



## Finance Committee

**Date:** TUESDAY, 10 DECEMBER 2024

**Time:** 12.45 pm

**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:**

Deputy Henry Colthurst (Chairman)	Alderman Tim Levene
Deputy Randall Anderson (Deputy Chairman)	Deputy Paul Martinelli
Deputy Rehana Ameer	Catherine McGuinness
Shahnan Bakth	Deputy Andrien Meyers
Brendan Barns	Deputy Brian Mooney BEM
Emily Benn	Benjamin Murphy
Nicholas Bensted-Smith	Hugh Selka
Deputy Timothy Butcher	Oliver Sells KC
Deputy Simon Duckworth OBE DL	Paul Singh
Alderman Professor Emma Edhem	Deputy Sir Michael Snyder
Alderman Sir Peter Estlin	James St John Davis
Sophie Anne Fernandes	Deputy James Thomson
Steve Goodman OBE	Luis Felipe Tilleria
Alderwoman Martha Grekos	James Tumbridge
Deputy Madush Gupta	Mark Wheatley
Michael Hudson	Philip Woodhouse
Alderwoman Elizabeth Anne King, BEM JP	Deputy Christopher Hayward, Policy and Resources Committee (Ex-Officio Member)
Florence Keelson-Anfu	Deputy Keith Bottomley, Policy and Resources Committee (Ex-Officio Member)

**Enquiries:** Ben Dunleavy [ben.dunleavy@cityoflondon.gov.uk](mailto:ben.dunleavy@cityoflondon.gov.uk)

### Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

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

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not

constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

**Ian Thomas CBE**  
**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. **MINUTES OF THE PREVIOUS MEETING**

To agree the public minutes and non-public summary of the meeting held on 12 November 2024.

**For Decision**  
(Pages 9 - 14)

4. **ACTION TRACKER**

To receive the Committee's Action Tracker.

**For Information**  
(Pages 15 - 16)

5. **FINANCE COMMITTEE'S FORWARD PLAN**

Report of the Chamberlain.

**For Information**  
(Pages 17 - 18)

6. **FINANCE COMMITTEE OPERATIONAL BUDGET ESTIMATE 2025/26**

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

**For Decision**  
(Pages 19 - 24)

7. **DRAFT PUBLIC MINUTES OF THE PROJECTS AND PROCUREMENT SUB-COMMITTEE**

To receive the draft public minutes and non-public summary of the Projects and Procurement Sub-Committee held on 21 October 2024.

(Pages 25 - 28)

8. **PROCUREMENT CODE REVIEW**

Report of the Chamberlain.

**For Decision**  
(Pages 29 - 34)

9. **RESPONSIBLE PROCUREMENT MIDYEAR IMPACT REPORT**

Report of the Chamberlain.

**For Decision**  
(Pages 35 - 40)

10. **EXTENSION OF CONTRACT FOR THE PAN-LONDON SEXUAL HEALTH E-SERVICES CONTRACT**

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

**For Decision**  
(Pages 41 - 48)

11. **CENTRAL CONTINGENCIES**

Report of the Chamberlain.

**For Information**  
(Pages 49 - 52)

12. **CHAMBERLAIN'S DEPARTMENTAL RISK MANAGEMENT UPDATE**

Report of the Chamberlain.

**For Information**  
(Pages 53 - 54)

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

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

15. **EXCLUSION OF THE PUBLIC**

**MOTION** - 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.

**For Decision**

## Part 2 - Non-Public Agenda

16. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**

To agree the non-public minutes of the meeting held on 12 November 2024.

**For Decision**  
(Pages 55 - 60)

17. **NON-PUBLIC ACTION TRACKER**

To receive the Committee's non-public Action Tracker.

**For Information**  
(Pages 61 - 62)

18. **MAJOR PROJECT DASHBOARD - PERIOD 7 2024/25 (AS AT THE END OF OCTOBER)**

Report of the Chamberlain.

**For Information**  
(Pages 63 - 66)

19. **DRAFT NON-PUBLIC MINUTES OF THE PROJECTS AND PROCUREMENT SUB-COMMITTEE**

To receive the draft non-public minutes of the Projects and Procurement Sub-Committee held on 21 October 2024.

**For Information**  
(Pages 67 - 70)

20. **EXTENSION OF LONDON WIDE HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICE CONTRACT**

Report of the Executive Director, Environment.

**For Decision**  
(Pages 71 - 76)

21. **POLICE CYBER ALARM APPROVAL TO PUBLISH TENDER PRIOR TO NEW PROCUREMENT**

Report of the Police Commissioner.

**For Decision**  
(Pages 77 - 84)

22. **EFFICIENCY AND PERFORMANCE WORKING PARTY'S FORWARD PLAN**

**For Information**  
(Pages 85 - 86)

23. **DRAFT MINUTES OF THE EFFICIENCY AND PERFORMANCE WORKING PARTY**

To receive the draft minutes from the meeting of the Efficiency and Performance Working Party held on 6 November 2024.

**For Information**  
(Pages 87 - 90)

24. **TRANSFORMATION FOR THE NATURAL ENVIRONMENT CHARITIES –  
OUTCOMES OF THE NATURAL ENVIRONMENT CHARITIES REVIEW**

Joint Report of the Executive Director, Environment, the Interim Director of City Bridge Foundation, and the Chamberlain.

**For Decision**  
(Pages 91 - 100)

25. **DELEGATION REQUESTS**

Report of the City Surveyor.

**For Decision**  
(Pages 101 - 102)

26. **AUTUMN 2024 BUDGET UPDATE**

Report of the Chamberlain.

**For Information**  
(Pages 103 - 106)

27. **NON-PUBLIC DECISIONS TAKEN UNDER DELEGATED AUTHORITY AND  
URGENCY PROCEDURES**

Report of the Town Clerk.

**For Information**  
(Pages 107 - 112)

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

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

### **Part 3 - Confidential Agenda**

30. **CONFIDENTIAL MINUTES**

To approve the confidential minutes of the meeting held on 12 November 2024.

**For Decision**

This page is intentionally left blank



## FINANCE COMMITTEE

Tuesday, 12 November 2024

Minutes of the meeting of the Finance Committee held at Guildhall, EC2 on Tuesday, 12 November 2024 at 12.45 pm

### Present

#### Members:

Deputy Henry Colthurst (Chairman)	Michael Hudson
Deputy Randall Anderson (Deputy Chairman)	Alderwoman Elizabeth Anne King, BEM JP
Brendan Barns	Alderman Tim Levene
Nicholas Bensted-Smith	Deputy Andrien Meyers
Deputy Timothy Butcher	Hugh Selka
Alderman Professor Emma Edhem	Paul Singh
Alderman Sir Peter Estlin	James St John Davis
Steve Goodman OBE	Luis Felipe Tilleria
Alderwoman Martha Grekos	Mark Wheatley
Deputy Madush Gupta	Philip Woodhouse

#### Officers:

Ian Thomas, CBE	- Town Clerk and Chief Executive
Caroline Al-Beyerty	- Chamberlain
Michael Cogher	- Comptroller and City Solicitor
David Farnsworth	- Interim CEO, Barbican Centre
Gregory Moore	- Deputy Town Clerk
Paul Wilkinson	- City Surveyor
Damian Nussbaum	- Executive Director of Innovation & Growth
Philippa Simpson	- Barbican Centre
John James	- Chamberlain's Department
Iain Jenkins	- Chamberlain's Department
Daniel Peattie	- Chamberlain's Department
Rob Pine	- Chamberlain's Department
Simon Owen	- Chamberlain's Department
Sonia Virdee	- Chamberlain's Department
Genine Whitehorne	- Chamberlain's Department
Jack Joslin	- City Bridge Foundation
Emma Bushell	- City Surveyor's Department
Chris Fagan	- People & HR Department
Kate Neale	- Innovation & Growth
Ben Dunleavy	- Town Clerk's Department

1. **APOLOGIES**

Apologies for absence were received from Shahnan Bakth, Deputy Keith Bottomley, Deputy Christopher Hayward, Paul Martinelli, Catherine McGuinness, Oliver Sells, Deputy Sir Michael Snyder, Deputy James Thomson, and James Tumbridge.

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

There were no declarations of interest.

3. **MINUTES OF THE PREVIOUS MEETING**

The public minutes and non-public summary of the meeting held on 24 September 2024 were approved as an accurate record.

Matters arising

The Chairman informed the Committee that the funding approval for the extension to Central London Works and Pioneer Support, which had been approved by the Committee and subsequently the Court, had been rejected by the Treasury. He regretted that this meant the programmes have now ceased taking new starters, and the extension will not be going ahead.

The Chairman also noted that the Disaster Emergency Committee had used funds allocated at the previous meeting to support its Middle East Appeal.

4. **ACTION TRACKER**

Members noted the Committee's Action Tracker.

5. **FINANCE COMMITTEE'S FORWARD PLAN**

Members noted the Committee's Forward Plan.

6. **DRAFT PUBLIC MINUTES OF THE PROJECTS AND PROCUREMENT SUB-COMMITTEE**

Members noted the public minutes and non-public summary of the Projects and Procurement Sub-Committee meeting held on 23 September 2024.

7. **ANNUAL REVIEW OF TERMS OF REFERENCE - NOVEMBER 2024**

Members received a report of the Town Clerk regarding the Committee's terms of reference.

RESOLVED, that – Members recommend the revised terms of reference to the Policy and Resources Committee.

8. **2023-24 CITY'S ESTATE FINANCIAL STATEMENTS**

Members received a report of the Chamberlain concerning the City's Estate Financial Statements for 2023/24.

