits have very high levels of poverty, with more than half of individuals in families in receipt of Universal Credit and its predecessor legacy benefits being in poverty. Of households in receipt of Universal Credit 43% are food insecure. Another negative effect is the rise in inflation, which will put more pressure on people experiencing food insecurity.
2. The Square Mile Food Bank was set up by volunteers as a Covid emergency response during a challenging time. There was not sufficient data collected to assess the level of need for a crisis service.
3. When the City of London foodbank ended, the First Love Foundation (FLF) was grant funded by the City of London Corporation for 12 months to provide, amongst other things, provision of food parcels and a foodbank and advice service for City of London residents and in neighbouring boroughs.

Current Position

4. Data from FLF shows that there has been a low-level of need for this service within the City of London. From June 1st, 2021, to February 28th, 2022, the FLF fed a total of 16 City of London residents and opened 11 cases concerning City of London residents.
5. At the end of April, FLF closed their food bank offer at short notice as there is a proliferation of food offers in their main operating borough and they wished to focus on other aspects of their work. They did however commit to continue to support any City of London residents they were currently working with.
9. It has been noted however that a foodbank offer only meets the needs of a certain proportion of the population, given its nature and criteria, and that there are other models which may help meet a wider need around access to affordable food.
10. This issue was being considered alongside the FLF service, but the end of the foodbank provision and the low level of need for this service has driven these considerations further.
11. Officers are currently exploring a model of a community food pantry which allows people to pay a small subscription of a few pounds per week to become a member of the pantry. In return members can choose groceries that are worth many times more. The benefits of a food pantry are:

- a. There is no referral needed.
 - b. There are groceries to choose from, rather than being given what is on offer at a food bank.
 - c. The person is contributing financially and is therefore empowered.
 - d. Food pantries often become neighbourhood hubs that can develop other initiatives and ideas – for example healthy cooking classes.
12. The model is a franchise model called Your Local Pantry which was originally developed by Stockport Homes Group in 2013 and the Your Local Pantry social franchise is now run by a partnership between Foundations Stockport and Church Action on Poverty. Food is sourced primarily through Fareshare, a national network of charitable food redistributors, made up of 18 independent organisations and each Pantry also has its own local suppliers.
13. Officers will shortly be meeting with a pantry that has been established in Peckham, to understand how it works in practice.
14. Factors that need to be considered in relation to the development of a food pantry in the City of London include:
- Which organisation (most likely to be a community of voluntary sector organisation) would be interested in developing this franchise in the City of London.
 - How the organisation will be able to evidence the need for this provision and how they might adopt any innovative approach – for example working across borough boundaries. However, this will need to consider existing provision in these areas.
 - How any funding requirements will be met. This is most likely to be in the form of grants or usual fundraising activities by the organisation concerned. The City of London Corporation could support the organisation with information about grants that may be available.
15. Officers will continue these explorations and bring a more detailed paper back to Members shortly with an update.

Corporate & Strategic Implications

Strategic implications

16. This piece of work aligns with and will support the following outcomes of the Corporate Plan:

Contribute to a flourishing society

- 2. People enjoy good health and wellbeing
- 3. People have equal opportunities to enrich their lives and reach their full potential
- 4. Communities are cohesive and have the facilities they need

Financial implications

17. None

Resource implications

18. None

Legal implications

19. None

Risk implications

20. None

Equalities implications

21. A food pantry would help to reduce health inequality in the City of London by offering a variety of nutritious food at a price affordable to residents in need of support.

Climate implications

22. None

Security implications

23. None

Conclusion

24. Members are asked to note the report.

Appendices

- None

Zoe Dhami

Strategy and Projects Officer, Department of Community and Children's Services
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Committee(s)	Dated:
Community and Children's Services – For Information	8 June 2022
Subject: Revenue Outturn 2021/22 – Community and Children's Services Committee (City Fund)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4,8,9,12
Report of: The Chamberlain and the Director of Community and Children's Services	For Information
Report author: Louise Said, Chamberlain's Department	

Summary

This report compares the 2021/22 revenue outturn for the non-Housing Revenue Account (HRA) services overseen by your Committee with the final agreed budget for the year. The Director of Community and Children's Services local risk budget was overspent by £249,000 with an overspend on all risks including recharges of £1m. This is summarised in the table below.

