



Gresham (City Side) Committee

Date: FRIDAY, 26 MAY 2023
Time: 10.30 am
Venue: COMMITTEE ROOM 2 - 2ND FLOOR WEST WING, GUILDHALL

Members:

Deputy Keith Bottomley	Wendy Mead
Deputy Simon Duckworth	Deputy Henry Pollard
Deputy Christopher Hayward	Deputy Nighat Qureishi
Alderman Vincent Keaveny	Deputy Dr Giles Shilson
Alderswoman Susan Langley	Deputy Philip Woodhouse
Deputy Edward Lord	The Rt. Hon. The Lord Mayor, Nicholas Lyons (Ex-Officio Member)

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<https://www.youtube.com/@CityofLondonCorporation/streams>

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Ian Thomas
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **ORDER OF THE COURT OF COMMON COUNCIL**

To receive the Order of the Court of Common Council on 27 April 2023 appointing the Committee and approving its terms of reference.

For Information
(Pages 5 - 6)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman in accordance with Standing Order 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order No. 30.

For Decision

6. **MINUTES**

To agree the public minutes and summary of the meeting held on 24 February 2023.

For Decision
(Pages 7 - 10)

7. **GRESHAM COLLEGE COUNCIL AND GRESHAM WORKING PARTY APPOINTMENTS**

Report of the Town Clerk.

For Decision
(Pages 11 - 14)

8. **GRESHAM ALMSHOUSES UPDATE**

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

For Decision
(Pages 15 - 18)

9. **RISK MANAGEMENT UPDATE - SIR THOMAS GRESHAM CHARITIES**

Report of the Town Clerk, the Chamberlain, the Director of Community and Children's Services and the City Surveyor.

For Decision
(Pages 19 - 30)

10. **REVENUE OUTTURN - 2022-23**

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

For Information
(Pages 31 - 32)

11. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information
(Pages 33 - 34)

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

13. **ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

14. **EXCLUSION OF THE PUBLIC**

MOTION - That the public be excluded from the meeting for the following items of business below which relate to functions of the Court of Common Council not subject to the provisions of Part VA and Schedule 12A of the Local Government Act 1972 and which it is considered would not be in the best interests of the charity to disclose in a public meeting (engaging similar considerations as under paragraphs 2 and 3 of Schedule 12A of the 1972 Act).

For Decision

Part 2 - Non-Public Agenda

15. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 24 February 2023.

For Decision
(Pages 35 - 38)

16. **CONDITION OF GRESHAM ALMSHOUSES**

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

For Information
(Pages 39 - 44)

17. **CHARITIES REVIEW**

Town Clerk to be heard.

For Information

18. **JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE
CONSIDERATION**

Papers to be circulated separately

19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
COMMITTEE**

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

LYONS, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 27 th April 2023, doth hereby appoint the following Committee until the first meeting of the Court in April, 2024.
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GRESHAM COMMITTEE (CITY SIDE)

1. **Constitution**

A Non-Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- nine Commoners elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the Right Honourable the Lord Mayor (ex-officio)

2. **Quorum**

The quorum consists of any three Members.

3. **Membership 2023/24**

ALDERMEN

- 3 Vincent Keaveny
- 1 Susan Langley

COMMONERS

- 4 (4) Keith David Forbes Bottomley, Deputy
- 7 (4) Charles Edward Lord, O.B.E., JP, Deputy
- 2 (2) Philip Woodhouse, Deputy *for two years*
- 7 (3) Christopher Michael Hayward, Deputy
- 2 (2) Nighat Qureishi, Deputy *for three years*
- 15 (2) Wendy Mead, O.B.E.
- 13 (1) Dr Giles Robert Evelyn Shilson, Deputy
- 1 (1) James Henry George Pollard, Deputy
- 16 (1) Simon D'Olier Duckworth, Deputy, OBE D.L., *for three years*

together with the ex-officio Member referred to in paragraph 1.

4. **Terms of Reference**

To be responsible for:-

- (a) letting and demising the lands and tenements given to this City by Sir Thomas Gresham by his last Will and Testament or otherwise to do and perform all and everything and things according to the true intent and meaning of the said last Will and Testament of the said Sir Thomas Gresham and the several Acts of Parliament for that purpose made with limitations and provisions as in the same are directed;

(Note: The estate, so far as it relates to the land that was left to the City of London Corporation and the Mercers' Company, is administered by the Joint Grand Gresham Committee, which consists of the City Side and an equal number of Mercers. The legal obligations upon the City of London Corporation under the terms of Sir Thomas Gresham's Will, as varied by statute and discharged by the City Side, are limited:-

- (i) to the appointment and payment of four of the Gresham Lecturers, namely those in Divinity, Astronomy, Music and Geometry, and in the provision of a sufficient and proper place for the delivery of the lectures;
- (ii) to the maintenance of eight almshouses in Ferndale Road, Brixton, to the appointment of eight "almsfolkes" and the payment of a small annual sum to each of them);