Members noted that the Audit and Risk Management Committee had recommended approval of the statements at its meeting on 23 September 2024.

The Chairman thanked the Financial Services Director and her team for their work in completing the statements.

RESOLVED, that – Members:

- Note the contents of the Draft City’s Estate Initial Audit Findings Report 2023-24 issued by Crowe LLP
- Note the resolution from the Audit and Risk Management Committee
- Approve the 2023-24 City’s Estate Financial statements, and the financial statements of each of the 9 consolidated charities, for the year ending 31 March 2024, to be signed by the Chairman and Deputy Chairman of the Finance Committee on behalf of the Court of Common Council
- Authorise the Chamberlain, in consultation with the Chairman and Deputy Chairman of the Finance Committee, to approve and material changes to the statement of accounts and annual reports and financial statements required before the signing of the audit opinion by Crowe UK LLP – which is expected by the end of November 2024 for City’s Estate consolidated financial statements, and for the consolidated charities.

9. **SUNDRY TRUSTS FINANCIAL STATEMENTS**

Members received a report of the Chamberlain concerning the Sundry Trust charities.

RESOLVED, that – Members approve the annual reports of the 14 charities presented for the year ended 31 March 2024, to the Finance Committee for those charities where the Corporation is Trustee; to the Aldermen for the Emmanuel Hospital charity where the Corporation is acting by the Court of Aldermen as the named corporate trustee; and to the individual trustees of the Sir William Coxen Trust Fund and the Samuel Wilson Loan Charity.

10. **ANNUAL ON-STREET PARKING ACCOUNTS 2023/24 AND RELATED FUNDING OF HIGHWAY IMPROVEMENTS AND SCHEMES**

Members received a report of the Chamberlain

A Member noted that e-bikes were a concern for Members and the electorate, and suggested that officers explore any opportunities for using funds from the On-Street Parking Reserves to tackle the problem.

RESOLVED, that – Members note the contents of the report before submission to the Mayor of London.

11. **BUDGET MONITORING Q2 AND CAPITAL PROJECTS - FORECASTING**

Members received a report of the Chamberlain concerning the forecast position for 2023/24.

A Member asked officers to confirm that non-public information contained in the report had not been leaked by Members. In reply, the Chamberlain said that there had been an error in the wording relating to the Markets Co-Location

Programme, which should have said that the Programme had been paused pending exploration of further options.

Members noted that with the funding strategy for the Salisbury Square Development would be on the agenda for the December meeting.

A Member asked for further information on the overspend on the Golden Lane Estate Windows. Officers undertook to provide this outside of the meeting.

RESOLVED, that – the report be received and its contents noted.

12. **CHAMBERLAIN'S BUSINESS PLAN Q2**

Members received a report of the Chamberlain concerning the departmental business plan.

Members noted that the success of the recruitment process for the Commercial team.

RESOLVED, that – the report be received and its contents noted.

13. **CHAMBERLAIN'S DEPARTMENTAL RISK MANAGEMENT UPDATE**

Members received a report of the Chamberlain concerning the departmental risk register.

RESOLVED, that – the report be received and its contents noted.

14. **CLIMATE ACTION STRATEGY FINANCE UPDATE TO END OF YEAR 4 (2024/2025) QUARTER 2**

Members received a report of the Executive Director, Innovation & Growth, concerning the Climate Action Strategy.

Members noted the importance for the City Corporation of integrating different strategies and, for the Finance Committee, of seeing how money was used across projects. The Chairman requested that this should be reflected in future updates.

RESOLVED, that – the report be received and its contents noted.

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

There were no questions.

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

The Chairman informed the Committee that he had raised the issue of thresholds for investment property transactions at the informal Court of Common Council meeting in November.

17. **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.

<b>Item No.</b>	<b>Paragraphs in Schedule 12A</b>
16-24, 26, 27	3
25	1 and 3

18. **NON-PUBLIC MINUTES OF THE PREVIOUS MEETING**  
The non-public minutes of the meeting held on 24 September 2024 were approved as an accurate record.
19. **NON-PUBLIC ACTION TRACKER**  
Members noted the Committee’s non-public Action Tracker.
20. **EFFICIENCY AND PERFORMANCE WORKING PARTY'S FORWARD PLAN**  
The Working Party’s Forward Plan was noted.
21. **GRESHAM COLLEGE FUNDING ARRANGEMENTS**  
Members received a report of the Town Clerk concerning Gresham College.
22. **DRAFT NON-PUBLIC MINUTES OF THE PROJECTS AND PROCUREMENT SUB-COMMITTEE**  
The non-public minutes of the Projects and Procurement Sub-Committee meeting held on 23 September 2024 were noted.
23. **STAGE 1 AND 2 REPORT FOR THE PROVISION OF ELECTRICITY AND GAS SUPPLIES**  
Members received a report of the City Surveyor concerning a contract procurement strategy.
24. **NEW SPITALFIELDS & BILLINGSGATE MARKETS WASTE MANAGEMENT & MARKET CLEANSING PROCUREMENT STAGE 2 AWARD REPORT**  
Members received a report of the Chamberlain concerning the award of a contract.
25. **NEW LONDON MUSEUM CLAIMS**  
Members received a joint report of the Town Clerk and Chief Executive and the City Surveyor concerning the Museum of London.
26. **MPO DASHBOARD REPORTING**  
Members received a report of the Chamberlain concerning major projects.
27. **BARBICAN RENEWAL – CAPITAL FUNDING**  
Members received a joint report of the interim CEO, Barbican Centre, the Chamberlain and the City Surveyor concerning the Barbican Centre.
28. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
Members considered one question in the non-public session.

29. **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 of urgent business.

30. **CONFIDENTIAL MINUTES**

Members approved the confidential minutes of the meeting held on 24 September 2024 as an accurate record, with one amendment.

31. **CITY OF LONDON PAY AWARD 2024/25 - UPDATE FOLLOWING TRADE UNION ENGAGEMENT**

Members received a report of the Chief People Officer and the Chamberlain concerning the 2024/25 Pay Award.

**The meeting ended at 2.50 pm**

-----

Chairman

**Contact Officer: Ben Dunleavy [ben.dunleavy@cityoflondon.gov.uk](mailto:ben.dunleavy@cityoflondon.gov.uk)**

## FINANCE COMMITTEE – Action Tracker –November 2024

Items from meeting held 23 July 2024		
ITEM	Action	Officer and target date
<b>23. DELEGATION REQUEST</b>	Review the threshold levels under which decisions on investment property transactions require Committee approval	Town Clerks/Chamberlains/City Surveyors – <b>item carried forward</b>

Items from meeting held 24 September 2024		
ITEM	Action	Officer and target date
<b>16. REVIEW OF RECHARGES</b>	Return with a revised approach	Chamberlains – January 2025

\*Closed items will be removed from the tracker

This page is intentionally left blank



## FINANCE COMMITTEE – WORK PROGRAMME 2024-25

	Dec-24	Jan - 25	Feb - 25	April - 25	June -25	July-25
<b>Budget Setting Process &amp; Medium-Term Financial Planning</b>	Autumn Budget Finance Committee's Estimates report	2024/25 Annual Capital Bids - update	City Fund Budget Report and Medium-Term Financial Strategy  City Estates Budget report and Medium-Term Financial Strategy			
<b>Effective Financial Management Arrangements for The City Corporation</b>	MPO Dashboard Reporting (CHB)  <b>Procurement Code Review</b>  <b>Responsible Procurement Midyear Impact Report</b>  Efficiency and Performance forward plan	<b>Review of Recharges</b>  MPO Dashboard Reporting (CHB)	Budget monitoring Q2  MPO Dashboard Reporting (CHB)  <b>Procurement Regs</b>  <b>Project Procedures</b>	MPO Dashboard Reporting (CHB)  Update of Finance Regulations - deep dive  Efficiency and Performance forward plan		
<b>Financial Statements</b>						
<b>Page 11 Finance Committee as a Service Committee</b>	Risk Management Update Report  Central Contingencies (quarterly report)	Risk Management Update Report  Chamberlain's Business Plan Q3 report  <b>ERP Programme Update (Quarterly)</b>	Risk Management Update Report  Central Contingencies (quarterly update)	Risk Management Update Report  Chamberlains Business Plan End of Year update  <b>ERP Programme Update (Quarterly)</b>		
<b>Other Departments reports</b>	Charities Review (Environment)  Delegation Authority for re-procurement of London Sexual Health e-services programme (DCCS)  <b>Extension of London Wide Hazardous Waste Collection and Disposal Service Contract (Environment)</b>  <b>Police Cyber Alarm Approval to Publish Tender Prior to New Procurement (COLP)</b>  <b>Delegation Requests (CS)</b>		Casual Workers review (HR)	<b>Barbican Renewal six-month update (Barbican Centre)</b>		

This page is intentionally left blank

## City of London Corporation Committee Report

<b>Committee(s):</b> Finance Committee – For decision	<b>Dated:</b> 10/12/2024
<b>Subject:</b> Finance Committee Operational Budget Estimate 2025/26	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• provides business enabling functions</li> </ul>	N/A
<b>Does this proposal require extra revenue and/or capital spending?</b>	N/A
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	N/A
<b>Report of:</b> The Chamberlain, The Town Clerk, The City Surveyor, The Remembrancer, and The Director of Community and Children’s Services	
<b>Report author:</b> Dawit Araya, Chamberlain’s Department	

### Summary

This report is the annual submission of the revenue budgets in relation to the operational services directly overseen by your committee. It is asking Members to note the latest revenue budget for 2024/25 and approve the proposed revenue budget for 2025/26.

