

**PROJECTS AND PROCUREMENT SUB-COMMITTEE**  
**Monday, 16 October 2023**

Minutes of the meeting of the Projects and Procurement Sub-Committee held at  
Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 16 October 2023 at  
1.45 pm

**Present**

**Members:**

Alderman Timothy Hailes (Chairman)  
Deputy Madush Gupta  
Caroline Haines  
Paul Martinelli

**Officers:**

Matthew Stickley	- Town Clerk's Dept.
Daniel Peattie	- Chamberlain's Dept.
Sarah Baker	- Chief Operating Officer's Dept.
Matthew Miles	- Chief Operating Officer's Dept.
Kayleigh Salisbury	- Chief Operating Officer's Dept.
Genine Whitehorne	- Chief Operating Officer's Dept.

**1. APOLOGIES**

Apologies for absence were received from Deputy Shравan Joshi, Deputy Keith Bottomley, Deputy Christopher Hayward, Deputy Charles Edward Lord, Deputy Philip Woodhouse, Anett Rideg, and Tom Sleigh, who joined the meeting online.

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

There were no declarations of interest.

**3. MINUTES**

**RESOLVED:** That the public minutes and summary of the meeting held on 16 October 2023 be approved as an accurate record.

**4. PROJECT MANAGEMENT IMPLEMENTATION UPDATE**

The committee received a report of the Chief Operating Officer concerning implementation of revised project management practices.

The Chairman advised the committee that he expected the new portfolio approach to be implemented and embedded by the new civic year and for the gateway process of the current project management process to have been revised. The Chairman further explained that it was important to note that the new approach would: recognise the primacy of service committees in managing projects; recognise the role of the Projects and Procurement Sub Committee in ensuring oversight of strategic decisions and risks, and the performance of the

portfolio of projects; the proposed timeline for the implementation of these revised processes; and the need for increased delegated authorities to officers being contingent on the successful implementation and performance of the new project management processes.

In response to questions, officers confirmed that projects would no longer be solely capital funded but also revenue funded and that the introduction of Transformation and Commercial Opportunities Groups would support these changes. The committee discussed the opportunities for transformation and commercial projects, including the Lord Mayor's Show, at which point the Chairman advised the committee that he was Chairman of Lord Mayor's Show Limited.

The committee discussed the eventual replacement of project management software, the criteria by which projects were classified as at risk, the introduction of a Members' group to develop the project management arrangements, and the need for officers and Members to support the new arrangements.

The committee noted the revised staffing structure for teams which would support project management, the integration of project governance and commercial teams, and the portfolio of projects the Project Management Office was aware of, which officers confirmed was 355.

The committee noted the public gateway reports which had been shared in a supplement to the committee.

**RESOLVED:** To note the updates provided in the report.

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

There were no questions.

6. **ANY URGENT BUSINESS**

There was no urgent business.

7. **EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED:** That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following item(s) 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 1972.

8. **NON-PUBLIC MINUTES**

**RESOLVED:** That the non-public minutes and summary of the meeting held on 16 October 2023 be approved as an accurate record.

9. **PROJECT PORTFOLIO OVERVIEW**

The committee received a report of the Chief Operating Officer concerning the Corporation's portfolio of projects.

10. **GETTING BEST VALUE FROM LOW VALUE SPEND**  
The committee considered a report of the Chief Operating Officer concerning the proposed award of a contract for low value spend works.
11. **GW3/4: REFURBISHMENT OR REPLACEMENT OF THE FORESHORE RIVER**  
The report was received under item 9 – Project Portfolio Overview – and was noted.
12. **NON-PUBLIC QUESTIONS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were no questions.
13. **NON-PUBLIC ANY URGENT BUSINESS**  
There was no urgent business.
14. **CONFIDENTIAL QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE**  
There were no questions.
15. **CONFIDENTIAL ANY URGENT BUSINESS**  
There was no urgent business.

**The meeting ended at 2.35 pm**

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Chairman

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