- (b) Except for those matters reserved to the Court of Common Council or which are the responsibility of another Committee, the Committee will be responsible for all aspects of Sir Thomas Gresham Charities' (221982) day-to-day management and administration of the charity. The Committee may exercise any available powers on behalf of the City Corporation as trustee under delegated authority from the Court of Common Council as the body responsible for exercising the powers of the City Corporation as trustee. This includes, but is not limited to, ensuring effective operational arrangements are in place for the proper administration of the charity, and to support expedient and efficient delivery of the charity's objects and activities in accordance with the charity's annual budget, strategy and policies; and
- (c) all other City Side matters relating to Gresham College including:-
 - (i) the appointment, from the membership of the Court of Common Council, of one representative to attend General Meetings of the Council of Gresham College and up to four Directors to serve on the Council of Gresham College;
 - (ii) any amendments to the current Memorandum and Articles of Association of Gresham College, other than financial aspects and those which, in the opinion of the Committee, are significant and should be considered by the Court.

GRESHAM (CITY SIDE) COMMITTEE **Friday, 24 February 2023**

Minutes of the meeting of the Gresham (City Side) Committee held at Committee Room 2 - 2nd Floor West Wing, Guildhall on Friday, 24 February 2023 at 10.45 am

Present

Members:

Deputy Christopher Hayward (Chairman)
Deputy Edward Lord (Deputy Chairman)
Deputy Keith Bottomley
Deputy Simon Duckworth (Chief Commoner)
Alderman Vincent Keaveny
Wendy Mead
Alderman Sir Andrew Parmley
Deputy Nighat Qureishi
Deputy Dr Giles Shilson
Deputy Philip Woodhouse

Officers:

Greg Moore	- Assistant Town Clerk
Zoe Lewis	- Town Clerk's Department
Francis Connolly	- Department of Community and Children's Services
Lochlan MacDonald	- Department of Community and Children's Services
Marie Rene	- Department of Community and Children's Services

1. APOLOGIES

Apologies were received from Tijs Broeke and the Rt. Hon. The Lord Mayor. Deputy Qureishi joined the meeting virtually.

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

There were no declarations.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 30 September 2022 be approved as a correct record.

4. ALMSHOUSES UPDATE

The Committee considered a report of the Director of Community and Children's Services providing an update in respect of the Gresham almshouses.

The Chairman advised that matters relating to refurbishment works at the almshouses would be considered in the non-public part of the meeting.

Officers reported that a temporary gardener had been appointed and recruitment for the permanent post was taking place. It was advised that there had been issues with anti-social behaviour problems and work was taking place with the police to address this. Options had been considered and CCTV would be installed. A risk register had been drawn up for the Gresham almshouses, as well as the other almshouses, and social activities, which were curtailed as a result of the pandemic, had now resumed.

A Member asked if the £50 Tesco vouchers given to residents instead of annual hampers had been well received. It was reported that, in a questionnaire, residents had commented that they had not used some of the items in the hampers and therefore supermarket vouchers were more useful. The vouchers had been well received as a result.

It was also asked if security lighting could help to address the anti-social behaviour issues. An officer advised that there had been an attempt to break into the equipment garage and a floodlight was therefore being installed on the garage. Options for further security lighting were being considered, however careful positioning of the lights would be required to prevent light shining in homes.

In response to a Member's question about the risk register, an officer advised that this would be submitted to the next meeting.

RESOLVED: That the report be noted.

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

There were no questions.

6. **ANY BUSINESS THAT THE CHAIRMAN CONSIDERS TO BE URGENT**

The Chairman advised that this was his last meeting as Chairman and that his successor would be appointed at the next meeting.

7. **EXCLUSION OF THE PUBLIC**

RESOLVED – That the public be excluded from the meeting for the following items of business below which relate to functions of the Court of Common Council not subject to the provisions of Part VA and Schedule 12A of the Local Government Act 1972 and which it is considered would not be in the best interests of the charity to disclose in a public meeting (engaging similar considerations as under paragraph 3 of Schedule 12A of the 1972 Act).

8. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 30 September 2022 be approved as a correct record.

Prior to consideration of Item 9, the opportunity was taken to discuss non-public aspects relating to Item 4.

9. **CHARITIES REVIEW**

Members received an update from the Assistant Town Clerk on the progress of this Review.

10. **JOINT GRAND GRESHAM COMMITTEE MATTERS - CITY SIDE CONSIDERATION**

The Committee considered the various items on the agenda for the meeting of the Joint Grand Gresham Committee that day.

11. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There was no other business.

The meeting ended at 11.30 am

Chairman

Contact Officer: zoe.lewis@cityoflondon.gov.uk

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Committee:	Date:
Gresham Committee (City Side)	26 May 2023
Subject: Gresham College Council and Gresham Working Party Appointments	Public
Report of: Town Clerk	For Decision
Report author: Zoe Lewis	

Summary

This report asks Members to consider the appointment of representatives on the Gresham College Council and to the Gresham Working Party.