The proposed budget for 2025/26 totals net expenditure of £63.5m, which is an increase of £7.6m (13.6%) compared with the 2024/25 original budget of £55.9m. The main variations relate to:

- An increase in City Surveyor Repairs & Maintenance, mainly relating to agreed backlog works mainly at the Guildhall (£5.3m)
- An increase to Capital Recharges to reflect the agreed capital programme (£1.5m)
- Transfer from Policy & Resource Committee following the reorganisation of Commercial division under the Chamberlain (£1.1m)
- Net 2% increase for inflation (£912,000)
- An increase to Insurance Premium (£887,000)
- Partly offset by a net decrease of £2.5m in central recharges based both on latest costs and time allocations and a new method of apportionment with costs charged directly to end recipients rather than to central services. The overall budget is summarized by Chief Officer in the following table.

	Original Budget 2024/25	Approved Revised Budget 2024/25	Movement Original 2024/25 to Approved Revised Budget 2024/25	Estimate 2025/26	Movement Original 2024/25 to Estimate 2025/26
Summary Revenue Budgets 2024/25 and 2025/26 - by Chief Officer	£'m	£'m	£'m	£'m	£'m
<b>Local Risk</b>					
The Chamberlain	(14.511)	(16.530)	(2.019)	(16.324)	(1.813)
The Deputy Town Clerk	(1.273)	(1.273)	-	(1.284)	(0.011)
The City Surveyor	(10.250)	(11.793)	(1.543)	(15.742)	(5.492)
The Remembrancer	0.325	(0.049)	(0.374)	0.358	0.033
<b>Total Local Risk</b>	<b>(25.709)</b>	<b>(29.645)</b>	<b>(3.936)</b>	<b>(32.992)</b>	<b>(7.283)</b>
<b>Central Risk</b>					
The Chamberlain	(17.983)	(19.145)	(1.162)	(18.820)	(0.837)
The Deputy Town Clerk	(1.125)	(1.378)	(0.253)	(1.125)	-
The City Surveyor	(4.667)	(4.667)	-	(4.761)	(0.094)
The Remembrancer	(0.188)	(0.188)	-	(0.188)	-
Director of Community & Children's Services	(0.067)	(0.065)	0.002	(0.252)	(0.185)
<b>Total Central Risk</b>	<b>(24.030)</b>	<b>(25.443)</b>	<b>(1.413)</b>	<b>(25.146)</b>	<b>(1.116)</b>
<b>Capital and Support Services</b>	<b>(6.152)</b>	<b>(6.127)</b>	0.025	<b>(5.356)</b>	0.796
<b>Committee Total</b>	<b>(55.891)</b>	<b>(61.215)</b>	<b>(5.324)</b>	<b>(63.494)</b>	<b>(7.603)</b>

Figures in brackets indicate expenditure, increase in expenditure or decreases in income.

The Approved Revised Budget for 2024/25 is also presented for information. The changes compared with the Original Budget 2024/25 are only those essential changes which are required to enable better budget management. For example to reflect the increase in Cyclical Works Programme funding following agreement of the £133m five year works programme or the reorganization of the Commercial team.

Your committee's approved capital budgets are detailed at Appendix 7 and are shown for information as they will be included in the overall published budget books.

### Recommendations

Members are asked to:

- i) Note the Approved Revised Budget for 2024/25.
- ii) Review and approve the Estimate for 2025/26.
- iii) Note the approved capital and supplementary revenue budgets.
- iv) Agree that amendments for the 2025/26 Estimate arising from changes to recharges or for any further implications arising from energy price increases and other reviews and changes to the capital charges during budget setting are delegated to the Chamberlain.

## Main Report

### Background

1. The variety and volume of services overseen by the Finance Committee creates some complexity of presentation. Consequently, this report focuses on the bigger picture to aid clarity. An overview of the services provided can be found at Appendix 1.

### Estimate for 2025/26

2. This report seeks approval to the estimate for 2025/26 in relation to the operational services overseen by your committee. The overall budget is summarised in Appendix 2. Appendix 5 provides the detail on the movement between the original 2024/25 and proposed budget for 2025/26.

### Assumptions

3. The estimate for 2025/26 includes a 2% uplift for inflation and a 3% allowance for any pay increases to staff effective from July 2024, as the July 2024 pay award is yet to be agreed.
4. Members should note this report does not include forecast energy price increases for the 2025/26 financial year, other than the 2% budgetary inflation allowed. Any budget adjustment for rising energy prices will be allocated by the Chamberlain during the financial year from an agreed central budgetary provision.

### Original 2024/25, Approved Revised Budget 2024/25 and Estimate 2025/26

5. The approved revised budget for 2024/25 totals net expenditure of £61.2m which is an increase of £5.3m (9.5%) compared with the 2024/25 original budget of £55.9m. The main reasons for this increase are:
  - i) City Surveyor Repairs & Maintenance increase £1.860m mainly for Guildhall as part of the agreed £133m five-year Cyclical Works Programme to clear the backlog of repairs works across the City.
  - ii) Increase of £2.5m for Commercial Division partly for re-organisation of the team with budget transferred from other committees and partly one-off funding, mainly from the transformation fund to improve projects governance and the project programme.
  - iii) An adjustment of £542k in central recharges to reflect the final budgeted cost for 2024/25
  - iv) Increased insurance premiums of £515k.
6. The 2025/26 estimate totals £63.494m, an increase of £7.603m (13.5%) compared with the original budget for 2024/25. The main reasons for this increase are:
  - i) An increase of City Surveyor Repairs and Maintenance £5.299m. The budget increase is following the work being undertaken at Guildhall as part of the agreed £133m five-year Cyclical Works Programme to clear the backlog of repairs works across the City.
  - ii) An increase of Capital Recharges by £1.493m to reflect the current capital programme of works, principally £1.300m for the Central Criminal Court and £174k for Walbrook Wharf. The increase is to match depreciation following capital works undertaken on the site.
  - iii) A net increase of £1.1m for Commercial Services mainly due to reorganization with budget transferred from other committees.
  - iv) A net 2% inflation increase of £912k in accordance with Resource Allocation sub-committee guidelines
  - v) A net increase in insurance premiums of £887k

Partly offset by:

- vi) A net decrease of £2.5m in central recharges, based on latest costs and time allocations and

a new method of apportionment with costs charged directly to end recipients rather than to central services.

7. An analysis of the movement by service from the original budget for 2024/25 to the approved revised budget for 2025/26 is included in Appendix 6 which is the format that will be used in the budget book.

### Potential Further Budget Adjustments

8. The provisional nature of the 2025/26 Estimate recognises that further revisions may be required to realign funds for:
- i) Changes to central and departmental support services apportionments as a result of the agreement of the estimates for these services (no changes are at present anticipated) ; and
  - ii) As noted in paragraph 4 the estimate for 2025/26 does not include the estimated energy price increases for the 2025/26 financial year. A separate provision is held, to be allocated where needed during the year, based on the Chamberlain’s assessment that energy cost inflation cannot be contained within local risk budgets.

### Staffing Statement

9. A summary staffing statement is set out in the following table.

Finance Committee Operational Services staffing statement by Chief Officer	Original Budget 2024-25		Estimate 2025-26	
	Staffing Full-time equivalent	Estimated cost £m £m	Staffing Full-time equivalent	Estimated cost £m
Chamberlain	209.7	14.382	227.5	15.887
Deputy Town Clerk	5.0	0.279	4.0	0.206
Surveyor	157.0	7.612	156.0	8.003
Remembrancer	19.0	1.721	19.0	1.735
Community & Children’s Services	1.1	0.033	1.1	0.033
<b>TOTAL FINANCE COMMITTEE</b>	<b>391.8</b>	<b>24.027</b>	<b>407.6</b>	<b>25.864</b>

### Draft Capital and Supplementary Revenue Project budgets for 2025/26

10. The latest estimated costs of the Committee’s approved capital and supplementary revenue projects total £12.351m, with a breakdown presented at Appendix 7.

### Appendices

- Appendix 1 - Operational Service Overview.
- Appendix 2 - Finance Committee Operational Services 2024/25 and 2025/26 Summary Budget
- Appendix 3 – Finance Committee Operational Services 2024/25 and 2025/26 Summary Budget – by Risk, Fund and Chief Officer
- Appendix 4 – Summary of Budget Movements from 2024/25 Original Budget to 2025/26 Estimate (cash limit)
- Appendix 5 – Movement from 2024/25 Original Budget to 2025/26 Estimate
- Appendix 6 – Movement from 2024/25 Original Budget to Approved Revised Budget 2024/25
- Appendix 7 – Capital and Supplementary Revenue Project budgets

**Contact****Dawit Araya**

Finance Business Partner  
Chamberlain's Department  
E :dawit,araya@cityof london.gov.uk

**John James**

Head of Finance  
Chamberlain's Department  
E:john.james@cityoflondon.gov.uk

This page is intentionally left blank



## PROJECTS AND PROCUREMENT SUB-COMMITTEE Monday, 21 October 2024

Draft Minutes of the meeting of the Projects and Procurement Sub-Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 21 October 2024 at 1.45 pm

### Present

#### Members:

Deputy Randall Anderson (Chair)  
Mary Durcan  
Alderman Timothy Hailes JP  
Alderwoman Elizabeth Anne King, BEM JP  
Eamonn Mullally

#### Observer:

Philip Woodhouse

#### Officers:

Genine Whitehorne	Director, Commercial, Change and Portfolio Delivery
Daniel Peattie	Chamberlain's Department
Polly Dunn	Interim Assistant Town Clerk
John Galvin	City Surveyor's Department
Emma Bushell	City Surveyor's Department
Gillian Howard	Environment Department
Jack Elliot	City Surveyor's Department
Ola Obadara	City Surveyor's Department
Lara Opebiyi	Chamberlain's Department
Sam Lee	Environment Department
Ruth Kocher	Environment Department
John Cater	Committee Clerk

#### 1. **APOLOGIES**

In advance of the meeting, formal apologies were received from Deputy Rehana Ameer and Philip Woodhouse.