Summary Comparison of 2021/22 Revenue Outturn with Final Agreed Budget – Community & Children's Services Committee			
	Final Agreed Budget £000	Revenue Outturn £000	Variations (Increase) / Reduction £000
Local Risk	(11,774)	(12,023)	(249)
Central Risk	(698)	(1,330)	(632)
Surveyors R&M	(253)	(5)	248
Total all Risks	(12,725)	(13,358)	(633)
Recharges	(2,585)	(2,971)	(386)
Overall Totals	(15,310)	(16,329)	(1,019)

Due to the adverse variance on Local Risk, there will be no requests for carry forwards this year for purposes of this Committee.

Recommendation

It is recommended that this revenue outturn report for 2021/22 is noted

Main Report

Revenue Outturn for 2021/212

- Actual net expenditure for your Committee's services during 2021/22 totalled £16,329m. A summary comparison with the final agreed budget for the year of £15,310m is tabulated below. In the tables, figures in brackets indicate expenditure or adverse variance.

Comparison of 2021/22 Revenue Outturn with Final Agreed Budget					
	<i>Original Budget</i> £000	Final Agreed Budget £000	Revenue Outturn £000	Variations to Final Agreed Budget (Increase) / Reduction £000	Paragraph
Local Risk					
Supervision & Management	(1,413)	(1,234)	(1,226)	8	
Partnerships & Commissioned Services	(1,208)	(1,240)	(1,256)	(16)	
People's Services	(8,700)	(8,447)	(8,702)	(255)	4, 7
Housing Services	(513)	(853)	(839)	14	
Total Local Risk	(11,834)	(11,774)	(12,023)	(249)	
Central Risk	(401)	(698)	(1,330)	(632)	5, 6, 7,8
Surveyors R&M	(6)	(253)	(5)	248	9
Recharges	(1,951)	(2,585)	(2,971)	(386)	10
Overall Totals					
	(14,192)	(15,310)	(16,329)	(1,019)	

- A reconciliation of original local risk budget to the final agreed local risk budget is provided in Appendix A.
- The 2021/22 final approved central risk budget includes significant additional resources due to successful bids from the Priorities Investment Pot along with additional resources in relation to the flexible retirement scheme.

Reasons for significant variations

- The net adverse variance of £255k in People's Services is due to the continued pressures within the social care service area. This is due to rising care costs and a change in client numbers / circumstances throughout the year. The overspend would have been higher however the Director managed

to contain some of these pressures within his overall DCCS local risk budget from savings and additional income elsewhere however it is unlikely that this will continue.

5. The Unaccompanied Asylum Seekers central risk budget was under pressure this year due to the number of children aged 18-25. The funding received from the Home Office is not adequate to cover the full cost of those asylum seekers who have now become care leavers. Once a client turns 18, the funding from the Home Office is reduced and this stops when they turn 21. The city has decided to support these clients until they are 25.
6. Recently, 21 of the care leavers have been granted leave to remain which entitles them to receive benefits such as universal credit. There are a further 11 clients who are either waiting for an interview or the outcome of their interview. If leave to remain is granted, this would result in savings going forwards for the city as support costs will be lower.
7. DCCS are currently reviewing the highest care cost placements which could potentially result in savings however both the social care and asylum budgets are very volatile and a small change in client numbers could have a major effect on the outturn.
8. During the year, the City signed up to the Afghanistan Resettlement Programme and the Homes for Ukraine Scheme. The costs involved with these programmes have been fully met from government grants and have had no impact on the Directors overall net outturn.
9. Due to slippage of the procurement and delivery timeframe for these cyclical works at the Golden Lane Leisure Centre; the budget was underspent. Works are now commencing and the budget will be drawn down during 22/23.

10. The table below shows a breakdown of the Capital and Support Services budgets and expenditure.

	<i>Original Budget</i> £000	Final Agreed Budget £000	Revenue Outturn £000	Variation (Increase)/ Decrease £000
CAPITAL & SUPPORT SERVICES				
Capital Charges	(486)	(485)	(485)	0
Support Services, including Chamberlains, Comptrollers* & Town Clerks	(908)	(1,138)	(1,451)	(313)
Surveyors Employee Recharges	(1)	(1)	(1)	0
IS Recharges	(606)	(721)	(752)	(31)
Guildhall Admin Buildings	(254)	(270)	(281)	(11)
Insurances, including premises & Liability	(56)	(55)	(66)	(11)
Other recharges	328	53	33	(20)
Corporate & Democratic Core	32	32	32	0
TOTAL CAPITAL & SUPPORT SERVICES	(1,951)	(2,585)	(2,971)	(386)

*The Comptrollers and City Solicitors department continue to recharge departments for any external legal fees that they have incurred.

The budgets for Community & Children's Services departmental support service costs and IS costs were based on 2020/21 actual attributions whereas the final charges for 2021/22 reflect the most recent time and costs attributions.

Recharges have a corresponding contra entry in their own accounts. Consequently, these charges have no overall impact on net expenditure for the Corporation as a whole

Local Risk Budget Carry Forward to 2022/23

11. Chief Officers can request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward provided the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
12. The Director of Community and Children's Services' is not able to request a carry forward this year due to the adverse variance on Local Risk.

Corporate & Strategic Implications

Financial implications: None

Resource implications: None

Legal implications: None
Risk implications: None
Equalities implications: None
Climate implications: None
Security implications: None

Appendices

- Appendix A – A reconciliation of 2021/22 original local risk budget to the final agreed local risk budget 2021/22

Caroline Al-Beyerty
Chamberlain

Andrew Carter
Director of Community &
Children's Services

Contact Officers:

Community & Children's Services: Simon Cribbens, Assistant Director of Partnerships and Commissioning
T: 0207 332 1638
E: simon.cribbens@cityoflondon.gov.uk

Chamberlains: Mark Jarvis, Head of Finance
T: 0207 332 1221
E: mark.jarvis@cityoflondon.gov.uk

Appendix A

	£'000
Original Local Risk Budget 2021/22	(11,834)
Reduction due to Fundamental Review Savings	101
Net other movements including contribution pay adjustment and virement to libraries	(41)
Final Agreed Local Risk Budget 2021/22	(11,774)

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Committee:	Dated:
Community and Children's Services	08 June 2022
Subject: S105 Housing Act 1985	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	4, 12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of: Andrew Carter, Director of Community and Children's Services	For Decision
Report author: Michael Kettle Senior Housing & Commercial Development Manager	

Summary

The purpose of this report is to seek the approval of this Committee to a standard protocol for the City of London Corporation (the City) to ensure compliance with the consultation requirements under S105 of the Housing Act 1985.

Recommendation

That the attached standard protocol for the City to ensure compliance with the consultation requirements under S105 of the Housing Act 1985 is approved.

Main Report

Background

1. Under Section 105 of the Housing Act 1985, the City is required to maintain such arrangements as it considers appropriate to enable its secure tenants that are likely to be substantially affected by "matters of housing management" to be informed of the City's proposals and, to make their views known on them.
2. Such changes could include the management, maintenance, improvement, or demolition of properties let by the City or, the provision of services in connection with those properties.

3. Attached at Appendix 1 to this report is a proposed standard protocol for the City to ensure compliance with the consultation requirements under S105 of the Housing Act 1985.

Appendices

Appendix 1: S105 Housing Act 1985 - Protocol

Mike Kettle

Senior Housing & Commercial Development Manager

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Appendix 1 - S105 Housing Act 1985 - Protocol

Statutory Consultation - S105 Housing Act 1985

The City of London Corporation (The City) has a duty to consult with secure tenants on “matters of housing management” which, are likely to significantly affect them, such as changes to the management, maintenance, improvement, or demolition of properties let by them or the provision of services in connection with those properties.

These arrangements are published in accordance with Section 105(5) of the Housing Act 1985 and set out how the City will enable its secure tenants, who are likely to be significantly affected by matters of housing management, to be informed of our proposals and make their views known to us within a specified period.

The City will also, as a matter of course, consult with other known affected occupiers on its estates, which may include home occupiers, leaseholders and commercial tenants.

The consultation will be carried out in the following ways:

- a consultation letter containing an ‘Information Pack’ (available in other languages, large print, and Braille on request) which includes details of these arrangements.
- information placed on Estate Notice Boards.
- through a dedicated page on City of London website www.cityoflondon.gov.uk.
- by holding at least one meeting with affected residents.

The consultation period will run for a minimum of four weeks (with start and end dates specified in the consultation letter) and, residents will be able to participate in the process and, comment on the proposals by:

- completing and returning a questionnaire.
- replying to dedicated email address.
- by post.
- by telephone.
- in-person at the meeting with affected residents.

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