The Gresham Committee is responsible for appointing up to four Directors to serve on the Council of Gresham College. Appointments are made for four-year terms. There is one existing vacancy to be appointed to and in addition Deputy Keith Bottomley and Deputy Christopher Hayward intend to stand down from their positions on the College Council. Therefore, there are three vacancies to be appointed to at this meeting. The Committee is asked to consider making appointments to these vacancies, in accordance with the requirements of the College's Articles.

Separately, the Committee also appoints four Members to serve on the Gresham Working Party, which acts from time-to-time on behalf of the Joint Grand Gresham Committee (chiefly in relation to the negotiation of funding agreements).

Recommendation

Members are asked to: -

1. Consider the appointment of representatives on to the Gresham College Council;
2. Note the Committee's long-standing arrangement whereby the Chairman (or such other Member as he may nominate in his absence) shall serve as one of the College Council's Vice Chairs and act as the City Side's "voting Member" where required;
3. Consider the appointment of representatives on to the Gresham Working Party; and
4. Endorse the standing delegated authority arrangements in respect of the Gresham Working Party (paragraphs 17 – 18).

Main Report

Background

1. The Gresham College Council meets approximately five times a year to approve financial matters relating to the academic programme that is proposed to it by the College's Academic Board.

2. The Mercers' and the City Side can each appoint up to four Directors to the Council of the Gresham College for a four-year term. The Council itself can then also appoint further Directors.
3. The Court of Common Council has resolved that City Side appointments to the College Council should be Members of the Court. Although they do not necessarily need to be members of the Committee, this has previously been the case and it is a matter for the Committee to determine how it wishes to appoint in this context.
4. The College's Articles of Association also require both the Mercers' Company and the City Corporation (through its Gresham Committee) to nominate one each of their number to act as the "Voting Member" for each Side. It is the long-standing practice of the Corporation, confirmed by extant resolution, that this is the Chairman of the City Side (or, in the Chairman's absence, the Deputy Chair or such other Member of the City Side as he may nominate). The two voting Members also serve as the Vice-Chairs of the College Council.
5. Separately, the Committee also appoints four Members to serve on the Gresham Working Party, which acts from time-to-time on behalf of the Joint Grand Gresham Committee (chiefly in relation to the negotiation of funding agreements).

Current Position: College Council

6. The current College Council appointments made by the City Side are as follows:-
 - Deputy Christopher Hayward (second term, expiring 2024)
 - Deputy Edward Lord (first term, expiring 2025)
 - Deputy Keith Bottomley (first term, expiring 2026)
 - Vacancy
7. The College's revised Articles provide that each Director, including all serving at the date of adoption of the Articles (i.e. 31 August 2004) shall be appointed for a term of four years ("first term"), and can then be re-appointed for a further four years at the discretion of the Mercers' or the City Side, as the case may be, subject only to where a Director reaches the age of 75 years, he or she can only complete their term of office if approved by the Gresham College Council on an annual basis.
8. A recent amendment to Article 32 of the Articles of Association also allows that, in exceptional circumstances, the term of office of a Director may be extended beyond the requisite period, subject to the agreement of Council and for a maximum of two years and to be reviewed annually. For instance, this extension was employed in respect of Deputy Tom Hoffman's previous tenure, allowing him to serve ten years.
9. It is suggested that the Committee determines to appoint to the vacant position on the College Council and to the vacancies created by Deputy Keith Bottomley

and Deputy Christopher Hayward standing down from their positions on the College Council.

10. It should also be noted that all Gresham Committee (City Side) Members are eligible to serve on the College's appointment and interview panels and College Council membership is no longer required for this.

Gresham Working Party

11. The City Side also traditionally appoints four Members to act on its behalf at any meetings of the Gresham Working Party as required. The Working Party is a sub-body of the Joint Grand Gresham Committee (JGGC) and Terms of Reference for the Gresham Working Party are set by the JGGC as follows:
 - i) *The membership of the Working Party is agreed by the JGGC from time to time.*
 - ii) *The Clerk to the JGGC is the Clerk to the Working Party.*
 - iii) *The Working Party deals with matters referred to it for detailed consideration and recommended by the JGGC (or exceptionally by the Chairman of the City Side and the Master of the Mercers' Company under the urgency procedure).*
 - iv) *Where a matter is referred to the Working Party, authority is also given to consult and engage such professional advisers as the Working Party thinks appropriate and to agree fee arrangements with these advisers, using the urgency procedures as necessary.*
 - v) *On completion of its investigations, the Working Party will report its conclusions to the JGGC together with its recommendations for further action. If time is of the essence, the recommended action may be reported directly to the Chairman of the City Side and the Master of the Mercers' Company for immediate action under the urgency procedures. The action taken will then be reported to the next meeting of the JGGC, for the record, in the usual way.*
12. The Working Party's primary purpose over the past two decades has been to lead on funding negotiations with Gresham College. With this in mind, at its November 2018 meeting (when the most recent funding negotiations were getting underway), the Gresham Committee (City Side) agreed to prevent potential conflicts of interest by ensuring a division such that Members did not serve on both the College Council and the Gresham Working Party.
13. However, it is perhaps pertinent to note that, where funding arrangements have been recently approved, there is likely to be little activity for the Working Party in the following period and the scope of potential conflict is reduced accordingly. There are no meetings of the Working Party scheduled and a funding timeline for the next negotiation process has been drawn-up which should obviate the need for any meetings.
14. Noting this, when previously appointing the Working Party, the Committee has been minded at times to permit the Chairman or Deputy Chairman to continue to serve on the Working Party as well as taking up a place on the College Council.

This was also, in part, to ensure that at least one of the City Side's Chairman or Deputy Chairman was represented on the Working Party.

15. The membership of the Gresham Working Party for the past year was:
 - Deputy Simon Duckworth
 - Wendy Mead
 - Deputy Dr Giles Shilson
 - Vacancy
16. Expressions of interest are sought to fill the four vacancies accordingly.
17. In terms of executing the decisions of the Working Party, it should be noted that, while every effort is made by the Clerk to arrange meetings of the Working Party so that recommendations can be made to the JGGC, this is not always possible or practical. From the City Side's point of view, recommendations of the Working Party may need the early endorsement of not only this Committee, but other Committees and, on occasion, the Court of Common Council. For those reasons, it may be necessary to use Delegated Authority/Urgency Authority procedures in accordance with Standing Order No. 41.
18. Members are therefore asked to agree, consistent with the usual practice over the past several years, that delegated authority be given to the Town Clerk, in consultation with the Chairman and Deputy Chair, to enable such other authorities as may be required in respect of Gresham Working Party matters to be obtained in an expeditious manner when necessary.
19. Members are also asked to note that the JGGC does, from time-to-time, also establish very specific task-and-finish groups where it determines not to use the larger Gresham Working Party. For instance, in recent years, an ad hoc "Flag Working Party", comprising two Members from each side, was established to meet and discuss flag designs for the Royal Exchange, which were agreed and the flags produced now fly in rotation above the Royal Exchange.

Conclusion

20. The appointment of Members to the Gresham College Council and the Gresham Working Party are matters for Members of this Committee to consider. With a vacancy arising on the College Council and Deputy Keith Bottomley and Deputy Christopher Hayward standing down from their positions on the College Council, Members are asked to consider whether and whom they would wish to appoint to these vacancies. Some considerations to help inform Members' decisions are set out in the report above.

Zoe Lewis

Town Clerk's Department

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Committee	Dated:
Gresham (City Side) Committee	26 May 2023
Subject: Gresham Almshouses Update	Public
Report of: Director of Community & Children's Services	For Decision
Report author: Marie Rene, Area Manager	

Summary

This report gives Trustees an information update on the Gresham Almshouses, in Lambeth. Some of the information in the report also relates to the City of London Almshouses on the estate.

Recommendation

Members are asked to:

- 1) note the report;
- 2) approve the funding for the cost of the installation of the CCTV and the annual maintenance costs for the Gresham Almshouses.

Main Report

Background

1. This report is presented half yearly to the Trustees of the Gresham Almshouses. It updates Trustees on operational matters relating to the Gresham Almshouses and their residents and highlights any issues of concern.

Current Position

2. Staffing

We are in the process of recruiting a permanent gardener at the Almshouses.

3. Anti-Social Behaviour

We are still experiencing non-residents entering the scheme and loitering in the communal areas. We recently had one of the void properties broken into. The police were informed and attended site. The Scheme Manager continues to liaise with the local police to increase the patrols in the area.

4. Installation of CCTV

As referred to earlier in this report there has been an increase of non-residents loitering on the grounds of COL Almshouses / Gresham Almshouses.

The design of the scheme allows people to access communal areas, such as stairwells and loiter and take drugs in these areas. The Scheme Manager is approaching these people daily to ask them to leave the site and is liaising with the local Safer Neighbourhood Team to increase patrols.

Following the last committee meeting it was agreed that installation of CCTV on the site would be the most feasible option.

A site inspection with a security specialist was carried out and a quote obtained.

The cost of the installation of CCTV onsite is £17,500 + VAT and an annual maintenance cost of £800 + VAT per annum.

The specification includes the installation of 11 cameras to cover the whole scheme (please see site plan with camera location attached).

By installing CCTV on the site, it will deter drug users loitering on the scheme and help make the scheme feel safer.

The cost for the Gresham Almshouses would be £2800 + VAT for the installation and £128 + VAT annually towards the maintenance costs.

Please note that the Housing Management and Almshouses Sub Committee have approved the funding contribution for the installation of CCTV at the Almshouses.

Recommendation

Members are requested to approve the funding for the cost of the installation of the CCTV and the annual maintenance costs for the Gresham Almshouses.

5. Void Properties

There are currently no void properties at the Gresham Almshouses.

6. Social Activities

An afternoon tea was held to celebrate Easter on 6th April 2023. Residents enjoyed hot cross buns with other sweet treats.

A celebration party was held for the Kings Coronation on Saturday 6th May 2023. This was well attended by residents.

Conclusion

Trustees are asked to note the report.

Appendices

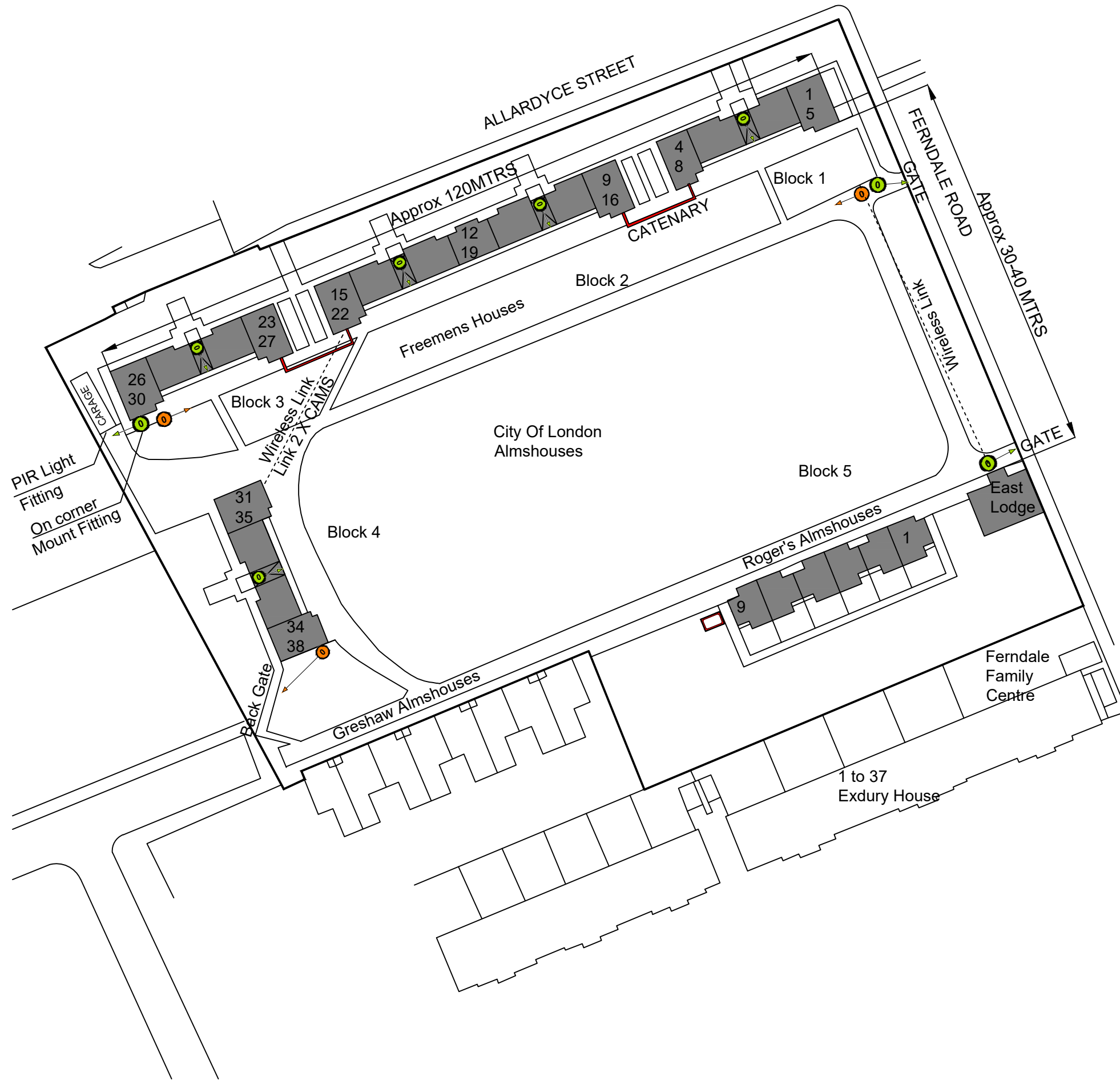
Proposed CCTV Cameral location – Almshouses.

Marie Rene

Area Manager – South

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 This drawing may not be to scale. Please refer to written dimensions only. If in doubt please ask.
 All information included within this drawing assumes typical site conditions. There has been no consideration to any environmental conditions that may adversely affect the security system unless it has otherwise been noted. Any such conditions should be reported to the Contract Manager for consideration.

Notes / Legend:

CCTV LEGEND		
	CAMERA - ANTI LIGATURE	0
	CAMERA AMPR	0
	CAMERA VARIOFICAL	0
	CAMERA_180	0
	CAMERA_360	0
	CCTV 2.8MM TURRET CAMERA	0
	CCTV 24 MONITOR	0
	BULLET CAMERA 80 MTR	0
	DECOY	0
	NETWORK SWITCH 24PUE	0
	NETWORK SWITCH 8PUE	0
	NETWORK VIDEO RECORDER	0

NOTES:

1. Turret Camera With IR
2. Bullet Camera With 80 MTR
3. - - - - Wireless Link
4. ● - Fixed Turret On Snower Fittings

No.	Amendment Description	Date
1.	-	-
2.	-	-
3.	-	-
4.	-	-
5.	-	-
6.	-	-
7.	-	-
8.	-	-
9.	-	-



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 Email: info@britannialarms.co.uk
 Web: www.britnialarms.co.uk

Client / Project:
City Of London Almshouses

Drawing Title
**PLan View
 Britannia Fire & Security
 CCTV Layout**

Drawn By: **Gauri Sevekari** Date: **03/02/2023**

File ref: **-** Scale @ A1: **As Indicated**

Drawing No: **CCTV-0** Revision No: **00**

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Agenda Item 9

Committee(s): Gresham (City Side) Committee	Dated: 26 May 2023
Subject: Risk Management Update Sir Thomas Gresham Charities (Registered Charity Number: 221982)	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly insofar as they are in the best interests of the charity to support?	3 and 4
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?	N/A
Report of: Town Clerk Chamberlain Director of Community and Children's Services City Surveyor	For Decision
Report Author: Benjamin Chen-Sverre, Chamberlains Department	

Summary

This report provides a key risks register for the Sir Thomas Gresham Charities (Registered Charity Number: 221982) for decision. The risk register has been revised in line with the approach outlined in the Charities Risk Management Protocol (CRMP) endorsed by Audit & Risk Management Committee in January 2023. The CRMP is based upon the City Corporation's Risk Management Policy and Strategy 2021 and the Charity Commission's CC 26 Risk Management guide and aims to provide a consistency of approach in managing charitable risk, ensuring that risks are considered in the best interests of that charity by the City Corporation in its capacity as charity Trustee.

The key risks register contains five risks and is attached as Appendix 2 for your review. One risk has been added and one risk has been removed since the previous annual review on 27 May 2022.

Recommendations

Members are asked, acting for the City of London Corporation as trustee of the Sir Thomas Gresham Charities (Registered Charity Number: 221982) and being satisfied that it is in the best interests of the charity and its beneficiaries, to confirm:

1. That the draft risk register attached as Appendix 2 satisfactorily sets out the risks faced by the charity; and
2. appropriate measures are in place to mitigate those risks.

Main Report

Background

1. In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks.
2. The Charities SORP requires that the register is reviewed annually to ensure that existing risks are reconsidered and any new risks are identified. Accordingly, this report provides a key risks register for the Sir Thomas Gresham Charities (Registered Charity Number: 221982) for approval.
3. On 16 January 2023 Audit and Risk Management Committee approved a Corporate Charities Review recommendation for a Charity Risk Management Protocol (CRMP), aligned to the City Corporation's Risk Management Strategy. The CRMP provides a consistency of approach in managing charitable risk, ensuring that risks are considered in the best interests of that charity by the City of London Corporation in its capacity as charity Trustee.
4. The CRMP provides a common list of risks based on Charity Commission guidance, to be applied as relevant to a charity and its circumstances at the relevant time. The key risks register for the Sir Thomas Gresham Charities has been reviewed by Officers and revised accordingly.

Review of Risks

5. The method of assessing risk reflects the City of London's standard approach to risk assessment as set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The City of London Corporation risk matrix, which explains how risks are assessed and scored, is attached at Appendix 1 of this report. Risk scores range from one, being lowest risk, to the highest risk score of thirty two. These scores are summarised into 3 broad groups, each with increasing risk, and categorised green, amber or red.
6. The revised draft risk register to be reviewed by the Gresham (City Side) Committee is set out in Appendix 2. Once approved the risk register will be updated on the City's risk management system 'Pentana'. The register contains five risks as summarised below:
 1. Threat of accident or injury at the almshouses – overall risk score of Green (4);
 2. Almshouses unusable due to poor maintenance – overall risk score of green (4);
 3. Degradation in the number, quality or performance of Gresham professors – overall risk score of green (2);
 4. Loss of rental income – overall risk score of green (1);
 5. Risk of failing to comply with the Charity's governing document – overall risk score of green (2);

7. Each risk in the register has been considered by the responsible officer within the City Corporation who is referred to as the 'Risk Owner' in the register.

Changed risk Scores

8. Risk 4 has been adjusted from green (3) to green (1) as the minimum ground rent from the Gresham Property Estate of £730k means a significant reduction in income would be considered rare/extremely unlikely.
9. There has been a new risk added (Risk 7) since the previous annual review on 27 May 2022 relating to the need for an ongoing review in order to ensure understanding and compliance with the charity's governing document.
10. One risk has been removed (Risk 6) as it related to the safeguarding of residents affected as a result of COVID-19 restrictions.
11. All other risks and scores remain unchanged.

Conclusion

12. This report seeks to ensure that the Charity is meeting regulatory requirements on risk management by seeking Member approval on a draft risk register attached as Appendix 2.

Appendices

- Appendix 1 – standard risk matrix
- Appendix 2 – new Draft Risk Register

Background Papers

Report to Audit and Risk Management Committee, entitled Establishing a Charity Risk Management Protocol, dated 16 January 2023

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City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2), can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

(B) Impact criteria

Minor (1)	Definitions Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

(C) Risk scoring grid

Likelihood	Impact			
	Minor (1)	Serious (2)	Major (4)	Extreme (8)
X				
Likely (4)	4 Green	8 Amber	16 Red	32 Red
Possible (3)	3 Green	6 Amber	12 Amber	24 Red
Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
Rare (1)	1 Green	2 Green	4 Green	8 Amber

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext: 1297

October 2015

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Gresham Almshouses Charity - Detailed risk register - flight path

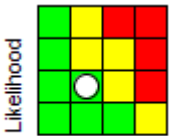
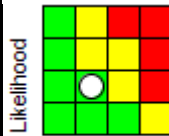
Report Author: Benjamin Chen Sverre

Generated on: 15 May 2023



Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHR GRS 001 Great of accident and injury in relation to the Almshouses and litigation 15-May-2023 Area Manager-South (Marie Rene)	Cause: Safety measures are not reviewed or met. Event: An Almshouse resident sustains an injury. Effect: Possible litigation and reputational damage.	Likelihood Impact	4	No change to current risk score. 15 May 2023	Likelihood Impact	4	31-Mar-2024	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHR GRS 001a Regular risk assessments	Staff regularly review each resident's Risk and Support Plans, which now includes individual fire risk assessments for all residents.	Continue with existing controls.	Marie Rene		31-Mar-2024

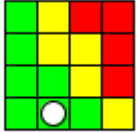
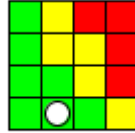
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHR GRS 002 Almshouses become unstable/unusable 15-May-2023 Area Manager – South (Marie Rene)	Cause: Insufficient maintenance of buildings and/or grounds. Event: Accident occurs due to unsafe building/grounds. Effects: Possible injury to resident or staff member.	 Likelihood	4	No change to current risk score. 15 May 2023	 Likelihood	4	31-Mar-2024	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHR GRS 002a Planned maintenance and asset management	Investigate concerns and develop actions relating to mould in properties on the site which may impact the Gresham properties and liaise with relevant CoL staff on implications.	Damp Surveys have been completed in all the Gresham Almshouses except No.1. Programme of works are being arranged by the Property Services Team to complete necessary works. No 2 Gresham was decanted in January 2023 and necessary damp proofing works are currently in progress.	Marie Rene	15-May-2023	31-Mar-2024
CHR GRS 002b Operational Management	Liaise with relevant CoL Officers to develop a timetable to plan actions related to health and security related property defects and ensure procedures are in place to investigate and respond to safety, security, and health related issues.	COL Property Services Team are developing a programme of works for the Gresham Almshouses to address the damp issues.	Marie Rene	15-May-2023	31-Mar-2024
CHR GRS 002c Emergency repair works	Emergency repair works are undertaken as they are identified.	Continue with existing controls.	Marie Rene		31-Mar-2024
CHR GRS 002d Operational Management	Training of Members, Officers and volunteers as relevant				31-Mar-2024

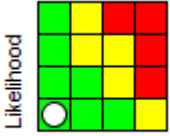
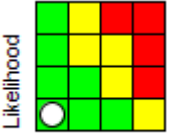
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHR GRS 003 Quality/ performance of Gresham College professors 15-May-2023 Principal Members Services & Committee Manager (Gregory Moore)	Cause: The recruitment process/scrutiny of applicants becomes altered/compromised. Event: A degradation in the number, quality or performance of the Gresham College Professors. Effects: There is a material decline in either attendances at/assessments of Gresham lecturers or the overall work of the college.	 Likelihood Impact	2	No change to current risk score. 15 May 2023	 Likelihood Impact	2	31-Mar-2024	
							Accept	

D

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
CHR GRS 003a	Appointment of Professors A number of Members of the Committee are appointed as Members of the Council. Members sit on the interview panels to select and appoint Professors. Close monitoring of operational and financial performance is undertaken.	Continue with existing controls.	Gregory Moore		31-Mar-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHR GRS 007 Governance 15-May-2023 Principal Members Services & Committee Manager (Gregory Moore)	Causes: Failure to understand and/or comply with the charity's governing document Event: Poor/ineffective Charity Governance and administration. Effects: Breach of trust; breach of charity law and regulation.	Likelihood  Impact	2	15 May 2023	Likelihood  Impact	2	31-Mar-2024	
							Accept	

Action no, Title	Action description	Latest Note			Action owner	Latest Note Date	Due Date
CHR GRS 005a Governance 28	Embed regular review of charity's governing document, strategies, and policies – dependent on the outcome of the Charities Review findings.				Gregory Moore		31-Mar-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
CHR GRS 004 Loss of Rental Income 15-May-2023 Assistant Director – City Estate (Neil Robbie)	Cause: Due to the reduced footfall in the City, retail tenants are unable to make their rental payments. Event: Rental income from the Royal Exchange retail lease does not increase beyond the current minimum ground rent of £500,000 per annum. Effects: Alternative funding sources may need to be identified to fund the annual grant payment to Gresham College. Note: total minimum ground rent from the Gresham Property Estate is £730,500 per annum with rent currently received £754,500 per annum.	 Likelihood	1	No Change to the current risk score. 15 May 2023	 Likelihood	1	31-Mar-2024	
							Accept	

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Committee(s)	Dated:
Gresham (City Side) Committee	26 th May 2022
Subject: Revenue Outturn – 2022-23	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 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?	N/A
Report of: The Chamberlain The Director of Community and Children’s Services	For Information
Report author: Benjamin Chen-Sverre, Chamberlain’s Department	

Summary

This report presents the 2022/23 revenue outturn for the Gresham (City Side) Committee for information.

Total net expenditure for 2022/23 amounted to £506,000, which represented a reduction of £33,000 (6%) when compared to the final net expenditure budget for the year of £539,000. This reduction is largely due to additional rent received of £19,000, a return of funds of £7,000 loaned to the college to fund the publication of Gresham’s law and the contingency budget of £10,000 not being required.

Recommendation

It is recommended that this Committee’s revenue outturn for 2022/23 be noted.

Main Report

Budget Position for 2022/23

1. The 2022/23 final budget for the services overseen by your Committee was agreed in October 2021 and endorsed by the Court of Common Council in March 2022. The budget amounted to an overall net expenditure provision of £539,000.

Revenue Outturn for 2022/23

2. The revenue outturn for 2022/23 amounted to a net expenditure position of £506,000 representing a reduction in net expenditure of £33,000 (6%). A summary comparison with the budget for the year is shown in the table overleaf.

Summary Comparison of 2022/23 Revenue Outturn with Budget				
	Final Budget £'000	Revenue Outturn £'000	Variation Better/ (Worse) £'000	Notes Paragraph Reference
Chamberlain				3)
- City Moiety: City's 50% share of Gresham Estate	327	345	18	
- Discretionary Expenditure: Support to Gresham College	(805)	(788)	17	
Sub Total	(478)	(443)	35	
Director of Community and Children's Services				
- Mandatory Expenditure: Maintaining the Almshouses	(60)	(63)	(2)	
Sub Total	(60)	(63)	(2)	
Net Expenditure	(539)	(506)	33	

Note: figures in brackets represent expenditure, increases in expenditure, or reductions in income.

3. The main 2022/23 outturn variations to budget are due to:
- Additional rent received of £19,000.
 - The repayment of funds of £7,000 relating to a loan given to fund the publication of Gresham's law.
 - The contingency budget of £10,000 not being required.

Appendices

- None

Contacts

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Marie Rene
Community and Children's Services, Sheltered Housing Manager
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Committee	Date:
Gresham (City Side) Committee	26 May 2023
Subject: Report of Action Taken	Public
Report of: Town Clerk	For Information
Report author: Zoe Lewis, Governance and Members' Services	

Summary

This report provides details of a decision taken under delegated authority since your last meeting, concerning the appointment of a Gresham Professor of Astronomy and Professor of Music.

Recommendation

Members are asked to note the report.

Main Report

Background

Appointment of Gresham Professor of Astronomy and Professor of Music - [28 March 2023]

1. The Gresham (City Side) Committee agreed at its 13 May 2005 meeting that all City-side appointments of the Gresham Professors viz Divinity, Astronomy, Music and Geometry, be dealt with, as and when necessary, in accordance with the City's Delegated Authority procedure. This delegation has been periodically reviewed and was most recently renewed at the meeting of the Committee on 25 February 2022.
2. In March 2023, The Academic Registrar and Company Secretary of Gresham College advised that the Nominations Committee recruitment panel appointing the Professor of Astronomy, which included a representative of the City Side (Ms Wendy Mead), had recommended that Professor Chris Lintott be appointed as the Gresham Professor of Astronomy for a three-year period from 1 August 2023 to 31 July 2026, with possible renewal for an additional year. Further, a separate Nominations Committee recruitment panel, appointing the Professor of Music and which again included a representative of the City Side (Sir Andrew Parmley), had recommended that Dr Milton Mermikides be appointed as the Gresham Professor of Music for a three-year period from 1 August 2023 to 31 July 2026, with possible renewal for an additional year.
3. Both recommendations were ratified by Gresham College Council at its meeting on 22 March 2023. A proposed programme of lectures for each prospective Professor, together with Professor Lintott's and Dr Mermikedes' CVs, were included with the attached appointment letters submitted by the College, for reference.

Action Taken

4. The Town Clerk, in consultation with the Chairman and Deputy Chair, appointed:
 - a) Profesor Chris Lintott as Professor of Astronomy at Gresham College, for a three-year period from 1 August 2023 to 31 July 2026, with possible renewal for an additional year; and
 - b) Dr Milton Mermikides as Professor of Music at Gresham College, for a three-year period from 1 August 2023 to 31 July 2026, with possible renewal for an additional year.

Zoe Lewis

Town Clerk's Department

E: zoe.lewis@cityoflondon.gov.uk

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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