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

There were no declarations under the Code of Conduct.

#### 3. **MINUTES**

**RESOLVED** – that the draft public minutes and non-public summary of the last meeting of the Sub-Committee, held on Monday 23 September 2024, be approved as an accurate record.

#### 4. **\*GW2 - COMBINED SECTION 278 PROJECT INITIATION REPORT**

The Sub-Committee received a Report of the Executive Director of Environment concerning Section 278 agreements for the planning applications

at Friary Court, 61 – 65 Holborn Viaduct, Middlesex Street Estate, 10 King William Street, and 122 Minories respectively.

**RESOLVED** – that the Sub-Committee noted the Report.

5. **\*GW2 - VISION ZERO PROGRAMME**

The Sub-Committee received a Report of the Executive Director of Environment concerning the City Corporation's Vision Zero Plan 2023 - 2028.

**RESOLVED** – that the Sub-Committee noted the Report.

6. **\*GW5 - 1-2 BROADGATE 278 HIGHWAY WORKS**

The Sub-Committee received a Report of the Executive Director of Environment concerning the Section 278 highway works in the vicinity of the 1-2 Broadgate development.

**RESOLVED** – that the Sub-Committee noted the Report.

7. **\*GW4 - BUNHILL, BARBICAN AND GOLDEN LANE HEALTHY NEIGHBOURHOODS PLAN**

The Sub-Committee received a Report of the Executive Director of Environment concerning the draft Bunhill, Barbican and Golden Lane Healthy Neighbourhoods Plan.

**RESOLVED** – that the Sub-Committee noted the Report.

8. **\*GW4&5 - CITY CYCLEWAYS PROGRAMME**

The Sub-Committee received a Report of the Executive Director of Environment concerning the Aldgate to Blackfriars Cycleway project.

**RESOLVED** – that the Sub-Committee noted the Report.

9. **\*GW6 - BEECH STREET TRANSFORMATION AND PUBLIC REALM PROJECT**

The Sub-Committee received a Report of the Executive Director of Environment concerning the Beech Street Transformation and Public Realm Project

**RESOLVED** – that the Sub-Committee noted the Report.

10. **\*GW6 - QUEENSBRIDGE HOUSE HOTEL SECTION 278 PUBLIC REALM ENHANCEMENTS AND HIGHWAY WORKS**

The Sub-Committee received a Report of the Executive Director of Environment concerning the Section 278 Public Realm Enhancements and Highway Works related to the Queensbridge House Hotel (now Westin London City) development.

**RESOLVED** – that the Sub-Committee noted the Report.

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**

There were no questions in the public section of the meeting.

12. **ANY URGENT BUSINESS**

There was no other urgent public business.

13. **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 the Schedule 12A of the Local Government Act.

14. **NON-PUBLIC MINUTES**

**RESOLVED** – that the draft non-public minutes of the last meeting of the Sub-Committee, held on Monday 23 September 2024, be approved as an accurate record.

15. **STAGE 1 AND 2 REPORT FOR THE PROVISION OF ELECTRICITY AND GAS SUPPLIES**

The Sub-Committee considered a Report of the City Surveyor concerning the procurement strategy to directly award the provision of Electricity and Gas Supplies to the City of London portfolio, including Operational Property, Investment Property, Bridge House Foundation & City of London Housing Estates.

16. **SECURE CITY PROGRAMME (SCP) ISSUES REPORT**

The Sub-Committee considered a Joint Report of the Executive Director of Environment and the Commissioner of the City of London Police concerning the Secure City Programme (SCP).

17. **STRATEGIC PROCUREMENT REVIEW UPDATE**

The Sub-Committee received a Report of the Chamberlain concerning the City Corporation's Strategic Procurement and Contract Management Review.

18. **PORTFOLIO OVERVIEW**

The Sub-Committee received a Report of the Chamberlain providing an overview of the Projects Portfolio for performance reporting.

19. **\*GW1-4 - CITY OF LONDON SCHOOL RMI PROGRAMME 2025-26**

The Sub-Committee received a Joint Report of the Headmaster, City of London School and the City Surveyor concerning the School's annual revenue, maintenance and improvement (RMI) works programme.

20. **\*GW2 - GSMD ACCOMMODATION STRATEGY - SUNDIAL COURT OPTIONS APPRAISAL**

The Sub-Committee received a Report of the Principal of the Guildhall School of Music and Drama (GSMD) concerning the viability of GSMD's current student accommodation provision at Sundial Court and consideration of options to support GSMD's future accommodation strategy.

21. **\*GW2 - GSMD SAFE TECHNICAL ACCESS & RIGGING INFRASTRUCTURE AND SAFE TECHNICAL ACCESS AND WORKING AT HEIGHT - SILK STREET THEATRE**  
The Sub-Committee received a Report of the Principal of the Guildhall School of Music and Drama (GSMD) concerning Safe Technical Access & Rigging Infrastructure and Safe technical access and working at height at the Silk Street Theatre.
22. **\*GW5 - FINSBURY CIRCUS GARDENS REINSTATEMENT**  
The Sub-Committee received a Joint Report of the Executive Director of Environment and the City Surveyor concerning the reinstatement works at Finsbury Circus Gardens.
23. **\*GW5 - ORACLE PROPERTY MANAGER REPLACEMENT PROGRAMME - MRI HORIZON**  
The Sub-Committee received a Report of the City Surveyor concerning the Oracle Property Manager Replacement Programme.
24. **NON-PUBLIC QUESTIONS RELATING TO THE WORK OF THE SUB COMMITTEE**  
Two questions were raised.
25. **NON-PUBLIC ANY URGENT BUSINESS**  
Three urgent items of business were raised.
26. **CONFIDENTIAL MINUTES RESOLVED** – that the draft confidential minutes of the last meeting of the Sub-Committee, held on Monday 23 September 2024, be approved as an accurate record.

**The meeting ended at 2.20 pm**

-----  
Chairman

**Contact Officer: John Cater**  
**John.Cater@cityoflondon.gov.uk**

## City of London Corporation Committee Report

<b>Committee(s):</b> Projects & Procurement Sub-committee – For Decision Finance Committee – For Decision Court of Common Council	<b>Dated:</b> 09/12/2024 10/12/2024 09/01/2025
<b>Subject:</b> Procurement Code review	<b>Public report:</b>  For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>provides business-enabling functions</li> </ul>	Procurement Risk Governance
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	n/a
<b>Report of:</b>	Chamberlain
<b>Report author:</b>	Sue Smith, Policy & Compliance Officer

### Summary

This report introduces the upcoming procurement legislation and our plans to manage its impact on our policy on procurement, currently known as the Procurement Code.

It describes some of the challenges experienced by users in applying the current Code and the potential implications for governance and efficiency.

It sets out proposals for addressing both issues. The result of which will be a procurement policy presented in a substantially different, more usable, format. It will be supported by a different approach to the way we document our processes and associated guidance, to facilitate more robust governance and greater transparency.

The update of the Procurement Code will be undertaken in conjunction with the development and delivery of the procurement and contract management improvement plan which is the subject of another item on the agenda.

## **Recommendation(s)**

Members are asked to recommend the below to the Court of Common Council:

1. Approve the development of a new Procurement Policy and supporting framework to replace the existing Procurement Code.
2. Authorise the Chamberlain in consultation with the Chairman and Deputy Chairman, to approve changes to the Procurement Code and supporting framework to align with the new Procurement Act 2023.
3. Approve the temporary increase of the threshold for the approval of procurement options and contract awards by the Court of Common Council to £20m until 31 July 2025 whilst the new Procurement Policy is developed.

## **Main Report**

### **Background**

1. The Procurement Code sets out how we expect our procurement activities to be conducted. It is a public document.
2. The last major review of the Procurement Code was in 2015 to reflect the introduction of the Public Contracts Regulations 2015. Minor revisions and updates have taken place on a six-monthly basis since then to ensure the Code remains in alignment with organisational structural changes and updates to other related policies (such as the Financial Regulations).
3. The latest version was republished in July 2023.

### **Current Position**

4. The Procurement Code is presented in two parts. Part 1 was intended to set out the rules, with Part 2 being the guidance to support practitioners in applying them.
5. Both parts are large, wordy documents which users find difficult to navigate. This means they are reluctant to refer to them, and often they need help in interpreting them. There are examples where:-
  - a. The two parts are not consistent;
  - b. A rule does not apply to all parts of the organisation, or all spend types, but the extent of the exemption is not explicit;
  - c. The wording is not clear or concise and the precise meaning becomes difficult to determine and open to interpretation.
6. Feedback from stakeholders indicates that there are rules which, even with the best will, users have difficulty in complying with due to the issues identified above.. This means that there is a risk that the Corporation's procurement governance and system of internal control is not as robust or as efficient as intended. The new procurement regulations introduce an even greater level of transparency around our decision making and present an opportunity to overhaul the approach to the Procurement Code to further strengthen the organisation's governance framework.
7. The Procurement Code needs to be updated to reflect the upcoming implementation of the Procurement Act 2023 and Procurement Regulations 2024. Following the announcement of a short delay, these are due to go live in February

2025. Officers are therefore seeking authorisation to amend the existing Code to be compliant while the new Procurement Policy is being developed.

## **Options**

8. Minor revisions to comply with the new Procurement Act (2023) - it would be possible to simply change references to the old regulations to the new Act however this would be a missed opportunity to improve the clarity of the Code. This would not support the Commercial Service's improvement approach, strengthen governance arrangements, nor provide an enhanced stakeholder experience through clearer and easier to understand thereby reducing the time spent discussing different interpretations.
9. Update to the existing Procurement Code - In addition to the above option, further minimal modifications could be made to those areas which are not comprehensive or are currently open to interpretation to support enhanced clarity. This option would not improve the perception of the document's ease of use overall and may not increase compliance as a result.
10. Adopt a new Procurement Policy supported by a refreshed governance framework (recommended) - this option would involve extracting the high-level elements of the existing Code to form the basis of a new Procurement Policy. Examples of the best practice to be retained would include current position on competition, transparency and responsible procurement. This policy would form the public document, replacing Part 1 of the current Procurement Code. The remaining content of Part 1, and the entirety of Part 2, would become either documented, standardised processes, or supporting guidance. These would predominantly be hosted on the intranet with consideration given to ensuring accessibility by those outside of the main IT network. Wherever possible and practical, forms and approvals would become electronic versions which will make compliance, and the monitoring and reporting of such, easier for all concerned.

## **Proposals**

11. The overarching procurement policy document will cross refer to related public policies such as our Living Wage Policy and our Modern Slavery Statement, and to the need for compliance with relevant external regulation. This will present a transparent and holistic view to the public, and suppliers, with no references to documents they are unable to see.
12. The new policy will make clear to what extent the various City Corporation functions are covered or exempt from both internal and external regulation.
13. In common with most policies, the majority of content will be static to be reviewed on a periodic basis in line with any City Corporation policy on such things. Details such as financial thresholds, or procedural information, which may be subject to change, will be either included as appendices or by reference to standalone documents.
14. The process and procedural elements of both parts of the current Code will be produced individually for ease of access. This will enable us to standardise and document them making them clearer and more accessible to those who need to use them. This will provide clarity around how the processes support the Policy.

15. To achieve this, contributors from around the organisation will be invited to take part in a review which will address the detail of how procurement projects are managed at a detailed and operational level, and also the governance around approving the projects. Outputs will be aligned with Standing Orders, Delegation of Authority and other relevant policies. (A workshop has already taken place to review the common causes of non-compliant spend and possible solutions.)
16. In contrast with the proposed Policy; the processes, forms, templates and guidance will reflect, in detail, the new requirements of the incoming legislation. As such, they should be reviewed frequently during the first 6-12 months following implementation of the new legislation as we strengthen our understanding of it. Any proposed changes will be done in consultation with relevant stakeholders where necessary.
17. With the delivery of appropriate training, and improved accessibility of the resources, the overall outcome will be greater clarity, leading to increased compliance. All instances of non-compliance should be recorded, whether or not they need pre-approval, to enable us to identify trends and thus weaknesses in either the processes or the behaviours. This will enable corrective action.
18. It is proposed to temporarily increase the threshold for the approval of procurement options and contract awards by the Court of Common Council whilst the new policy is being developed. This would result in an immediate streamlining of the approval process whilst retaining strong Member governance and oversight through both the Projects and Procurement sub-Committee and the Finance Committee. The temporary threshold of £20m would bring the City Corporation into alignment with other Local Authorities. The temporary threshold increase would be in place until 31 July 2025.

### **Key Data**

19. Requests for waivers and contract extensions are a frequent source of frustration for requestors, for assisting Commercial team members, and for Compliance. This is due partly to the lack of understanding about the correct process and also a lack of clarity in the current Code.
20. Table 1 below shows that 2024 has seen an increase in the number of waivers handled to date. There is some inconsistency in the logging, possibly the result of a change in policy in 2022. There are also some for which an update has never been provided. There is no written process which requires the decision to be reported back to the Policy & Compliance Officer.
21. It is difficult to quantify the resource expended however the Policy and Compliance Officer has reported processing over 200 emails relating directly to waiver requests in 3 months. It is estimated that on average it takes 2-3 working days to deal with each waiver request when the total input from relevant officers is calculated. The aim of the proposed changes is to develop the most streamlined and efficient approach through clear processes that are applied consistently across the organisation.



**Table 1: Summary of waivers 2022-2024**

Row Labels	Category	2024		2023		2022	
		No. waivers	Waiver value	No. waivers	Waiver value	No. waivers	Waiver value
Barbican Centre	Construction & Property Services	1	£151,046				
	Corporate Services					1	£80,000
	Facilities Services	1	£171,807				
Built Environment	Construction & Property Services			1	£123,679		
	Facilities Services			1	£0		
	Fleet	1	£23,914				
Chamberlain's	Corporate Services	1	£175,297				
	IT	1	£23,433				
City Surveyors	Construction & Property Services	5	£721,082			1	£565,710
Col School	Corporate Services					1	£290,077
Commercial Services	Corporate Services					1	£135,000
DCCS	Construction & Property Services	1	£162,000				
	Corporate Services	1	£459,300				
	DCCS	2	£465,825	3	£976,275,000	7	£2,063,208
	IT	1	£416,755				
Guildhall School	Corporate Services					1	£43,316
Town Clerks	Corporate Services	1	£208,970				
<b>Grand Total</b>		<b>16</b>	<b>£2,979,428</b>	<b>5</b>	<b>£976,398,679</b>	<b>12</b>	<b>£3,177,311</b>

### Corporate & Strategic Implications

Strategic implications – Having a clear policy statement, and processes designed to support it, will enable us to fulfil the need for compliance with external regulation on procurement and transparency. Making use of electronic communication and automated record-keeping will enable us to do this efficiently.

Financial implications - None

Resource implications – Efficiency savings likely through increased clarity and improved access to supporting resources and guidance.

Legal implications - None

Risk implications – Reduced risk of non-compliant spend resulting from increased clarity.

Equalities implications – None

Climate implications - None

Security implications - None

## **Conclusion**

22. The Procurement Code needs to be updated. Restricting the update to only the regulations will make it difficult for users to understand how to incorporate the new requirements into their activities. It also misses a prime opportunity to address current inconsistencies and other sources of confusion.
23. Restructuring the documents as described, separating policy from process, will make the transition easier for all concerned. Addressing the various areas of confusion, caused directly by a lack of clarity in the documents, will improve compliance and efficiency and ultimately improve the perception of the function.
24. Members are accordingly recommended to authorise the Chamberlain to make the necessary amendments to the Procurement Code and to approve a temporary increase in procurement approval thresholds while a new Procurement Policy is developed.

## **Appendices**

- None

## **Sue Smith**

Interim Commercial Policy & Compliance Officer

E: [sue.smith@cityoflondon.gov.uk](mailto:sue.smith@cityoflondon.gov.uk)

## City of London Corporation Committee Report

<b>Committee(s):</b> Projects and Procurement Sub Committee – For Decision Finance Committee – For Decision	<b>Dated:</b> 9 December 2024 10 December 2024
<b>Subject:</b> Responsible Procurement Midyear Impact Report	<b>Public report</b> For Decision
<b>This proposal delivers Corporate Plan 2024-29 outcomes</b>	All six outcomes of the Corporate Plan
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	N/A
<b>Report of:</b>	Caroline Al-Beyerty, Chamberlain
<b>Report author:</b>	Lisa Moore, Responsible Procurement Manager

### Summary

Policy & Resources Committee approved publishing the first Responsible Procurement Impact Report in June 2024. The impact report provides examples for officers and suppliers as to what “good looks like” to the City Corporation. It is available on our website alongside the Responsible Procurement Policy. This report asks for permission to publish a mid-year impact report helping to create a ‘living report’ as we strive to be leaders in responsible procurement using our influence and leverage to shape how the public sector addresses the topic.

This report also provides some context for the impact report and how we are managing to leverage responsible procurement against our contract spending. This report aligns with the findings from the Strategic Procurement Review update paper in the context of Responsible Procurement.

### Recommendation(s)

- Members are asked to approve the publication of the Responsible Procurement Mid-Year Impact Report 24-25 on our external website.
- Members are asked to note information on Responsible Procurement treatment paragraphs 13-22 in this paper.

### Main Report

#### Background

1. In July 2022, Policy & Resources Committee approved an updated Responsible Procurement Policy which outlines the importance of responsible procurement (RP) as part of the overall value delivered through procurement; the responsibilities of buying officers at each stage of the commercial life cycle and the six RP commitments the City Corporation actively work on with its supply chain.

2. The six RP commitments are: taking climate action; promoting supplier diversity (diverse owned enterprises and SMEs); embedding equity, diversity and inclusion; guarding against modern slavery; facilitating work-related opportunities and delivering meaningful social value outcomes.
3. The RP Policy has a 15% RP weighting for all tenders over £100,000. Officers must consider how to incorporate RP in direct awards and contract extensions.
4. Policy & Resources Committee approved publishing the first RP Impact Report in June 2024. This report is available on our external website alongside the RP Policy. The impact report provides examples for officers and suppliers as to what “good looks like” to the City Corporation. Policy & Resources committee approved the first annual report, but it was agreed that subsequent reports would come to PPSC for approval as the precedent had been established.
5. The RP Annual Impact Report 23-24 was shared widely. Internally the report was shared with officers listed as live contract managers, at team meetings, in newsletters and the RP Refresh Series (seven short lunchtime learning sessions to revisit the basics and showcase RP in action by a contract manager or supplier). Externally, our communications team helped us publish on social media, it was published through the Climate Action newsletter and the social media accounts of our suppliers.
6. The RP Impact Report was largely well received with comments like “easy to read and follow”, “brings [RP] to life” and from a UK business not currently in our supply chain commented “It’s the first I’ve come across that clearly demonstrates real grounded impact. Useful to understand [the City Corporation] ... but also some lessons we can learn”.
7. The Annual Report acknowledged some of the limitations of the data available and set out a roadmap to improving our reporting capabilities. Acting on feedback from Members, we will work with the new Impact and Reporting team to help us contextualise outcomes e.g. 7% emissions reductions means x number of cars off the road, etc.

### **Current Position**

8. The RP Mid Year Impact Report has been written as a ‘check in’ on the annual report road map to achieve better data, better involvement and better connection. It also includes seven spotlights to showcase some of the work that has been done in the first half of this year. The mid-year report is not meant to be a ‘mini’ annual report. We do not want to confuse our audiences with overall stats or impact as we are only halfway through the year.
9. This committee report seeks Member approval to publish this midyear report alongside the annual report on our external website. The RP Mid-Year report can be found in appendix one.

### **Key Data**

10. The City Corporation spends roughly £500m each year on goods, services and works through third party spend.
11. The RP Team has compiled a RP Commitments Log which pulls out actions that suppliers have committed to doing as part of a tender response. In numbers:
  - Nearly 300 contracts have been reviewed so far valued at £1.9bn over the entire contract lifetime.
  - Of those mapped, 104 contracts with a total contract spend of £1.3bn include at least one RP deliverable at the time of tender.
  - This process has identified 93 unique suppliers and 58 contract managers.
  - 39 number of suppliers are known to the RP team for having delivered or will deliver RP in FY 24-25.
12. The RP team shares the log with officers that may be able to use the commitments made by suppliers. The RP team will be reaching out to contract managers to understand if the RP commitment has been delivered or if they need assistance.
13. Due to the volume of contracts, the log has focused on the RP commitments made in tender responses and does not currently track RP requirements included in the specification. Jaggaer, the new contract management system, includes functionality to input RP deliverables when creating a contract and officers can receive alerts to return evidence of delivery.

### **Responsible Procurement Treatment**

14. This committee report also seeks to provide wider context for Members on the current state of how well RP is embedded and being delivered i.e. is what we are publishing in our Impact Report 'good' against our level of spend and number of contracts.
15. In November 2023, Action Sustainability, a management consultancy focused on sustainable procurement, produced a gap analysis assessing the treatment of RP at the City Corporation against the ISO 20400 Sustainable Procurement standard. We scored 2.73 out of 5 which is rated as 'Established' and above average for a first-time assessment. The overarching feedback is that our policy and commitments are well embedded in the process, but the further away from the RP team officers work, the less stakeholders across the organisation understand their role in RP delivery.
16. A strategic review of the City Corporation's approach to procurement and contract management was commissioned earlier this year. Human Engine was commissioned to carry out the review which seeks to address concerns regarding organisational capacity and capabilities. The recommendations of the ISO 20400 report will be integrated into the review.
17. The Chamberlain has submitted the initial findings from the review in another paper at this committee, but two of the relevant "key findings" for RP are:

18. *Key Finding 1: There are tools in place, but people don't know how to use them.*

19. This aligns with the findings of the ISO20400 review. We have a toolkit for each RP commitment including guidance for each stage of the procurement lifecycle. Since the review, we've taken steps to retrain people with buying responsibilities through our RP Refresh Series which was delivered to over 100 officers.

20. *Key Finding 2: Contract Management exists at the extremes in the City Corporation. Some contracts managers are using a full suite of tools and approaches to manage their contracts in a systematic way. Others haven't even heard of the City Corporation's approach.*

21. It is still common for the Commercial Service to initiate conversations on RP with departmental stakeholders. Although there are a few areas of the business, for example, the City Surveyor's Operations team (Ops team), includes RP as BAU contract monitoring. The Ops team have been a key contributor to driving RP impact in our supply chain they have all undertaken IWFM (FM professional body) sustainability and social value training which outlines what good looks like in the sector, how to speak to suppliers and report on it. They work closely with the RP team but take responsibility for driving supplier delivery.

22. We collected some feedback from our commercial leads. Our ability to provide comprehensive oversight of our contract portfolio is currently limited. We do not have a corporate 'strategic supplier' list. Lack of central co-ordination is a recurring theme across procurement including supply chain management and supplier audits. The treatment of RP is still light touch overall, however it will form an implicit and consistent thread throughout the developing procurement and contract management improvement plan.

23. The expected outcomes from the strategic procurement and contract management review include a revised tiering system and a relaunch of the contract management framework; which will include RP. This will act as a helpful reminder of roles and responsibilities of those involved in the procurement and contract management process. The review will also provide recommendations regarding the capabilities required to drive the improvement across the organisation.

## **Options**

24. Option 1: We do not publish the RP Mid-Year Report 24-25. This is not the recommended option. The City Corporation made a commitment to reporting on progress as part of the annual report. This mid-year update ensures transparency and accountability.

25. Option 2: Publish the RP Mid-Year Report 24-25. This is the recommended option as we strive to be leaders in RP using our influence and leverage to shape how the public sector addresses the topic. Publishing the mid-year report is one way that we are seeking to make our annual report into a 'living' report. Commercial Services has been using the RP Impact Report to engage with officers and suppliers on RP. A mid-year check-in helps to keep the conversation current as we work through the strategic procurement review.

## **Corporate & Strategic Implications –**

Strategic implications – The RP Policy commitments support all six outcomes in the Corporate Plan. More information can be found in appendix two.

Financial implications – None

Resource implications - Compiling this report is resource intensive as it is mostly manual data collection.

Legal implications - The suppliers mentioned in the report have all confirmed their willingness to be part of this public report.

Risk implications - None

Equalities implications – The commitments in the RP Policy should positively impact or seek to reduce negative impacts on people with protected characteristics.

Climate implications - The commitments in the RP Policy should positively impact or seek to reduce negative impacts on climate and other aspects of environmental sustainability.

Security implications - None

## **Conclusion**

26. Members are asked to approve the publication of the RP Midyear report 24-25 as we strive to be leaders in RP using our influence and leverage to shape how the public sector addresses the topic.

27. Members are asked to note RP impact reporting as a work in progress. The outcomes of the strategic procurement and contract management review will be important to facilitate RP impact reporting more efficiently and could have the power to fill potential gaps in our front-line services.

## **Appendices**

- Non- Public Appendix 1 – Responsible Procurement Mid-Year Impact Report 24-25
- Appendix 2 – Responsible Procurement Commitments & the Corporate Plan 2024-29

## **Background Papers**

- Policy & Resources Committee - 6 June 2024 Responsible Procurement Impact Report 23-24

**Lisa Moore, Responsible Procurement Manager** T: 020 7332 3276 E:

Lisa.Moore@cityoflondon.gov.uk

This page is intentionally left blank



<b>Committee(s)</b>	<b>Dated:</b>
CoLC Health & Wellbeing Board - For information Procurement & Projects Sub Committee - For Approval Finance Committee - For Approval Court of the Common Council – For Approval	<b>15<sup>th</sup> November 2024</b> <b>9<sup>th</sup> December 2024</b> <b>10<sup>th</sup> December 2024</b> <b>9<sup>th</sup> January 2025</b>
<b>Subject:</b> Extension of Contract for the Pan-London Sexual Health E- Services contract'	Public
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b> Diverse engaged communities, providing excellent services	<b>Outcome 2</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>The Public Health Grant</b>
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of:</b> Joint report of the Executive Director of Community & Children’s Services and the Chamberlain	<b>For decision</b>
<b>Report author:</b> Mona Hayat, Director of Sexual Health, DCCS	

## Summary

30 of London’s local authorities, including the City of London Corporation (CoLC), collaboratively commission “open access” sexual health services, with the City Corporation acting as the accountable body for the participating authorities.

A small Programme team, hosted by The London Sexual Health Programme (LSHP) hosted by City Corporation as the Lead Authority and accountable body, manages the Pan-London Sexual Health E-Services contract on behalf of the 30 participating Authorities which has transformed sexual health for residents through digitally enabled solutions for self-care which are both convenient and cost effective. This contract is fully funded by the 30 participating authorities, inclusive of the London Sexual Health Programme (LSHP) team costs. The programme is also governed through the participating authority’s individual authorisation processes.

The Pan-London Sexual Health E-Services contract, valued at just over £200m, was initially awarded for 5 years in 2017 with the option to extend it by 4 further years.

A 12-month allowable extension is required to complete the reprocurement of the E-Services contract within an achievable timescale. The 30 participating Authorities have recommended to the City Corporation, via the E-Services Management Board (ESMB) of the 31 August 2024, that the current E-Services contract is extended by 1 further year from 15 August 2025 to 14 August 2026.

This report seeks a decision for the City Corporation as lead Authority and accountable body to extend the current E-services contract with Preventx Ltd dated 15<sup>th</sup> August 2017 currently due to expire on the 15<sup>th</sup> August 2025 for a further year to expire on 15 August 2026.

This decision is required concurrently with the policy decision for the City of London Corporation to continue act as the Lead Authority, being the accountable body and host of the London Sexual Health Programme Team for the next phase of the LSHP with a view to re-procuring the service. This is subject to each participating authority, including the City Corporation acting by its Health and Wellbeing Board, taking their local decisions to renew the arrangements and to meet the joint costs of the service (both the hosting costs and the service contract) with the City Corporation acting as the accountable body. Due to the potential risks, The City Corporation also needs to be satisfied that the arrangements agreed adequately protect the City Corporation acting as the Lead Authority.

## **Recommendations**

It is recommended that:

- a. the current E-services contract with Preventx Ltd dated 15<sup>th</sup> August 2017 currently due to expire on the 15<sup>th</sup> August 2025 is extended for a further year to expire on 15 August 2026.

This recommendation is made concurrently with the approval of City Corporation continuing to act as the Lead Authority and accountable body for the procurement of a new Pan-London Sexual Health E-services contract and the host of the programme management service under an inter-authority agreement (Committee Report Stage 1A)

## **Main Report**

### **Background**

1. London's Sexual Health E-Service is part of the Pan London Sexual Health Programme (LSHP) which aims "to manage and deliver an efficient virtual service as part of a wider healthcare system that responds effectively to the sexual and reproductive health needs of London's residents."
2. In 2017 the 30 London local health authorities, including the City Corporation acting in that capacity, agreed to collaborate to deliver these sexual health services under an Inter-Authority Agreement (IAA) dated 16<sup>th</sup> May 2017, with the City Corporation also agreeing to be appointed as the Lead Authority, being the accountable body responsible for hosting the programme management service and procuring the E-service.

The contract for the provision of the E-Service, valued at over £200m, was awarded by the City Corporation on 15 August 2017, for a minimum 5-year term

with options to extend it by a maximum of 4 years. The contract was extended for a further 3-years extension in 2022, allowing for a further 1-year extension up to 14 August, 2026. The cost of the 12-month extension is £27m.

3. The E-Service is provided by Preventx Ltd who sub-contract with Chelsea and Westminster NHS Trust and Lloyds Online Doctor for clinical leadership, patient care and the supply of medical treatments.
4. It provides online assessment for sexual health testing services by post with remote treatment for chlamydia. The E-Service is partnered with London's NHS Trusts who provide ongoing care to E-Service users as required. It provides contraception to residents of 16 authorities, who have called off this optional service line.
5. The E-Service has performed well against the key performance indicators, the supplier has been responsive to our evolving needs and service user feedback is consistently positive. When compared with providing similar care pathways in a traditional clinic setting, the E-Service provides value for money to the participating Authorities and convenience for their residents.
6. A small Programme team, the London Sexual Health Programme Team (LSHPT) hosted by the Directorate of Community and Children's Services within the City Corporation, manages the E-Service contract on behalf of 30 participating authorities under the IAA. The arrangements provide for the costs of the hosting to be met by the participating authorities as well as for recharging each of the local authorities for their residents' usage in a timely manner so that liquidity risk is managed for the City Corporation as the accountable body.
7. An E-Service Management Board (ESMB), comprising of representatives from each participating Authority, provides strategic oversight for the contract and makes recommendations to the City Corporation when variations, including extensions, to the contract are needed.

### **Current context**

8. The 30 participating Authorities have recommended to the City Corporation, via the E-Services Management Board (ESMB) of the 31 August 2024, that the current E-Services contract is extended by 1 further year from 15 August 2025 to 15 August 2026.
9. This extension will ensure there is adequate time for all participating Authorities to obtain their own authorisations to extend the arrangements, including hosting and procurement by the City Corporation as the Lead Authority and accountable body, and to participate in any subsequent service contract awarded by the City Corporation, and for the delivery of a comprehensive competitive procurement process by the City Corporation as Lead Authority. Shared legal advice continues to be procured for the benefit of all those anticipating to advise on the revised IAA and proposed forthcoming competitive procurement, which advice will be funded by all of the participating authorities.
10. The new Provider Selection Regime (PSR) sets out the rules for procuring health care services in England by organisations termed Relevant Authorities. The key criteria under regulation 5 of the PSR are (a) quality and innovation, (b) value, (c) integration, collaboration and service sustainability, (d) improving access, reducing health inequalities and facilitating choice and (e) social value.

11. The participating Authorities reached a consensus in the ESMB of the 18 April 2024 for a competitive process to be undertaken for the (re)procurement of the Sexual Health E-services and this was endorsed by the authorities at a subsequent meeting of the LSHP's Strategic Board. City Corporation as the host authority has taken this decision on behalf of the Related Authorities via the IAA.

### **Consideration and Evaluation of options**

12. The request to extend the current E-services contract with Preventx Ltd for a further year to expire on 15 August 2026 will ensure there is adequate time for all Authorities to obtain authorisation to extend the arrangements, including hosting and procurement by the City Corporation as the Lead Authority and accountable body, and to participate in any subsequent service contract awarded by the City Corporation, and for the delivery of a comprehensive competitive procurement process by the City Corporation. This will be guided by the expertise of City Corporation's Finance, Governance & Commercial Services, and Legal Services the Comptroller & City (CCS) Solicitor's. The CCS Department will oversee the execution of the legally binding service contract and would advise the City Corporation in relation to matters arising on the joint advice for the City Corporation, and as lead authority on the forthcoming procurement unless this substantive commercial legal advice was within the brief of the external legal advisers where the CCS would be limited to the drafting of the provisions for insurance and indemnities (alongside the Chamberlain under the Corporate governance framework of the CoLC) and execution formalities for the CoLC.

### **Recommended options**

13. So that the local authorities have time to ensure there is adequate time for all Authorities to obtain authorisation to extend the arrangements, and to participate in any subsequent service contract awarded by the City Corporation, and the delivery of a comprehensive competitive procurement process by the City Corporation it is recommended that the City Corporation
  - (a) agrees to the current E-services contract with Preventx Ltd is extended for a further allowable year to expire on 14 August 2026 under the management of City of London Corporation as Lead Authority and accountable body for the procurement of a new Pan-London Sexual Health E-services contract and the host of the programme management service under an inter-authority agreement. This is aligned to the terms agreed by the majority of participating Authorities at the ESMB on the 31<sup>st</sup> August 2024.

### **Results Savings, efficiencies and benefits**

14. The current contract for E-services provides value for money to the participating authorities when compared with providing similar care pathways in a traditional clinic setting. Since the inception of the E-services contract, London's system provides 50% more sexual health consultations than it did in 2017. Funding has been flat – this growth has been accommodated through efficiencies.
15. The greater the proportion of activity that happens online, the greater the efficiencies for the Authorities individually and collectively. Public Health England predict that the next 10 years will see a return on investment based on £9.00 saving for every £1 invested in publicly provided contraception.

16. The E-Service is addressing accessibility challenges for residents from deprived areas. 69% of STI Kits were ordered from the top 5 most deprived areas in London with 74% for routine contraception and 81% for Emergency contraception.
17. Providing the same care at lower prices enable the participating Authorities to meet the challenge of rising demand for sexual health testing that accompanies expanded uptake of Pre- Exposure Prophylaxis (PrEP) and fulfil the capital's commitment to becoming the first nation in the world to achieve zero new HIV transmissions by 2030.
18. The LSHP Team have a new dedicated senior Health Business Analyst joining the team in December 2024 to undertake all the data and financial modelling to detail the efficiency, effectiveness, value and behaviour of Pan-London residents accessing the Sexual Health E-Service and how it is critically improving health outcomes across all participating authorities. This information will underpin the impending Business Case for the new procurement to be approved across all Related Authorities to proceed to market via a PSR route.

### **Financial Implications**

19. City Corporation acting as a trusted broker on behalf of the LSHP is of no cost to the Corporation. The LSHP will not be requesting an uplift from participating authorities during this period.
20. The extension of the E-Service contract for a further 12 months would result in a status quo position regarding how City Corporation manages the financial model on behalf of the participating authorities.
21. The value of the monthly invoices from the existing supplier under the current contract requires enhanced approval processes involving the Chamberlain, Chamberlain's Department, and the Executive Director of Community & Children's Services. The programme team includes a dedicated resource for recharging the participating authorities each month according to their residents' usage. The level of liquidity in the funds under the arrangements is regularly reviewed with the Chamberlain and any new measures to manage risk for the City Corporation as accountable body are then implemented.

### **Legal Implications**

22. The existing IAA permits the service contract to be extended by one year with City Corporation procurement procedures being followed to affect this extension.
23. A continuation of the joint arrangements for a further 12-months means there will be a continuation of the existing governing arrangements, including financial commitments; this will include the City Corporation as local authority which decisions are for the Health and Wellbeing Board and will be considered separately by that Board should this reports recommendations be supported. The City Corporation, as the Lead Authority can then take the relevant steps to (re)procure the Sexual Health E-Service in accordance with the City Corporation's standard procurement procedures and a new IAA will be required after approvals are confirmed at City Corporation Stage 2 authorisation.

24. The IAA will clearly state the apportionment of liabilities across all participating authorities.

### **Risk Implications**

25. There is significant risk for London's sexual health system if the City Corporation does not approve the 12-month contract extension on behalf of the Related Authorities.
26. If the mandate is not approved as recommended by the participating Authorities, this would create significant risk of major reputational damage for all participating Authorities and potential adverse publicity for all Authorities, including the City Corporation because the activity currently managed through the sexual health E-Service will be transferred back to in-person clinics across London. If this were to occur the LSHP team will have to support participating authorities with a streamlined contingency plan service due to service disruption and financial constraints.
27. Under the leadership of the LSHP, the impact of not approving a 12-month contract extension will limit the Programme's capability to seek a more effective and efficient supplier in a competitive market under the PSR regime. The current pan London Needs Assessment indicates that there are critical changes in resident profiles and trends that require a an updated service model and specification. The impact would mean service status quo and the existing contract will continue to deliver services out of contract.
28. A lack of continuity of service will create a significant rise in financial burden for all participating authorities that has not been accounted for. The LSHP would have to seek advice and guidance from each participating authority finance teams (including City Corporation through its own participation).  
  
A disruption in service will have a impact on residents requiring STI and contraception support across the region. This is counter-intuitive to the values and principles of the City Corporation's Corporate Plan, specifically Outcome 2: Diverse engaged communities, providing excellent services.
29. Conducting an end-to-end procurement that meets the City of London Corporation procurement code will be untenable due to a lack of adequate time to deliver the procurement in a meaningful and compliant manner. This is would be a digression from the City Corporation's Corporate Plan.
30. The LSHP team are committed to ensuring a 12-month contract extension is negotiated carefully with the advice and support of the CoLC legal team (contract and governance) to aligns with the original contract's objectives. This is to avoid unintended consequences such as changes in terms, duration, and additional obligations. LSHP will be prudent in reviewing the terms of the extension.

### **Equalities implications**

31. The Programme has sought external support from the Equalities & Human Rights Commission to ensure Public Sector Equalities Duty compliance. To ensure the Programme remains fully compliant throughout the duration of the Programme an Equalities Diversity & Inclusion Advisory Board (EDIAB) has been established as part of the existing governance structure to provide advice to the Statutory Board and Clinical Advisory Board on all matters related to the delivery of the Programme. The EDIAG consists of diverse service user representation to ensure service users' voices are heard and represented on all matters related to the Programme. This Group will be consulted on the Equalities Impact Assessment (EQIA) completed by the Programme.

### **Climate implications**

N/A

### **Security implications**

N/A

### **Conclusion**

32. The City Corporation as a Lead Authority (and through its own participation as a local authority) will ensure an exemplary LSHP procurement process will be undertaken on behalf of all participating authorities with the approval of a 1-year extension that will provide timeline assurance.

By extending these arrangements, the City Corporation is provided with the opportunity to continue to enhance its reputation for delivering excellent public services, technological innovation and cost effectiveness.

### **Report author**

**Mona Hayat, Director of Sexual Health, DCCS**

E: [Mona.Hayat@cityoflondon.gov.uk](mailto:Mona.Hayat@cityoflondon.gov.uk)

T: 07555 133206

This page is intentionally left blank



<b>Committee(s):</b> Finance Committee – For Information	<b>Dated:</b> 10 December 2024
<b>Subject:</b> Central Contingencies 2024/25	<b>Public report:</b> For Information
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>provides business enabling functions</b></li> </ul>	
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	n/a
<b>Report of:</b>	Chamberlain
<b>Report author:</b>	Laura Yeo, Financial Services Division

## Summary

This report provides Members with a quarterly update on the Central Contingencies 2024/25 uncommitted balances.

## Recommendation

Members are asked to note the Central Contingencies 2024/25 uncommitted balances.

## Main Report

### Background

1. Service Committee budgets are prepared within the resources allocated by the Policy and Resources Committee, and with the exception of the Policy and Resources Committee, such budgets do not include any significant contingencies. The budgets directly overseen by the Finance Committee therefore include central contingencies to meet unforeseen and/or exceptional items that may be identified across the City Corporation’s range of activities. Requests for allocations from the contingencies should demonstrate why the costs cannot, or should not, be met from existing provisions.
2. In addition to the Central Contingencies, the Committee has two specific City’s Estate Contingencies, the International Disasters Fund to support international humanitarian emergencies and a Project Reserve to support project type spend.

## Current Position

3. The uncommitted balances that are currently available for 2024/25 are set out in the table below.

2024/25 Central Contingencies – Uncommitted Balances 20 November 2024			
	City's Estate £'000	City Fund £'000	Total £'000
<b>Central Contingencies</b>			
2024/25 Provision	950	800	1,750
2023/24 Brought forward	855	1,651	3,456
<b>Total Provision</b>	<b>1,805</b>	<b>2,451</b>	<b>4,256</b>
Previously agreed allocations	(1,721)	(2,022)	(3,743)
Pending request on the agenda	(0)	(0)	(0)
<b>Total Commitments</b>	<b>(1,721)</b>	<b>(2,022)</b>	<b>(3,743)</b>
<b>Uncommitted Balances</b>	<b>84</b>	<b>429</b>	<b>513</b>
<b>Specific Contingency - International Disaster Fund</b>			
2024/25 Provision	100	0	100
2023/24 Brought forward	0	0	0
<b>Total Provision</b>	<b>100</b>	<b>0</b>	<b>100</b>
Previously agreed allocations	(100)	0	(100)
<b>Total Commitments</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Uncommitted Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Specific Contingency – Project Reserve</b>			
2024/25 Provision	0	0	0
2023/24 Brought forward	1,053	0	1,053
<b>Total Provision</b>	<b>1,053</b>	<b>0</b>	<b>1,053</b>
Previously agreed allocations	(643)	0	(643)
Pending request on the agenda	(0)	0	(0)
<b>Total Commitments</b>	<b>(643)</b>	<b>0</b>	<b>(643)</b>
<b>Uncommitted Balance</b>	<b>410</b>	<b>0</b>	<b>410</b>

4. At the time of writing this report there are no requests on the agenda.
5. In the case of a request for additional funding for a project that affects all three funds, the City Bridge Foundation Board would approve its portion of any such joint project. All requests specific to CBF only are considered solely by the CBF Board.

## **Corporate & Strategic Implications**

Strategic Implications – None

Resource Implications – Contained within body of report

Legal Implications - None

Risk Implications - None

Equalities Implications - None

Climate Implications - None

Security Implications - None

## **Conclusion**

6. Members are asked to note the Central Contingencies uncommitted balances.

## **Appendices**

- Appendix 1 - Allocations from 2024/25 Contingencies

## **Laura Yeo**

Group Accountant

Financial Services Division

E: [Laura.Yeo@cityoflondon.gov.uk](mailto:Laura.Yeo@cityoflondon.gov.uk)

This page is intentionally left blank

## City of London Corporation Committee Report

<b>Committee(s):</b> Finance Committee – For information	<b>Dated:</b> 10 December 2024
<b>Subject:</b> Chamberlain’s Departmental Risk Management Update	<b>Public report:</b> For Information
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>delivers Corporate Plan 2024-29 outcomes</b></li> <li>• <b>provides statutory duties</b></li> </ul>	Providing Excellent Services Flourishing Public Spaces
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	£0
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	n/a
<b>Report of:</b>	Caroline Al-Beyerty, Chamberlain
<b>Report author:</b>	Leah Woodlock, Chamberlain’s Department

### Summary

This report has been produced to provide the Finance Committee with an update on the risks the Chamberlain’s department faces.

There is currently one RED risk on the Corporate Risk Register within the responsibility of the Chamberlain and one RED risk on the Chamberlain’s departmental risk register. The Chamberlain’s Senior Leadership Team and divisional management teams within the department regularly review and update the risk register, potential risks and opportunities.

### Recommendation(s)

Members are asked to:

- Note the report.

### Main Report

#### Background

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to the Committee the key risks faced in their department. The Finance Committee has determined that it will receive the Chamberlain’s Risk Register at each meeting.

2. The Digital Information Technology Service (DITS) as a part of the Chamberlain's Department risks are reported to the Digital Services Committee for oversight.

### **Current Position**

Corporate Risk – RED

3. Department currently has one financial RED Corporate Risk, all risks are regularly reviewed and several mitigating measures are in place to prevent the realisation of these risks or future risks.
4. **CR38 Unsustainable Medium-Term Finances – City's Estate** Although the Court of Common Council decision on Smithfield and Billingsgate markets significantly changes the financial outlook, we await legal agreements before ramifications can be worked through. The risk therefore remains with a risk score of RED 16, with a reducing level of risk. The next draft of the Medium Term Financial plan is currently being drafted in preparation for presentation to this committee in the new year. This exercise will provide clarity on the impact and effectiveness of the in-place mitigations.
5. In December, the Chamberlain's and Surveyor's teams will meet for a dedicated Capital Financing workshop to establish a shared understanding of the funding demands and profiling for longer term (10 years), establish financing options and formally establish the project team.

Departmental Risks – RED

6. **CHB002 Housing Revenue Account (HRA) Finances** has a risk score of RED 16. A draft five-year financial projection has been prepared and is currently being tested and refined for committee approval in January 2025. The draft projections indicate a finely balanced position but notable vulnerability retaining the risk score at red due to potential revenue overspends and the impacts of further delays to new build projects.

### **Conclusion**

7. Members are asked to note the actions taken by Chamberlain's Department to manage all risks. Actions aim to continue monitoring and reducing the risk level and will be reported on at future Finance Committees.

### **Appendices**

- Appendix 1 – Departmental Risk Register

### **Background Papers**

Chamberlain's Departmental Risk Management Update Reports

### **Leah Woodlock**

Chamberlain's Project Manager

Chamberlain's Department

E: [Leah.Woodlock@cityoflondon.gov.uk](mailto:Leah.Woodlock@cityoflondon.gov.uk)

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 7 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank