



Corporate Asset Sub (Policy and Resources) Committee

Date: THURSDAY, 27 SEPTEMBER 2012
Time: 10.30 am
Venue: COMMITTEE ROOMS, WEST WING, GUILDHALL

Members: Mark Boleat (Chairman)
Stuart Fraser (Deputy Chairman)
Deputy Michael Cassidy
Ray Catt
Roger Chadwick
Archie Galloway

Enquiries: Gregory Moore
tel. no.: 020 7332 3113
gregory.moore@cityoflondon.gov.uk

**Lunch will be served for Members in the Guildhall Club at the rising of the Sub
Committee**

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 19 June 2012 (copy attached).

For Decision
(Pages 1 - 4)
4. **OPERATIONAL PROPERTY - PORTFOLIO REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 5 - 26)
5. **CORPORATE PROPERTY FACILITIES MANAGEMENT**
Report of the City Surveyor (copy attached).

For Information
(Pages 27 - 34)
6. **CENTRAL CRIMINAL COURT BUSINESS PLAN QUARTERLY UPDATE**
Report of The Secondary (copy attached).
(N.B. Please see also the Non-Public Annex - Item 11 on the Non-Public agenda)

For Information
(Pages 35 - 38)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **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 the Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 19 June 2012 (copy attached).

For Decision
(Pages 39 - 42)

11. **CENTRAL CRIMINAL COURT BUSINESS PLAN QUARTERLY UPDATE – ANNEX A**

For Information
(Pages 43 - 44)
12. **OPERATIONAL ASSET DISPOSAL PROGRAMME**
Joint report of the Chamberlain and the City Surveyor (copy attached).

For Decision
(Pages 45 - 56)
13. **CITY SURVEYOR'S BUSINESS PLAN 2012-15: QUARTER 1 2012/13 UPDATE**
Report of the City Surveyor (copy attached).

For Information
(Pages 57 - 66)
14. **GUILDHALL CAPITAL PROJECTS**
Report of the City Surveyor (copy attached).

For Decision
(Pages 67 - 76)
15. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES 2008-09 AND 2009-10 - LATEST PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 77 - 82)
16. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2010/11 PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 83 - 88)
17. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2011/12 PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 89 - 94)
18. **ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME - 2012/13 PROGRESS REPORT**
Report of the City Surveyor (copy attached).

For Information
(Pages 95 - 100)
19. **EXHIBITION HALL 1: LONDON FILM SCHOOL PROPOSAL**
Joint report of the Managing Director, Barbican Centre, and the City Surveyor (copy attached).

For Information
(Pages 101 - 134)

20. **BARBICAN CENTRE CAPITAL CAP PROGRAMME - ANNUAL REPORT (2012)**
Report of the Managing Director, Barbican Centre (copy attached).
For Decision
(Pages 135 - 152)
21. **BARBICAN CENTRE - CAPITAL CAP PROGRAMME 2013/14 TO 2017/18**
Report of the Managing Director, Barbican Centre (copy attached).
For Information
(Pages 153 - 166)
22. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**
Report of the Town Clerk (copy attached).
For Information
(Pages 167 - 168)
23. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
24. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

CORPORATE ASSET SUB COMMITTEE

19 June 2012

Minutes of the meeting of the CORPORATE ASSET SUB COMMITTEE held at Guildhall, EC2 on TUESDAY, 19 JUNE 2012 at 11.30am.

Present

Members:

Mark Boleat (Chairman)
Stuart Fraser (Deputy Chairman)
Deputy Michael Cassidy
Ray Catt
Roger Chadwick
Archie Galloway

Officers:

Gregory Moore	- Town Clerk's Department
Daniel Hooper	- Town Clerk's Department
Peter Bennett	- City Surveyor
Stephen Bursi	- City Surveyor's Department
Donald Comrie	- City Surveyor's Department
Bob Meldrum	- City Surveyor's Department
Peter Young	- City Surveyor's Department
Dianne Merrifield	- Chamberlain's Department
Fiona Hoban	- Remembrancer's Department

1. APOLOGIES

There were no apologies.

2. DECLARATIONS BY MEMBERS OF PERSONAL OR PREJUDICIAL INTERESTS IN RESPECT OF ITEMS TO BE CONSIDERED AT THIS MEETING

There were no declarations.

3. MINUTES

The public minutes and summary of the meeting held on 12 March 2012 were approved.

MATTERS ARISING

(1) **Asset Management Plan** (p2) – The City Surveyor advised that a follow-up report would be coming to the September meeting of the Sub-Committee.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

**5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
Guildhall Event Safety Management**

A resolution from the Audit & Risk Management Committee concerning evacuation procedures at functions and events based at Guildhall was received by the Sub-Committee.

The City Surveyor provided a brief summary of the discussion which had taken place at the meeting of the Audit & Risk Management Committee and gave assurances that the position of all fire exit signs had been checked with it confirmed that all led to appropriate exits. All appropriate plans were now in place and he was content that the issue was accordingly resolved, with a written document formalising the respective responsibilities of the Remembrancer's and City Surveyor's departments with regard to safety management at events set to be completed very shortly.

A Member made reference to occasions where the alarm was silenced during an evacuation, commenting that often people believed that this meant the alarm was merely a test and they did not need to continue evacuating. The City Surveyor was asked to clarify the position through better communication to Members and staff so as to avoid this confusion in future.

A Member commented that fire drill instructions were previously included as part of the introduction at events, but this no longer seemed to be the case. The Remembrancer advised that like other venues, cinemas, and theatres no announcement was made unless at the request of the client prior to an event. Remembrancer's event staff as a matter of routine ran through the various procedures with clients before the event so they were fully aware of the requirements and practices, and also gave assurance that the staff on duty were all familiar with the various procedures and were on hand to support and facilitate a smooth evacuation in the event of a fire.

Appointment of a Representative on the Guildhall Improvement Committee

It was noted that the Sub-Committee was due to appoint a representative to the Guildhall Improvement Committee for the forthcoming year. Following discussion it was agreed that the current representative, Stuart Fraser, be reappointed for the ensuing year.

RESOLVED: That Stuart Fraser be appointed the Sub Committee's representative on the Guildhall Improvement Committee.

6. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100A(4) 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.

**Item No.
7 – 15**

**Exempt Paragraphs
3**

**SUMMARY OF MATTERS CONSIDERED WHILST THE PUBLIC WERE
EXCLUDED FROM THE MEETING**

7. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 12 March 2012 were agreed.

8. ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMMES 2008-09 AND 2009-10 – LATEST PROGRESS REPORT

The Sub-Committee approved a report of the City Surveyor was considered setting out progress as at 31 March 2012 in the agreed Additional Repairs and Maintenance Programmes for 2008-09 and 2009-10 and seeking authority to defer the last fourth northwest cupola until January 2013 at an estimated additional cost of £3,000 following representation from the Smithfield Market Tenants Association.

9. ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME 2010/11 PROGRESS REPORT

The Sub-Committee received a report of the City Surveyor setting out progress as at 31 March 2012 in undertaking projects in the agreed 2010-11 Additional Repairs and Maintenance Programme.

10. ADDITIONAL REPAIRS AND MAINTENANCE PROGRAMME 2011/12 PROGRESS REPORT

The Sub-Committee received a report of the City Surveyor setting out progress as at 31 March 2012 in undertaking priority projects identified and included in the agreed Additional Repairs and Maintenance Programme for 2011/12.

11. ADDITIONAL WORKS PROGRAMME 2013-14

The Sub-Committee approved a report of the City Surveyor setting out a draft programme of work for 2013/14 in priority order for cyclical repairs and maintenance of operational property stock.

12. GUILDHALL FIRE ALARM REPLACEMENT

The Sub-Committee approved a report of the City Surveyor concerning the replacement of fire alarm systems in the some parts of the Guildhall Complex.

13. CITY SURVEYOR'S BUSINESS PLAN 2011-14: QUARTER 4 2011/12 UPDATE

The Sub-Committee received a report of the City Surveyor detailing the performance of his Department in 2011/12 against the performance indicators set for that year in the 2011-14 business plan.

14. CITY SURVEYOR'S BUSINESS PLAN 2012-15

The Sub-Committee approved a report of the City Surveyor setting out his Department's Business Plan for 2012-2015 and outlining the main strategic aims, objectives, key performance indicators, financial information and staffing issues for the coming period.

15. GUILDHALL CAPITAL PROJECTS

This item was withdrawn, with the City Surveyor advising that it would now come to the next meeting instead.

16. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB COMMITTEE

There were no questions.

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

There were no urgent items.

The meeting closed at 12.25pm

CHAIRMAN

Contact Officer: Gregory Moore
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Committee(s):	Date(s):
Corporate Asset Sub Committee	27 th September 2012
Subject: Operational Property - Portfolio Report	Public
Report of: The City Surveyor	For Information

Summary

This report is to update Members and define the general extent, use and occupation of the City of London’s operational property portfolio, highlighting the changes across the operational portfolio in the past 12 months.

The City of London operational portfolio comprises 586,600sq.m. gross internal area of building stock, excluding land holdings. The portfolio is split into three funds:

FUND	GIA (Sq.M)	%
City Fund	332,900	56.76%
City’s Cash	251,800	42.93%
Bridge House Estate	1,900	0.32%

The three largest occupiers of the operational portfolio are the Wholesale Markets (18.7%), The Department of the Built Environment (16.4%), including Walbrook Wharf Offices and the Barbican Centre (14.4%).

Circa 30% of the portfolio is situated outside the City’s administrative boundary, with properties as far afield as Essex, Kent, Surrey and Buckinghamshire.

Currently only 13.5% of the portfolio provides general office accommodation.

The main changes to the operational portfolio have arisen from:

- (1) The transfer of asset responsibilities between Committees arising from the Governance Review approved in July 2011 and implemented on 1st October 2011.
- (2) Improved data quality arising from Property Reviews which have challenged the extent and use of accommodation by service departments.

It should be noted that the overall increase of 7,300 sqm (1%) of additional space has been recorded, over the past 12 months.

*GIA figures in main report have been rounded up.

The main changes include:

Department	↑ / ↓	Sq.m.	%
Department of Culture, Heritage & Libraries (former Department of Libraries, Archives & Guildhall Art Gallery)	↑	6,130	+ 19%
Department of Built Environment (former Department of Environmental Services)	↓	8,820	- 9%
Department of Markets & Consumer Protection (former Markets Department)	↑	4,240	+ 4%
Department of Open Spaces (Buildings only)	↑	6,575	+ 17%

Within the Guildhall Complex, the various changes are as a result of :

- (1) The Strategic Finance Review,
- (2) Reclassification of function space
- (3) Rationalisation of administrative and storage space within departments, including the relocation of the Economic Development Office, Markets Directorate and City Bridge Trust.

The main changes include:

Department / Use	↑ / ↓	Sq.m.	%
Function Space	↑	2,063	+46%
Town Clerks Department	↓	499	-11%
Chamberlains Department	↑	166	+5%
City Surveyors Department	↓	340	-15%
Department of Community & Children's Services	↓	100	-15%
Vacant Space	↑	77	+0.16%

Recommendations

It is recommended that:

- Your Committee note the content of this report.

Main Report

1. Attached in Appendix 1 is the Operational Portfolio Property Report produced by the internally managed ARCHIBUS Workspace Management System. This provides a detailed analysis of the portfolio in terms of area, use, service, etc.

2. The City of London Operational portfolio comprises of some 586,391.90 sq.m. GIA,
3. The portfolio is split into three funds:

FUND	GIA (Sq.M)	%
City Fund	332,836.04	56.76%
City's Cash	251,738.04	42.93%
Bridge House Estate	1,876.45	0.32%

4. Circa 30% of the portfolio is situated outside our administrative boundary, with properties as far afield as Essex, Kent, Surrey and Buckinghamshire.
5. The notable changes over the past year, across the operational portfolio are outlined below. These are representative of the realignment of Corporate property assets and services to the restructured service departments following the Governance Review approved in July 2011:
 - Overall increase of 7,300 sqm (1%) on 2011 figures, this has arisen following identification of additional space as a result of property reviews, including the detailed plan data collated in respect of the Markets, City of London School (and Marvels Lane Sports Ground) and the collection of more reliable sources of data.
 - Markets & Consumer Protection overall space up by 4,240sqm (4%) compared to former Markets Department. This reflects the additional responsibilities with regards to Public Protection / Port Health functions.
 - Department of Built Environment down by 8,820sqm (9%) compared to former Department of Environmental Services. This reflects the transfer of Public Protection and Port Health functions to Markets & Consumer Protection, and the transfer of the City of London Cemetery and Crematorium to Department of Open Spaces.
 - Department of Open Spaces overall space (buildings only) up by 6,575sqm (17%) to reflect the additional responsibilities regarding City of London Cemetery & Crematorium.
 - Culture Heritage & Libraries overall space up by 6,130sqm (19%) compared to former Department of Libraries, Archives & Guildhall Art Gallery. This reflects the additional responsibilities with regards to Tower Bridge, City

Information Centre, Prince Henry's Room, Roman Bath House, etc.

6. The Guildhall complex provides 55,036.30sq.m. of accommodation, circa 9% of the entire portfolio.
7. The notable changes to the Guildhall Complex relate to the moves and churn associated to the Strategic Finance Review. Together with the initial phase of rationalisation of administrative and storage space within departments, including the relocation of some departments as part of the Guildhall Accommodation Project
 - Town Clerks occupied space reduced by 499 sqm (11%), following the relocation of the Economic Development Office from Guildhall Yard East to Guildhall West Wing. Together with the rationalisation of City Bridge Trust and Security & Contingency Planning.
 - Chamberlains occupied space up by 166 sqm (5%), following the Strategic Finance Review accommodation the departmental finance teams were reassigned to the Chamberlains Department.
 - City Surveyors occupied space down by 340sqm (15%), In part due to the Strategic Finance Review reassigning departmental finance teams to Chamberlains, the IS Review – reassigning basement storage to central IS and some reclassification of Function space.
 - Community and Children's Services occupied space down by 100 sqm (15%) predominantly due to the Strategic Finance Review reassigning departmental finance teams to the Chamberlains Department.
 - Vacant Areas up by 77sqm (8x 2011 figure) which reflects the vacant space in Guildhall Yard East as part of the early phases of the Guildhall Accommodation Project.
 - Function Space figure up by 2,063 sqm (46%) arising from the reclassification of some function space (removing them from the core areas / primary circulation classification)
8. The significant increase of vacant space within Guildhall Yard East reflects the moves detailed above. This aligns with the planned accommodation review work, and provides for the required swing space to temporarily accommodate the City of London Procurement Service, and potentially other operational requirements.
9. The reclassification of function space, within the Guildhall Complex from the common circulation areas, also had a significant impact,

but provides a more accurate reflection of the use of space within the complex.

Conclusion

10. This report highlights the scale and diversity of our operational portfolio, and importance of maintaining accurate data, monitoring the evolution of this portfolio to match operational service needs.
11. We are continuing to develop and enhance our property asset data, prioritising the spatial data to meet operational requirements and focussing on key assets in the first instance (Where accurate data is presently not available this is highlighted in red font in Appendix 1).
12. The more enhanced the data becomes the better quality benchmarking and reporting data will be made available, which is not only informative, but will aid decision making in the longer term.

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Appendices:

Appendix 1 - Operational Property Portfolio Report

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Appendix 1



City of London Corporation - Operational Property Portfolio

ARCHIBUS Report –Produced April 2012

Revised 30/05/2012

This report seeks to define the general extent of the City of London Corporation operational property portfolio and provide some comparisons on its use and occupation.

Operational property is defined as the properties, buildings or structures occupied by the City of London Corporation or by appointed third parties for the purpose of operational service provision.

Information has been compiled from the corporate property review process and other accommodation review exercises, and held within the corporate computer aided facilities management (CAFM) system ARCHIBUS. The ARCHIBUS database is constantly updated.

Based upon data gathered to date the City's operational portfolio is comprised of 628 property assets.

(This figure includes 21 main property blocks plus residential car parks on the Barbican Residential Estate and 62 main property blocks that make up the Housing Revenue Account Residential Estates, DCCS residential units at Spitalfields and CoL Almshouses at Ferndale Road).

For the purposes of this report the Barbican Estate (with the exception of the Barbican Estate Office at 3 Lauderdale Place), the City of London Housing Revenue Account Estates (with the exception of the Golden Lane Leisure Complex & Community Education Centre), DCCS residential units at Spitalfields and CoL Almshouses at Ferndale Road have been excluded.

Taking these exclusions into consideration, the total gross internal area occupied by the City's operational portfolio measures *586,391.90 sqm*

For details of individual properties included in this report, see the Full Schedule of City of London Operational Property table and for details of the main property blocks within the Barbican Residential and Housing Revenue Account Estates, DCCS residential units at Spitalfields and CoL Almshouses at Ferndale Road see the Residential Properties table at the rear of this report.

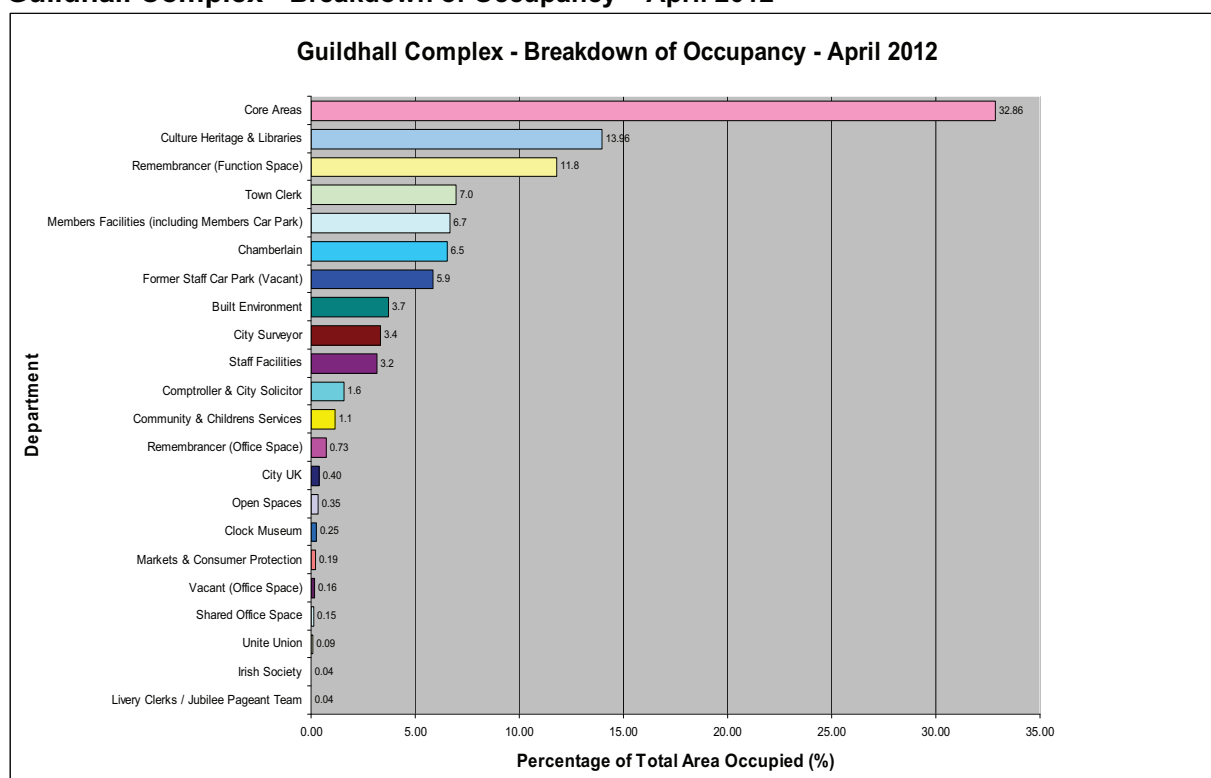
Currently the ARCHIBUS system holds information regarding the buildings and structures only. All area figures included in this report refer to internal floor areas of buildings and structures. Land ownership information is not included in this report.

Where possible, floor areas are calculated from accurate scaled drawings in accordance with the guidelines laid down in the RICS Code of Measuring Practice 6th Edition. Where drawings are not available internal floor areas have been estimated based upon a variety of sources including; Ordnance Survey mapping and legal and other associated documentation.

Area figures have not been calculated for a number of smaller structures, typically located on the open spaces, due to the nature of their construction or insignificant size.

DT Rawlings & DT Marcou
Corporate Plans & Research Officers
30th May 2012

Guildhall Complex - Breakdown of Occupancy – April 2012



Graph shows the percentage occupied by individual departments / functions of the total Gross Internal Area of the Guildhall Complex.

NOTE:

For the purposes of this exercise the **Guildhall Complex** comprises Guildhall North Wing & West Wing, Guildhall Yard East, 65 & 65a Basinghall Street, Irish Chambers, The Great Hall & Crypts, Dance Porch, Old Library & Livery Hall and the vacant underground former Staff Car Park. Departmental occupied areas quoted are Net Internal Areas and include primary circulation routes through individual departmental space.

'**Core Areas**' category includes common circulation space, stairs, lifts, toilets and space occupied by plant & services and the like.

'**Libraries, Archives & Guildhall Art Gallery**' category includes all Library, Art Gallery, Amphitheatre & associated storage space.

'**Function Space**' category includes the Great Hall & Crypts, Old Library, Print Room & Livery Hall, Functions Kitchens, Basinghall Suite & Art Gallery Cloakrooms.

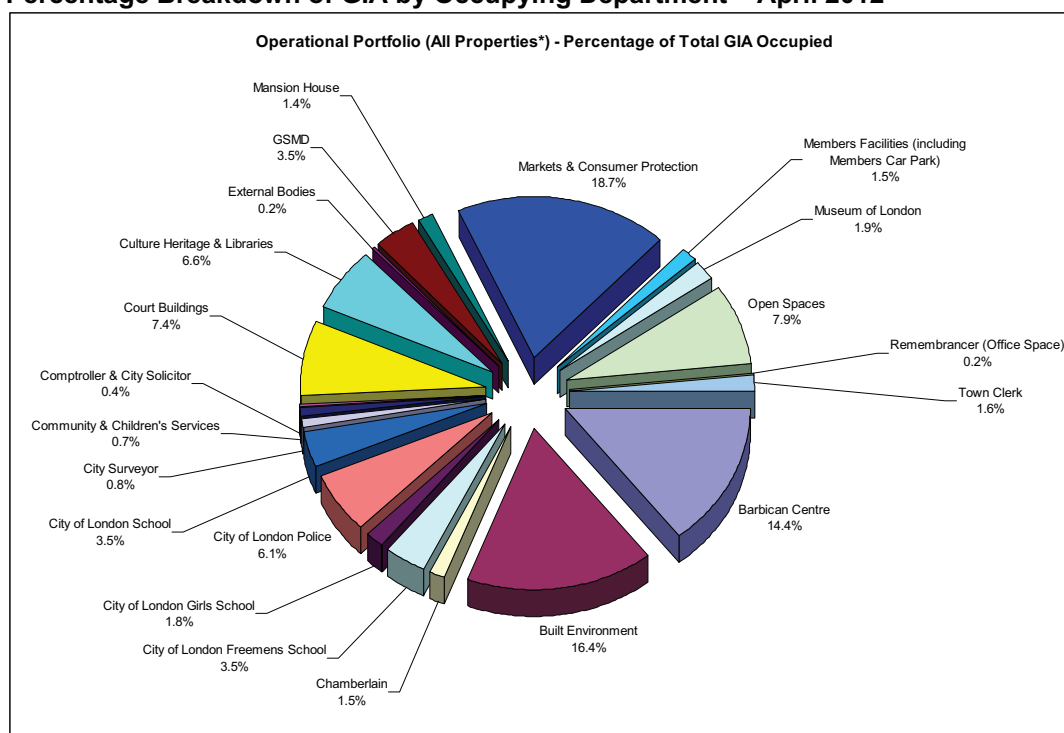
'**Members Facilities**' category includes members dining, refreshment areas, overnight accommodation and car parking space in Guildhall West Wing.

'**Staff Facilities**' category includes, the staff restaurant, fitness suite and changing facilities, dedicated on floor tea points and refreshment areas, breakout spaces & copier / printing facilities.

Guildhall Complex - Schedule of Areas – April 2012

Guildhall Complex Occupancy - Apr 2012	Area - (sqm)
Core Areas	18,082.91
Culture Heritage & Libraries	7,682.84
Remembrancer (Function Space)	6,484.52
Town Clerk	3,842.95
Members Facilities (including Members Car Park)	3,673.68
Chamberlain	3,604.02
Former Staff Car Park (Vacant)	3,223.27
Built Environment	2,049.58
City Surveyor	1,845.65
Staff Facilities	1,738.16
Comptroller & City Solicitor	864.98
Community & Children's Services	624.44
Remembrancer (Office Space)	399.78
City UK	218.33
Open Spaces	194.24
Clock Museum	136.25
Markets & Consumer Protection	106.27
Vacant (Office Space)	86.74
Shared Office Space	81.45
Unite Union	48.73
Irish Society	24.46
Livery Clerks / Jubilee Pageant Team	23.05
Total Room Areas	55,036.30

City of London Corporation Operational Property Portfolio Percentage Breakdown of GIA by Occupying Department – April 2012



Graph shows the percentage breakdown by departmental occupation of the total Gross Internal Area of the City of London Corporation operational property portfolio as at April 2012.

NOTE:

*For the purposes of this exercise the Barbican Estate (with the exception of the Barbican Estate Office at 3 Lauderdale Place) and the City of London Housing Revenue Account Estates (with the exception of the Golden Lane Leisure Complex & Community Education Centre), DCCS Residential Units at Spitalfields and City of London Almshouses at Ferndale Road have been excluded.

'Markets & Consumer Protection' category refers to administrative space occupied at Guildhall, Walbrook Wharf, various Port Health accommodation plus all buildings located at the 3 Wholesale Markets at Smithfield, Billingsgate and Spitalfields, (including space occupied by both CoL Markets staff and space let to market traders & other stakeholders).

'Court buildings' category refers to the Central Criminal Court, the City of London Mayor's Court and the City of London Magistrates Court.

'Guildhall Complex' - Space dedicated to common parts, plant & services, staff facilities, function areas, mixed use and vacant areas at the Guildhall Complex have been apportioned, pro rata, to those departments occupying space in the complex based upon the percentage of their net internal floor area occupied there.

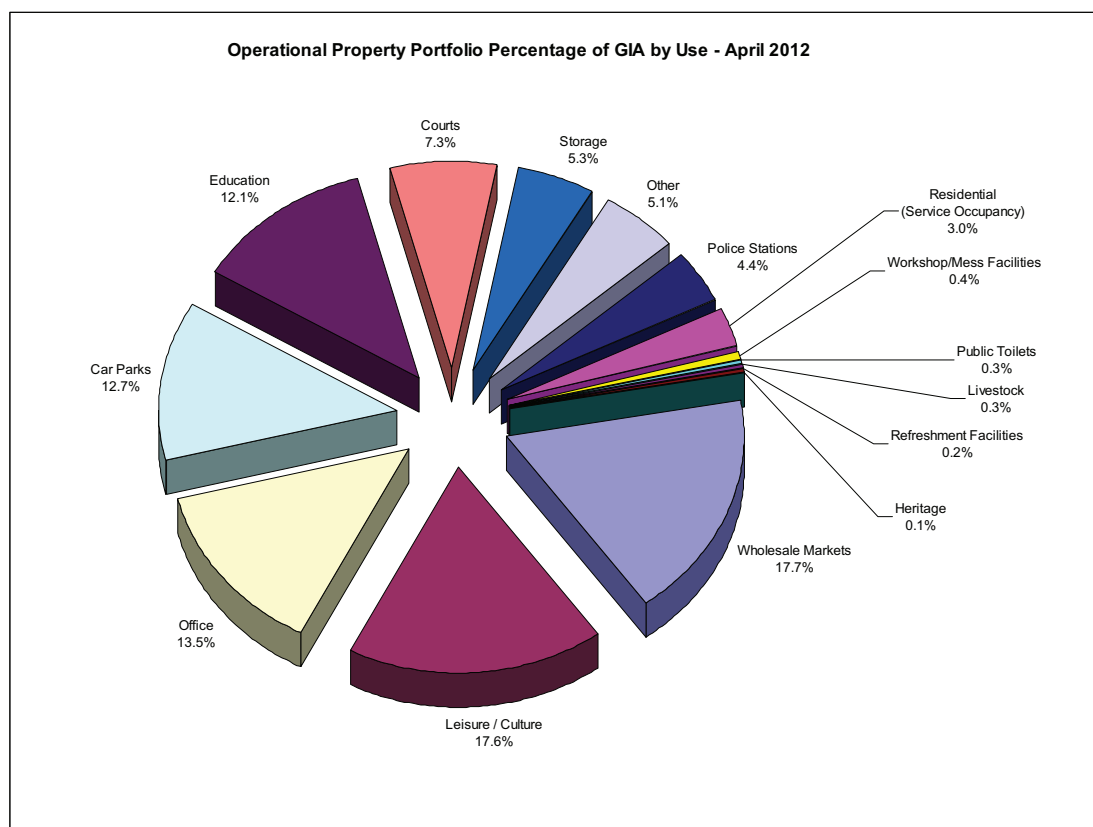
'External Bodies' category includes City UK, Clock Museum, Unions, Irish Society & Livery Clerks based at Guildhall Complex and Trading Standards Institute, Association of Port Health Authorities and Coroners Offices at Walbrook Phase 2 Offices.

'Open Spaces' category refers to the buildings and structures occupied by Open Spaces Department only. All figures exclude land.

City of London Corporation Operational Property Portfolio Schedule of Areas - Breakdown of GIA by Occupying Departments – April 2012

Department	GIA (sqm)
Markets & Consumer Protection	107,928.16
Built Environment	94,629.94
Barbican Centre	83,059.78
Open Spaces (buildings only excludes land)	45,388.62
Court Buildings	42,951.23
Culture Heritage & Libraries	38,274.95
City of London Police	35,348.37
City of London School	20,480.17
City of London Freemans School	20,073.36
GSMD	20,072.07
Museum of London	11,220.33
City of London Girls School	10,653.06
Town Clerk	9,081.15
Members Facilities (including Members Car Park)	8,590.11
Chamberlain	8,522.47
Mansion House	8,235.78
City Surveyor	4,513.64
Community & Children's Services	4,226.97
Comptroller & City Solicitor	2,022.57
External Bodies	1,203.49
Remembrancer (Office Space)	934.80

City of London Corporation Operational Property Portfolio Percentage Breakdown of GIA by Use April 2012



Graph shows the percentage breakdown by use of the total Gross Internal Area of the City of London Corporation operational property portfolio as at April 2012.

NOTE:

For the purposes of this exercise the Barbican Estate (with the exception of the Barbican Estate Office at 3 Lauderdale Place) and the City of London Housing Revenue Account Estates (with the exception of the Golden Lane Leisure Complex & Community Education Centre), DCCS Residential Units at Spitalfields and City of London Almshouses at Ferndale Road have been excluded.

'Markets' category refers to administrative space occupied at Guildhall, Walbrook Wharf, various Port Health accommodation plus all buildings located at the 3 Wholesale Markets at Smithfield, Billingsgate and Spitalfields, (including space occupied by both CoL Markets staff and space let to market traders & other stakeholders).

'Court buildings' category refers to the Central Criminal Court, the City of London Mayor's Court and the City of London Magistrates Court.

'Residential' category refers to service occupancy accommodation across all City of London open spaces, City of London Cemetery & Crematorium, City of London Freeman's School and City of London Police housing (including Bernard Morgan Section House).

'Livestock' category refers to buildings used to house livestock.

'Refreshment Facilities' category refers to cafeteria, refreshment stalls and kiosks etc. let to 3rd parties typically located on the open spaces and at the City of London Cemetery & Crematorium. Staff refreshment facilities in operational buildings have been classified along with the main use of the buildings in which they are located.

'Heritage' category refers to standalone historical structures and monuments. Historical structures located within operational buildings have been categorised along with the main use of the building in which they are located. For a full schedule of historical buildings please contact the Heritage team in the City Surveyor's Corporate Property Division.

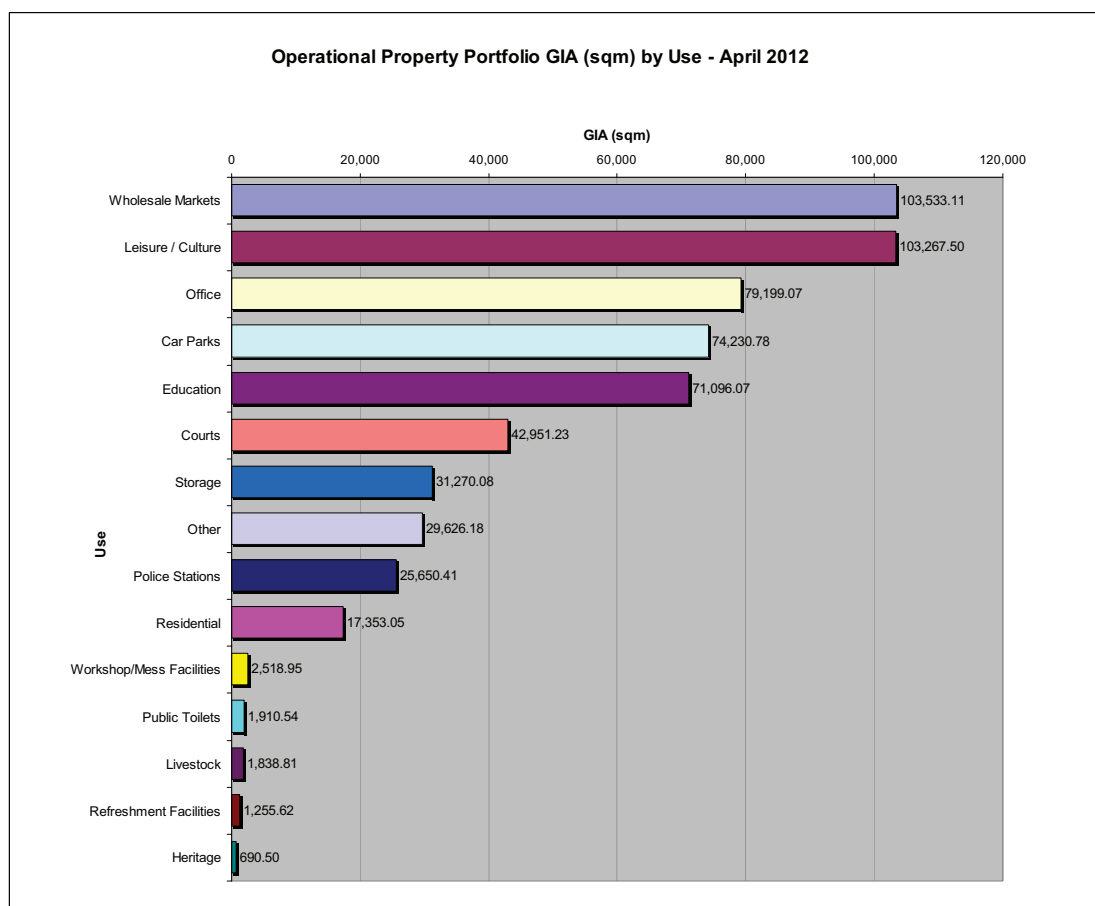
A detailed schedule of buildings & structures included in each category is included at the rear of this report.

The following area schedule and graph show actual gross internal area totals for each category. All of the notes above apply to the schedule;

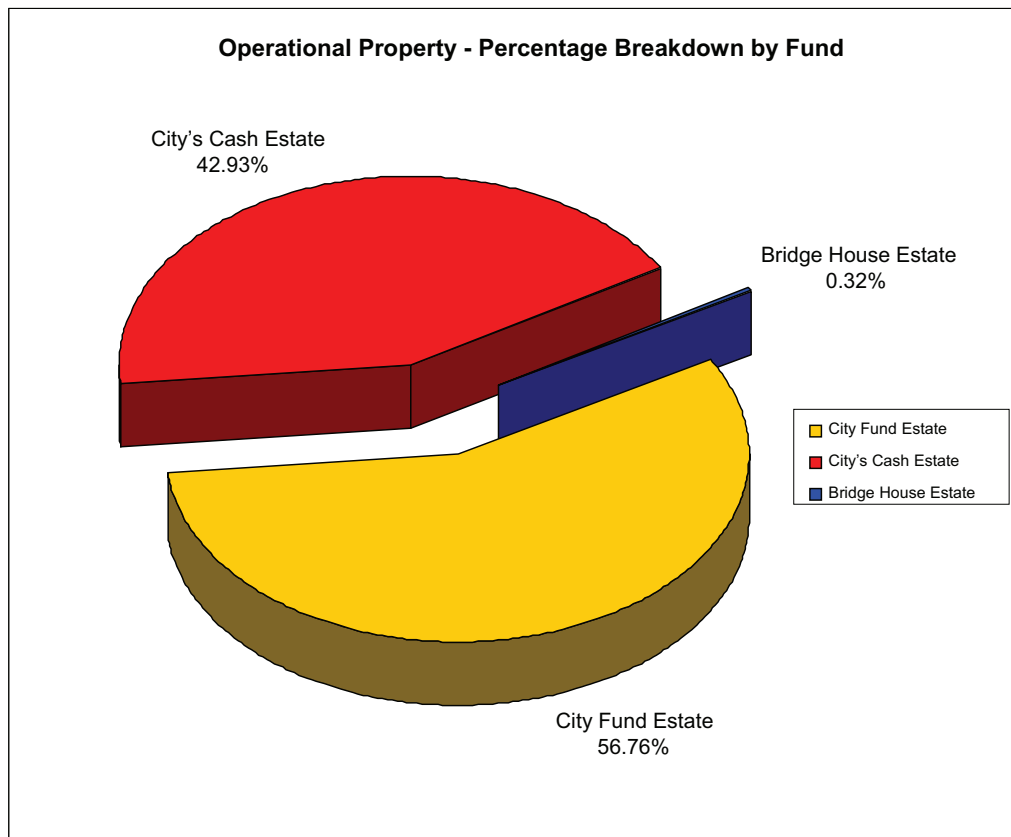
**City of London Corporation Operational Property Portfolio
Area Schedule - Breakdown of GIA by Use – April 2012**

Use	GIA	
Wholesale Markets	103,533.11	sqm
Leisure / Culture	103,267.50	sqm
Office	79,199.07	sqm
Car Parks	74,230.78	sqm
Education	71,096.07	sqm
Courts	42,951.23	sqm
Storage	31,270.08	sqm
Other	29,626.18	sqm
Police Stations	25,650.41	sqm
Residential	17,353.05	sqm
Workshop/Mess Facilities	2,518.95	sqm
Public Toilets	1,910.54	sqm
Livestock	1,838.81	sqm
Refreshment Facilities	1,255.62	sqm
Heritage	690.50	sqm
Total	586,391.90	sqm

**City of London Corporation Operational Property Portfolio
Breakdown of GIA by Use – April 2012**



**City of London Corporation Operational Property Portfolio
Percentage Breakdown of GIA by Fund – April 2012**



**City of London Corporation Operational Property Portfolio
Breakdown of GIA by Fund – April 2012**

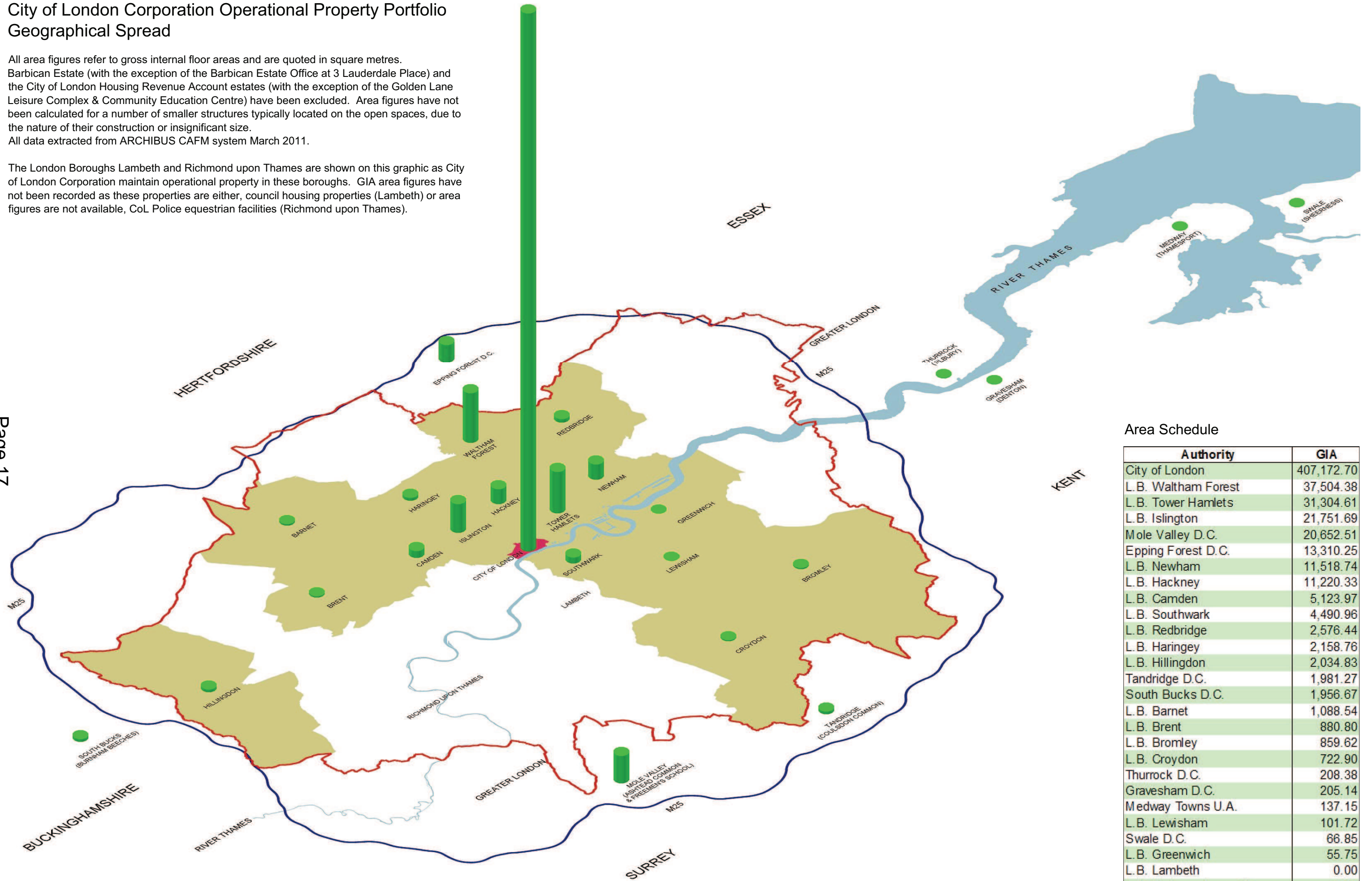
Fund	GIA (sqm)
City Fund Estate	332,836.04
City's Cash Estate	251,738.04
Bridge House Estate	1,876.45
Total	586,391.90

NOTE:
For the purposes of this exercise the Central Criminal Court has been categorised as a City Fund property and Guildhall West Wing has been categorised as a City's Cash property.

City of London Corporation Operational Property Portfolio Geographical Spread

All area figures refer to gross internal floor areas and are quoted in square metres. Barbican Estate (with the exception of the Barbican Estate Office at 3 Lauderdale Place) and the City of London Housing Revenue Account estates (with the exception of the Golden Lane Leisure Complex & Community Education Centre) have been excluded. Area figures have not been calculated for a number of smaller structures typically located on the open spaces, due to the nature of their construction or insignificant size. All data extracted from ARCHIBUS CAFM system March 2011.

The London Boroughs Lambeth and Richmond upon Thames are shown on this graphic as City of London Corporation maintain operational property in these boroughs. GIA area figures have not been recorded as these properties are either, council housing properties (Lambeth) or area figures are not available, CoL Police equestrian facilities (Richmond upon Thames).



Area Schedule

Authority	GIA
City of London	407,172.70
L.B. Waltham Forest	37,504.38
L.B. Tower Hamlets	31,304.61
L.B. Islington	21,751.69
Mole Valley D.C.	20,652.51
Epping Forest D.C.	13,310.25
L.B. Newham	11,518.74
L.B. Hackney	11,220.33
L.B. Camden	5,123.97
L.B. Southwark	4,490.96
L.B. Redbridge	2,576.44
L.B. Haringey	2,158.76
L.B. Hillingdon	2,034.83
Tandridge D.C.	1,981.27
South Bucks D.C.	1,956.67
L.B. Barnet	1,088.54
L.B. Brent	880.80
L.B. Bromley	859.62
L.B. Croydon	722.90
Thurrock D.C.	208.38
Gravesham D.C.	205.14
Medway Towns U.A.	137.15
L.B. Lewisham	101.72
Swale D.C.	66.85
L.B. Greenwich	55.75
L.B. Lambeth	0.00
L.B. Richmond upon Thames	0.00

Full Schedule of City of London Operational Property - April 2012				Gross Internal Area (sqm)
Property Address				
Car Parks				
Baynard House Car Park	133	Queen Victoria Street	EC4V 4BQ	10,061.89
London Wall Car Park	23	London Wall	EC2V 5DY	9,322.42
Minorities Car Park	1	Shorter Street	E1 8LP	11,668.01
Smithfield Car Park		West Smithfield	EC1A 9DS	23,196.73
Tower Hill Car Park	50	Lower Thames Street	EC3R 6DT	5,659.73
Whites Row Car Park	15	Whites Row	E1 7NF	14,322.00
Stag Hotel Car Park		Hawthorn Lane	SL2	N/A
Car Park		East Heath Road	NW3	N/A
Car Bays 45-48 & 59-74		Paternoster Square	EC4M 7HP	N/A
Courts				
CoL Magistrates' Court	1	Queen Victoria Street	EC4N 4XY	2,798.35
Central Criminal Court		Old Bailey	EC4M 7EH	38,553.08
Mayor's & City of London Court		Guildhall Buildings	EC2V 5AR	1,599.80
Education				
GSMD John Hosier Practice Annex	98	Aldersgate Street	EC1A 4JR	1,426.90
Guildhall School of Music & Drama		Silk Street, Barbican	EC2Y 8DT	10,795.66
GSMD Rehearsal Space YMCA				231.14
GSMD John Trundle Court Offices		John Trundle Court		149.06
Community Education Centre	99	Golden Lane	EC1Y 0TZ	388.22
Day Nursery		Golden Lane Estate	EC1Y 0TJ	80.27
Classroom Merlewood		Ninehams Road	CR5 5LN	81.51
Field Study Centre		High Beach	IG10	827.88
Epping Forest Visitors Centre		High Beach	IG10 4AF	173.58
Education Centre (Lido)		Parliament Hill Fields	NW5	N/A
Highgate Wood Nature Information Centre		Highgate Wood	N6	24.82
City of London School - Main Building		Queen Victoria Street	EC4V 3AL	18,969.15
City of London School - CDT Block		Queen Victoria Street	EC4V 3AL	775.87
CoL Girls Sch Main Block		Barbican	EC2Y 8BB	7,959.05
CoL Girls Sch Prep Block		Barbican	EC2Y 8BB	2,694.01
Freemen's School Assembly Hall		Park Lane	KT21 1ET	429.56
Freemen's School Science Block		Park Lane	KT21 1ET	1,369.78
Freemen's School Stable Block		Park Lane	KT21 1ET	656.61
Freemen's School Old Freemen's Pavilion		Park Lane	KT21 1ET	260.00
Freemen's School Swimming Pool		Park Lane	KT21 1ET	727.00
Freemen's School Sports Hall		Park Lane	KT21 1ET	3,653.07
Freemen's School Art Block		Park Lane	KT21 1ET	439.00
Freemen's School Philip House		Park Lane	KT21 1ET	1,560.88
Freemen's School Drama Block (Ferndale Theatre)		Park Lane	KT21 1ET	807.06
Freemen's School Humanities Block(Hayward Centre)		Park Lane	KT21 1ET	3,396.68
Freemen's School Main House		Park Lane	KT21 1ET	3,829.59
Freemen's School Junior School		Park Lane	KT21 1ET	1,846.08
Freemen's School Cricket Pavilion		Park Lane	KT21 1ET	74.33
Wardens Flat (included in Halls of Residence)	42	Chiswell Street	EC1Y 4SB	N/A
Halls of Residence	38-40	Chiswell Street	EC1Y 4SB	7,469.31
Heritage				
Roman Bath House Centennium House	100	Lower Thames Street	EC3R 6DL	629.18
The Monument		Monument Street	EC3 8AH	8.90
The Pound		Crown Lane	SL2	N/A
The Garden House Folly Pauls Nursery		Nursery Road	IG10	18.50
The Grotto		Wanstead Park	IG1	N/A
Artefacts(Monuments etc)			VARIOUS	N/A
The Pound		Vale of Health	NW3	N/A
Ice House Vale of Health		Vale of Health	NW3	10.92
Ha Ha Vale of Health		Vale of Health	NW3	N/A
Highgate Wood Water Fountain		Highgate Wood	N10	N/A
Temple Bar		Paternoster Square	EC4	23.00
Infrastructure				
Electricity Sub Station		Hawthorn Lane	SL2	N/A
The Pump House		Wanstead Park	IG1	N/A
Jubilee Retreat Telecoms Site		Bury Road	E4	N/A
Woodreadon Telecoms Site		Woodriden Hill	EN9	N/A
The Warren Telecoms Site		Epping New Road	IG10 4RW	N/A
The Warren Electrical Sub Station		Epping New Road	IG10 4RW	N/A
Reservoirs & Dams			VARIOUS	N/A
Bridges pedestrian & vehicular			VARIOUS	N/A
Former Radio Mast Site		Lower Terrace	NW3	N/A
Reservoir Vlve Ctrl Chmbr		Parliament Hill Fields	N6	N/A
Stone Bridge aka Bird Br		Vale of Health	NW3	N/A
Highgate Wood Pavilion Sewage Pumping Station		Highgate Wood	N10	N/A
Highgate Wood Playground Sewage Pumping Station		Highgate Wood	N6	N/A
Padding Pool Pump House			E7	N/A
Leisure /Culture				
Barbican Theatre		Barbican	EC2Y 8DS	N/A
Barbican Library		Barbican	EC2Y 8DS	3,082.97
Barbican Pit Theatre		Barbican	EC2Y 8DS	N/A
Barbican Arts Centre		Barbican	EC2Y 8DS	70,216.83
Barbican Trade Centre Exhibition Hall 2		Golden Lane	EC2Y 8DS	5,281.96
Barbican Trade Centre Exhibition Hall 1		Golden Lane	EC2Y 8DS	7,560.99
Frobisher Crescent		Barbican	EC2Y 8HB	N/A
Barbican Art Gallery		Barbican	EC2Y 8DS	N/A
Barbican YMCA	2	Fann Street	EC2Y 8BR	6,361.40

Leisure/Culture continued				
Tower Bridge Museum		Tower Bridge	SE1 2UP	1,186.90
Golden Ln Leisure Centre		Golden Lane Estate	EC1Y 0TN	1,047.35
Keats House Museum		Keats Grove	NW3 2RR	349.10
Hill House	1	Little New Street	EC4A 3JR	1,093.44
Marvels Lane Sports Pav	147	Marvels Lane	SE12 9PH	407.14
Changing Rooms & Yard		Aldersbrook Road	E12	811.50
Boat House Hollow Ponds		Whipps Cross Road	E10	39.50
Caddie House Pro Shop	4	Bury Road	E4 7QJ	181.20
Scout Clubhouse & Boathouse		Highams Park Lake	IG8	241.60
Changing Rooms & Yard		Capel Road	E12	773.00
Queen Elizabeth Hunting Lodge		Rangers Road	E4 7QH	225.00
Changing Rooms & Yard		Harrow Road	E11	455.90
Adventure Playground Hut		Parliament Hill Fields	NW3	115.67
Athletics Track Pavilion		Parliament Hill Fields	NW3	289.46
Tennis Courts		Golders Hill Park	NW11	N/A
Tennis Courts		Parliament Hill Fields	NW5	N/A
Parliament Hill Lido Bothy		Parliament Hill Fields	NW5	N/A
Gazebo		Golders Hill Park	NW3	N/A
Football Changing Rooms		Parliament Hill Fields	NW3	256.88
Bandstand		Parliament Hill Fields	NW5	36.75
Football Shelter Pitch 11		Sports Ground	NW3	N/A
Playground & Playground Hut		Parliament Hill Fields	NW5	44.32
One o'clock Club Hut (Peggy Jay Centre)		Parliament Hill Fields	NW5	139.85
Men's Bathing Pond Lifebouys Swimming Club Hut		Highgate	N6	60.49
Athletics Track Keepers Hut & Hgate Harriers Off		Parliament Hill Fields	NW3	N/A
Athletics Track Reception/Office		Parliament Hill Fields	NW3	N/A
Athletics Track & Floodlight Store		Parliament Hill Fields	NW3	N/A
Men's Bathing Pond Toilets		Highgate	N6	N/A
Athletics Track First Aid Hut		Parliament Hill Fields	NW3	N/A
Athletics Track Commentary Box		Parliament Hill Fields	NW3	N/A
Ladies Bowling Green Pavilion		Parliament Hill Fields	NW5	18.70
Men's Bowling Green Pavilion		Parliament Hill Fields	NW5	41.10
Pavilion		Heath Extension	NW11	218.60
Golders Hill Park Bandstand		Golders Hill Park	NW11	47.40
Booking Hut Parliament Hill		Parliament Hill Fields	NW5	
Parliament Hill Lido Classroom		Parliament Hill Fields	NW5	N/A
Parliament Hill Lido Stores		Parliament Hill Fields	NW5	N/A
Parliament Hill Lido		Parliament Hill Fields	NW5	1,423.90
Parliament Hill Lido Changing Rooms		Parliament Hill Fields	NW5	N/A
Padding Pool & Hut		Parliament Hill Fields	NW3	N/A
Men's Bathing Pond Lifeguards Hut		Highgate	N6	8.10
Ladies Bathing Pond Hut		Kenwood	N6	91.60
Mixed Bathing Pond		Hampstead Ponds	NW3	N/A
Men's Bathing Pond Changing Enclosures		Highgate	N6	N/A
Athletics Track Eqst Store (tbc)		Parliament Hill Fields	NW3	20.80
Highgate Wood Childrens Playground		Highgate Wood	N6	N/A
Highgate Wood Cricket Score Hut		Highgate Wood	N6	7.20
Highgate Wood Cricket Practice Nets		Highgate Wood	N6	N/A
Highgate Wood Pavilion Changing Rooms		Highgate Wood	N10	34.50
Bandstand		Queens Park	NW6	71.50
Pitch & Putt / Tennis Booking Hut		Queens Park	NW6	35.12
Childrens Farm		Queens Park	NW6	N/A
Petanque Pitch		Queens Park	NW6	N/A
Tennis Courts		Queens Park	NW6 6SG	N/A
Childrens Play Areas		Queens Park	NW6	N/A
Changing Rooms		Ham Park Road	E7	225.10
Bandstand			E15	80.60
Playground			E7	N/A
Tennis Courts & Booking Hut			E7	11.80
Guildhall & City Business Library		Aldermanbury	EC2V 7HH	N/A
Prince Henry's Room	17	Fleet Street	EC4Y 1AA	N/A
Islington Arts Factory(Housing Revenue Account)	2	Parkhurst Road	N7 0SF	672.28
Livestock				
Towerwood Stable Block			SL2	43.50
Towerwood Dormouse Hospital			SL2	N/A
Towerwood Kennel Block			SL2	N/A
Livestock Shelter Merlewood		Ninehams Road	CR5 5LN	78.62
Poultry Buildings		Woodredon	EN9	1,332.00
The Warren Stables		Epping New Road	IG10 4RW	180.60
Deer/Goat House		Golders Hill Park	NW11	N/A
Golders Hill Park Zoo Complex		Golders Hill Park	NW11	N/A
ARC Stable Block		Beacon Road	TW6 3JF	204.09
Stockyard, Bushy Park		Hampton Court Road	TW12	0.00
Wholesale Markets				
Compactor House		Trafalgar Way	E14 5ST	156.30
East Quay	1	East Quay	E14 5ST	250.37
Satellite Unit 1		Trafalgar Way	E14 5ST	1,952.48
Gate House		Trafalgar Way	E14 5ST	19.83
Billingsgate Main Market		Trafalgar Way	E14 5ST	14,399.23
LCM Meat Inspectors Office	79-83	Charterhouse Street	EC1M 6HJ	575.01
LCM Western Market		West Smithfield	EC1A 9PS	11,790.41
LCM General Market		West Smithfield	EC1A 9	5,795.20
LCM Annexe Market		West Smithfield	EC1A9BS	1,795.40
LCM Poultry Market		West Smithfield	EC1	18,942.72
LCM Eastern Market	1	Lindsey Street	EC1A 9PQ	11,673.74
CSB Electricity Sub Sta		Sherrin Road	E10 5SQ	23.11
Service Area(External)	13	Sherrin Road	E10 5SQ	N/A
Pod D	9	Sherrin Road	E10 5SQ	120.20

Wholesale Markets continued				
Pod C	7	Sherrin Road	E10 5SQ	235.22
Pod B	5	Sherrin Road	E10 5SQ	219.01
Pod A	3	Sherrin Road	E10 5SQ	233.48
Spital House	27	Sherrin Road	E10 5SQ	1,080.46
Balch House	25	Sherrin Road	E10 5SQ	1,280.44
Allen House	23	Sherrin Road	E10 5SQ	1,903.74
Horner House	21	Sherrin Road	E10 5SQ	925.06
Gate House	19	Sherrin Road	E10 5SQ	124.80
Service Area(External)	17	Sherrin Road	E10 5SQ	N/A
Service Area(External)	15	Sherrin Road	E10 5SQ	N/A
Recycling Area(External)		Sherrin Road	E10 5SQ	N/A
Pod E	11	Sherrin Road	E10 5SQ	120.00
Spitalfields Mkt Garage		Sherrin Road	E10 5SQ	386.35
Spitalfields Main Market	1	Sherrin Road	E10 5SQ	29,530.55
Office				
Lauderdale Place	3	Barbican	EC2Y	1,251.01
Barbican Satellite Police Sta Shakespeare Twr		Barbican	EC2Y8DR	99.30
Bridgemasters House		Tower Bridge Road	SE1 2UP	467.70
Main Office Building		Aldersbrook Road	E12 5DQ	541.50
Walbrk Wf Offices Phase 2	78-83	Upper Thames Street	EC4R 3TD	3,459.39
Walbrk Wf Offices Phase 1	78-83	Upper Thames Street	EC4R 3TD	1,122.86
Staff Car Park (Former)		Basinghall Street	EC2P 2EJ	3,373.48
Dance Porch		Guildhall Yard	EC2P 2EJ	529.23
Guildhall Crypts		Guildhall Yard	EC2P 2EJ	720.32
Old Library		Basinghall Street	EC2P 2EJ	2,681.62
Guildhall West Wing		Aldermanbury	EC2P 2EJ	18,044.85
Guildhall Old Justice Rooms (Part)	65	Avondale Square	EC2V 5DA	1,665.33
Guildhall North Wing		Basinghall Street	EC2P 2EJ	18,191.13
Great Hall		Guildhall Yard	EC2P 2EJ	795.13
Irish Chamber	1	Guildhall Yard	EC2P 2EJ	260.20
Guildhall Yard East (includes Art Galley EC2V 5AE)		Guildhall Buildings	EC2P 2EJ	13,150.27
Estate Office Avondale House		Avondale Square	SE1 5PE	0.00
Estate Office Harman Close		Avondale Square	SE1	0.00
Estate Office Dron House		Adelina Grove	E1 3AA?	0.00
Estate Office Great Arthur House		Golden Lane Estate	EC1	0.00
Estate Office Fairweather House		Parkhurst Road	N7 0NR	0.00
Estate Office Admin Block Isleden House		Prebend Street	N1 8PP	0.00
Estate Office Petticoat Tower		Middlesex Street	E1	0.00
Estate Office Pakeman House			SE1	0.00
Estate Office Mais House			SE26	0.00
Estate Office Lamma House			SE26	0.00
Estate Office Basement Lynton Mansions			SE1	0.00
Estate Office Windsor House			N1	0.00
Estate Office Ground Floor Lambfold House		York Way	N7 9DQ	0.00
London Fruit & Wool Exchange		Brushfield Street	E1 6EX	204.40
Ashtead Common Estate Office		Woodfield Road	KT21 2DU	415.33
Estate Office (Burnham Beeches)		Hawthorn Lane	SL2 3TE	317.43
Livestock Office Merlewood		Ninehams Road	CR5 5LN	34.11
Merlewood Estate Office		Ninehams Road	CR5 5LN	139.03
The Temple (inc offices)		Wanstead Park	IG1	247.24
The Warren Main Office Building		Epping New Road	IG10 4RW	444.22
The Warren House Flat		Epping New Road	IG10 4RW	N/A
Wardens Office		Aldersbrook Road Yard	E12	48.80
Barn & Office		Ditches Lane	CR5 1DA	171.60
Kenwood Cottage(Bothy/Office)		Hampstead Lane	N6	98.40
Constabulary Building		Hampstead Lane	N6	80.00
Garage(Maintenance Workshop)		Hampstead Lane	N6	
Parliament Hill Yard Staff Offices		Parliament Hill Fields	NW5 1QR	73.47
Portacabin (Constabulary)		Hampstead Lane	N6	16.60
Golders Hill Park Supervisors Bothy		Golders Hill Park	NW11	N/A
Golders Hill Park Offices		Golders Hill Park	NW11	55.75
Parliament Hill Conference Room		Parliament Hill Fields	NW5	66.53
Heathfield House	432	Archway Road	N6 4JH	293.87
Highgate Wood Pavilion Staff Office		Highgate Wood	N10	10.73
Highgate Wood Security Office & Staff Mess Room		Highgate Wood	N6	16.00
Park Office (Refreshment Pavilion 1st Floor)		Queens Park	NW6 6SG	81.97
Rddn Countryside Office		Downscourt Road	CR8 1BD	31.70
Tractor Shed / Office	141	Addington Road	BR4 9BF	109.17
Playground Park Office			E7	N/A
Parks & Superintendents Office		Upton Lane	E7 9PU	130.13
Lodge(Nursery Office)	242	Upton Lane	E7 9NP	53.40
Charlton Wharf		Riverside	SE7 7SU	55.75
Gravesend Bdg Sta Denton		Mark Lane	DA12 2QE	162.38
Animal Reception Centre	Building 748	Beacon Road	TW6 3JF	1,486.51
Fmr Residence(DEFRA)Bldg	Building 749	Beacon Road	TW6 3JF	79.08
ARC Temporary Office Bldg		Beacon Road	TW6 3JF	44.97
Sheerness Docks		Jetty Road	ME12 1RS	66.85
Tilbury Examination Fac			RM18 7HX	N/A
Tilbury Docks		Main Entrance Approach Road	RM18 7JN	208.38
Maritime House Thamesport		Grain Road	ME3 0HA	137.15
City of London Police Economic Crime Unit	21	New Street	EC2M 4TP	4,826.42
Southwark Street 59.5	59.5	Southwark Street	SE1 1RU	2,638.38
Other				
Catacombs (Columbarium & Hall of Remembrance)		Aldersbrook Road	E12 5DQ	471.10
Old Crematorium		Aldersbrook Road	E12 5DQ	706.00
Reserve Chapel		Aldersbrook Road	E12 5DQ	121.20
Haywood Memorial		Aldersbrook Road	E12 5DQ	N/A

Other continued				
Modern Crematorium		Aldersbrook Road	E12 5DQ	2,292.00
Church		Aldersbrook Road	E12 5DQ	183.00
Ernie Turner Training Centre (Former Canteen)		Aldersbrook Road	E12 5DQ	151.83
Wallbrk Wf Cleansing Dpt Phase 3	78-83	Upper Thames Street	EC4R 3TD	10,658.51
The Mansion House		Mansion House Street	EC4N 8BH	8,235.78
The Coach House Buildings		Woodredon Farm Lane	EN9	174.60
Great Gregories Yard & Buildings		Great Gregories	CM16	2,276.60
Air Raid Shelter Monkams		Woodredon	EN9	N/A
Black Barn		Fernhall Lane	E9	304.50
Boundary Wall		Monkams	EN9	N/A
Former Public Toilets		Whitestone Gardens	NW3	N/A
Pergola		West Heath	NW3	N/A
Nursery Complex		Upton Lane	E7	N/A
The Cedars		Portway	E7	N/A
Boiler Room		Upton Lane	E7	35.80
Glasshouses			E7	3,681.90
Acid House			E7	N/A
Fish Imports Building		Beacon Road	TW6 3JF	202.75
Freemen's School Farm Lane Nurseries		Farm Lane	KT21	N/A
City of London Information Centre		St Pauls Churchyard	EC4M 8BX	130.61
Police Stations				
Bishopsgate Police Station	182	Bishopsgate	EC2M 4NP	10,863.85
Snow Hill Police Station	5	Snow Hill	EC1A 2DP	3,730.54
Wood Street Police Station	37	Wood Street	EC2P 2NQ	11,056.02
Public Toilets				
Toilets Limes Avenue		Aldersbrook Road	E12 5DQ	31.88
Toilets Chapel Circle		Aldersbrook Road	E12 5DQ	10.28
Toilets St Dionis Road		Aldersbrook Road	E12 5DQ	11.30
Toilets Church Circle		Aldersbrook Road	E12 5DQ	20.23
Toilets South Gate		Aldersbrook Road	E12 5DQ	50.21
Monument Pavilion		Monument Street	EC3	19.33
Public Toilets & Information Point		Lord Mayors Drive	SL2	51.87
Public Toilets The Temple		Wanstead Park	IG1	26.96
Public Toilets High Beach		High Beach	IG10	61.40
Public Toilets		Ditches Lane	CR5 1DA	30.51
Public Toilets		Vale of Health	NW3	47.60
Public Toilets		Heath Extension	NW11	49.60
Parliament Hill Public Toilets		Parliament Hill Fields	NW5	60.70
Public Toilets		Millfield Lane	N6	37.65
Highgate Wood Pavilion Accessible Toilet		Highgate Wood	N10	6.55
Highgate Wood Pavilion Public Toilets		Highgate Wood	N10	20.90
Highgate Wood Playground Toilet Block		Highgate Wood	N6	48.00
Public Toilet Block		Queens Park	NW6	65.22
Accessible Toilet (Refreshment Pavilion)		Queens Park	NW6 6SG	6.80
Playground Toilet Block & Park Office			E7	89.42
Royal Exchange Public Conveniences		Bank Station Subway	EC2	221.77
Bishopsgate Public Conveniences		Bishopsgate	EC2	126.77
Blackfriars Public Conveniences		Paul's Walk	EC4	102.77
Eastcheap Public Conveniences		Eastcheap	EC3	98.37
Aldgate Public Conveniences		Middlesex Street /St Botolph Street Subway	E1	132.73
Paternoster Public Conveniences		Paternoster Square	EC4	125.98
Tower Hill Public Conveniences		Tower Hill	EC3	279.18
Smithfield Public Conveniences		West Smithfield	EC1	76.58
Refreshment Facilities				
Haywood Centre (See comment for more detail)		Aldersbrook Road	E12 5DQ	201.32
Refreshment Kiosk		Lord Mayor's Drive	SL2	48.35
Refreshment Kiosk Wanstead Park		Wanstead Park	IG1	17.24
Tea Stall Hollow Ponds (Lakeside Diner)		Whipps Cross Road	E10	20.46
Carls Tea Stall (opposite Kings Oak High Beach)		Manor Road	IG10 4RL	11.13
Mobile Refreshment Unit Chingford Plain Car Park		Bury Road	IG10	N/A
Mobile Refreshment Unit Conaught Waters		Rangers Road	IG10	N/A
Mobile Refreshment Unit The Pillow Mounds		High Beech	IG10	N/A
Mobile Refreshment Unit Wanstead Flats		Wanstead Flats	E7	N/A
Caddie House Tee House Restaurant		Bury Road	E4 7QJ	N/A
Millers Tea Stall High Beach (near Robin Hood PH)		Cross Road	IG10 4HR	20.71
Butlers Retreat		Rangers Road	IG10	225.55
Refreshment Kiosk		Parliament Hill Fields	NW5	N/A
Golders Hill Park Cafeteria		Golders Hill Park	NW11	206.73
Parliament Hill Cafeteria		Parliament Hill Fields	NW5	204.00
Highgate Wood Refreshment Pavilion Cafe		Highgate Wood	N10 3JN	151.52
Highgate Wood Pavilion Ice Cream Servery		Highgate Wood	N10	6.55
Refreshment Pavilion (Ground Floor)		Queens Park	NW6 6SG	142.06
Residential (Service Occupancy)				
Superintendents House & Garage		Aldersbrook Road	E12 5DQ	185.60
The Terrace	3	Aldersbrook Road	E12 5DQ	80.00
The Cottage & Garage		Belfry Road	E12 5DQ	188.60
The Terrace	4	Aldersbrook Road	E12 5DQ	80.00
The Terrace	2	Aldersbrook Road	E12 5DQ	80.00
The Terrace	1	Aldersbrook Road	E12 5DQ	80.00
	77a	Broadhurst	KT21 1QF	130.61
Juniper Cottages	1	Hawthorn Lane	SL2 3TB	125.30
Coronation Cottages	1	Sir Henry Peeks Drive	SL2 3SZ	101.80
Juniper Cottages	2	Hawthorn Lane	SL2 3TB	125.30
Aston		Beeches Road	SL2 3PR	133.20
Coronation Cottages	2	Sir Henry Peeks Drive	SL2 3SZ	136.50
Beech Cottage		Hawthorn Lane	SL2 3TE	134.50

Residential (Service Occupancy) continued				
Towerwood		Park Lane	SL1 8PN	290.20
Ninehams Lodge		Ninehams Road	CR5 5LN	165.60
Keepers Cottage		Ninehams Road	CR5 5LN	104.82
Merlewood Cottages	2	Merlewood Close	CR5 5LZ	111.33
Ninehams Cottage		Ninehams Road	CR5 5LN	104.20
Merlewood Cottages	3	Merlewood Close	CR5 5LZ	111.33
Merlewood Cottages	1	Merlewood Close	CR5 5LZ	111.33
Groundsmans Residence		Capel Road	E12	191.60
	31	Aldersbrook Road	E12	99.20
Park View Bungalow		Fernhall Lane	EN9	90.20
	33	Aldersbrook Road	E12	99.20
The Glen		Forest Side	CM16 4ED	136.00
Jubilee Retreat	1	Bury Road	E4	37.60
Jubilee Retreat	3	Bury Road	E4	108.20
Jubilee Retreat	2	Bury Road	E4	37.60
Keepers Lodge		Rangers Road	E4	125.00
Dairy Farm High Beach		Church Road	IG10	188.00
Keepers Lodge	2	Goldings Hill	IG10	136.30
Keepers Lodge	1	Goldings Hill	IG10	136.30
Keepers Lodge		Baldwins Hill	IG10	126.00
Paul's Nursery High Beach	2	Nursery Road	IG10	122.50
Ivydene		Forest Side	CM16 4ED	136.00
	48	The Plain	CM16 6TL	130.80
	46	The Plain	CM16 6TL	130.80
	44	The Plain	CM16 6TL	74.00
The Warren South Lodge		Epping New Road	IG10 4RW	82.90
The Warren Garden Cottage		Epping New Road	IG10 4RW	275.00
The Warren House		Epping New Road	IG10 4RW	574.44
The Warren East Lodge	2	Warren Hill	IG10 4RW	116.60
The Warren East Lodge	1	Warren Hill	IG10 4RW	116.60
	32	Blake Hall Road	E11 2QP	106.75
	34	Blake Hall Road	E11 2QP	106.75
Keepers Lodge Mill Plain		Woodford New Road	IG8	91.90
North Lodge		Knighton Lane	IG9	106.20
West Lodge, Shaftesbury		Shaftesbury	IG10 1HN	101.60
East Lodge, Shaftesbury		Shaftesbury	IG10 1HN	101.60
Bushwood Lodge		Bush Road	IG10	114.30
Woodredon Lodge	1	Upshire	EN9	97.20
Harting Bungalow Field Study Centre		High Beach	IG10 4RL	146.14
Buxton Bungalow Field Study Centre		High Beach	IG10 4RL	75.70
The Warren West Lodge	2	Epping New Road	IG10 4RW	111.00
The Warren West Lodge	1	Epping New Road	IG10 4RW	111.00
Paul's Nursery High Beach	1	Nursery Road	IG10	122.50
The Lodge		Woodredon Farm Lane	EN9	130.00
Red Cottage		Woodredon Farm Lane	EN9	107.60
The Coach House		Woodredon Farm Lane	EN9	135.80
Green Lane Bungalow	2	Green Lane	EN9	99.50
Keepers Lodge Wake Arms	2	Woodriddon Hill	EN9	133.60
Keepers Lodge Wake Arms	1	Woodriddon Hill	EN9	133.60
Old Keepers Lodge Wake Arms		Woodriddon Hill	EN9	122.70
Keepers Lodge	2	Wanstead Park	IG1	119.70
Ravensmead bed-sit Block (6 Units) Field Study Cen		High Beach	IG10	186.78
Keepers Lodge	1	Wanstead Park	IG1	119.70
Farthing Down Cottage	1	Ditches Lane	CR5 1DA	110.50
Farthing Down Cottage	2	Ditches Lane	CR5 1DA	152.10
Golders Hill Staff Yard	1	Golders Hill, North End Way	NW3 7HD	114.86
Golders Hill Staff Yard	2	Golders Hill, North End Way	NW3 7HD	115.60
The Lodge		Highgate Road	NW5 1QR	91.64
Director's Lodge	49	Ossulton Way	N2 0JY	160.00
Kenwood Nursery Cottage		Hampstead Lane	N6 4NU	88.50
Meadow Lodge		Highgate West Hill	N6 6JS	119.20
Heathfield Court Staff Flat	434d	Archway Road	N6 4JH	86.10
Heathfield Court Staff Flat	436c	Archway Road	N6 4JH	86.10
Heathfield Court Staff Flat	434a	Archway Road	N6 4JH	94.70
Heathfield Court Staff Flat	434b	Archway Road	N6 4JH	94.70
Heathfield Court Staff Flat	436d	Archway Road	N6 4JH	86.10
Heathfield Court Staff Flat	434c	Archway Road	N6 4JH	86.10
Heathfield Court Staff Flat	436b	Archway Road	N6 4JH	94.70
Heathfield Court Staff Flat	436a	Archway Road	N6 4JH	94.70
Hornbeam Cottage		Highgate Wood	N10 3JB	132.60
Sheppard Cottages (Keepers Lodge)	2	Highgate Wood	N10 3JN	89.30
Coronation Cottages	1	Highgate Wood	N6 4JH	133.00
Highgate Wood Lodge (Keepers Bungalow)		Highgate Wood	N10 3JN	98.50
Coronation Cottages	2	Highgate Wood	N6 4JH	130.00
Sheppard Cottages	1	Highgate Wood	N10 3JN	93.90
Keepers Cottage	90	Kenley Lane	CR8 5DD	114.00
Ground Floor Flat	81a	Chevening Road	NW6 6DA	89.96
The Lodge		Kingswood Avenue	NW6 6LA	109.00
First Floor Flat	81b	Chevening Road	NW6 6DA	89.96
Keepers Cottage		Downscourt Road	CR8 1BD	112.49
Kent Gate	141	Addington Road	BR4 9BF	103.00
Linden Cottages	2	Ham Park Road	E15 4AQ	63.00
Margery Cottages	1	Ham Park Road	E7 9LF	77.20
Park Cottage		Portway	E15 3QJ	94.80
Portway Lodge		Portway	E15 3QJ	64.30
South Lodge		Portway	E15 3QJ	66.00
Linden Cottages	1	Ham Park Road	E15 4AQ	66.30
East Lodge		Upton Lane	E7 9PU	61.10
Margery Cottages	2	Ham Park Road	E7 9LF	78.00
Lodge	240	Upton Lane	E7 9NP	53.10
Head Groundsmans Flat	147	Marvels Lane	SE19 9PP	NA

Residential (Service Occupancy) continued				
Treetops		Croydon Road	BR4 9DS	132.20
Bernard Morgan Police Section House	43	Golden Lane	EC1Y 0RS	4,096.34
	112	Further Green Road	SE6 1JQ	101.72
Bothy Cottage		Farm Lane	KT21	127.00
Teddy Bear Cottage Ground Floor Flat		Park Lane	KT21 1EN	84.00
Teddy Bear Cottage First Floor Flat		Park Lane	KT21 1EN	86.00
East Lodge		Rookery Hill	KT21 1JA	90.00
Deer Leap		Park Lane	KT21 1EY	271.00
Avenue Cottage		Park Lane	KT21 1HF	94.00
Sylvacote		Park Lane	KT21 1HF	143.00
Flat 355 Ben Jonson House (Crisis / Emergency Flat)		Barbican	EC2Y 8NQ	Not Available
Flat 41 Cromwell Tower (Barbican Engineer Service Occupancy)		Barbican	EC2Y 8DD	Not Available
Flat 262 Cromwell Tower (CoL School Service Occupancy)		Barbican	EC2Y 8DD	Not Available
Flat 51 Defoe House (Barbican Engineer service Occupancy)		Barbican	EC2Y 8DN	Not Available
Flat 152 Lauderdale Tower (Barbican Engineer service Occupancy)		Barbican	EC2Y 8BY	Not Available
Flat 232 Lauderdale Tower (CoL Girls School Service Occupancy)		Barbican	EC2Y 8BY	Not Available
Flat 252 Shakespeare Tower (Barbican Engineer Service Occupancy)		Barbican	EC2Y 8DR	Not Available
Flat 24 Speed House (GSMD Service Occupancy)		Barbican	EC2Y 8AT	Not Available
Shelters				
Shelter Memorial Garden		Aldersbrook Road	E12 5DQ	52.61
Shelter 1 Farm Road		Aldersbrook Road		N/A
Shelter 4 New Road		Aldersbrook Road		N/A
Shelter 5 Poplar Road		Aldersbrook Road		N/A
Shelter 7 South Gate Road		Aldersbrook Road		N/A
Shelter 3 North Boundary Road		Aldersbrook Road		N/A
Shelter 12 jnc Woodland Avenue & Glade Road		Aldersbrook Road		N/A
Shelter 11 Limes Avenue		Aldersbrook Road		N/A
Shelter 2 Link Road		Aldersbrook Road		N/A
Shelter 8 Woodland Shelter		Aldersbrook Road		N/A
Shelter 9 Central Avenue		Aldersbrook Road		N/A
Shelter 10 East Bounday Road		Aldersbrook Road		N/A
Shelter 6 Cheethams Road		Aldersbrook Road		N/A
Field Shelter 1 Lord Mayor's Drive (Large)		Lord Mayor's Drive	SL2	52.50
Field Shelter Burnham Walk		Burnham Walk	SL2	N/A
Field shelter		Morton's Drive	SL2	N/A
Field Shelter 2 Lord Mayor's Drive (Small)		Lord Mayor's Drive	SL2	N/A
Chubb Shelter		South Meadow	NW3	N/A
Public Shelter		Parliament Hill Fields	NW5	N/A
Vale of Health Bothy		Vale of Health	NW3	N/A
Parliament Hill Shelters		Parliament Hill Fields	NW5	N/A
Public Shelter		East Health	NW3	N/A
Public Shelter		Golders Hill Park	NW11	N/A
Lytch Gate Shelter		Queens Park	NW6	20.46
Public Shelter			E15	N/A
Public Shelter (West of Storage Compound)			E15	N/A
Public Shelter (North of Storage Compound)			E7	N/A
Public Shelter (Near South Gate)			E15	N/A
Storage				
Southwark Bridge Vaults 13-14 South Side	54	Park Street	SE1 9EA	197.98
City Gardens Depot	10	Castle Baynard Street	EC4V 4EA	202.68
Loam Shed (Former Tool Shed)		Aldersbrook Road	E12 5DQ	59.99
Tractor Shed		Aldersbrook Road	E12 5DQ	207.18
Potting Shed		Aldersbrook Road	E12 5DQ	18.24
Old Stable Block (Including Soil Store)		Aldersbrook Road	E12 5DQ	94.99
Keepers Hut South Gate		Aldersbrook Road	E12 5DQ	13.67
Memorial Garden Equipment Store		Aldersbrook Road	E12 5DQ	35.16
Finsbury Circus Store		Finsbury Circus	EC2	
Portsoken Street Store		Portsoken Street	E1	23.01
St Dunstons East Store		St Dunstons in the East	EC3	23.01
Salt Store		Farringdon Street	EC4A 4AB	1,278.03
Old Building	40	Northampton Road	EC1R 0HB	9,734.56
Extension Building	40	Northampton Road	EC1R 0HB	3,584.59
Marvels Lane Tractr Store	147	Marvels Lane	SE12 9PH	108.11
Marvels Lane Equip Cage	147	Marvels Lane	SE12 9PH	N/A
Mortimer Wheeler House	46	Eagle Wharf Road	N1 7ED	11,220.33
Hovel Estate Office		Woodfield Road	KT21 2DU	33.21
Vehicle & Equipment Store Hawthorn Lane Yard		Hawthorn Lane	SL2	260.22
Towerwood 2 Garden Sheds			SL2	N/A
Store (Former Public Toilets)		Lord Mayor's Drive	SL2	47.60
Towerwood Open Store (Steel Frame Barn)			SL2	88.40
Tractor Barn Merlewood		Ninehams Road	CR5 5LN	593.49
Workshop Tool Store Merlewood		Ninehams Road	CR5 5LN	256.94
Barn Mearlewood Estate Yard		Ninehams Road	CR5 5LN	88.96
Jubilee Yard & Buildings		Bury Yard	E4	349.30
The Warren Tractor Sheds		Epping New Road	IG10 4RW	896.80
The Warren Dutch Barn		Epping New Road	IG10 4RW	106.80
The Warren Fuel Store		Epping New Road	IG10 4RW	16.50
The Warren Laurence Hut		Epping New Road	IG10 4RW	54.70
Heavy Tool Shed		Hampstead Lane	N6	72.20
Kenwood Vehicle Store 1		Hampstead Lane	N6	171.60
Kenwood Vehicle Store 2		Hampstead Lane	N6	104.20
Parliament Hill Yard Garage Blocks B & C		Parliament Hill Fields	NW5	111.36
Parliament Hill Yard Garage Block A		Parliament Hill Fields	NW5	45.80
Trilo Shed		Hampstead Lane	N6	
Golders Hill Park Stores		Golders Hill Park	NW11	114.15
Golders Hill Park Machinery Stores		Golders Hill Park	NW11	233.31
Parliament Hill Staff Yard Stores		Parliament Hill Fields	NW5	186.42
Highgate Wood Tractor & Equipment Store		Highgate Wood	N6	140.72
Highgate Wood Fuel Store		Highgate Wood	N10	7.00
Gardeners Store (Park Yard)		Queens Park	NW6	6.88
Garage A (Park Yard)		Queens Park	NW6	13.78
Garage B (Park Yard)		Queens Park	NW6	13.78
Tractor and Equipment Store		Queens Park	NW6	52.57
Nursery Training Room (Portacabin)			E7	21.84

Storage continued				
Storage Compound			E7	N/A
Barn/Outhouse		Upton Lane	E7	168.80
Tool Store			E7	
Machine Shed		Upton Lane	E7	67.50
Potting Shed			E7	59.59
ARC Storage Shed		Beacon Road	TW6 3JF	17.43
Garages	2 to 8	Victoria Avenue	EC2	66.70
Workshop / Mess Facilities				
Outside Staff Accommodation		Aldersbrook Road	E12 5DQ	140.18
Work Shops (See comment for more detail)		Aldersbrook Road	E12 5DQ	317.50
West Coach House		Rangers Road	IG10	291.00
The Warren Saw Mill		Epping New Road	IG10 4RW	289.30
Workshop Aldersbrook Road Yard		Aldersbrook Road	IG10 4RL	175.80
The Warren Mechanics Workshop		Epping New Road	IG10 4RW	137.50
The Warren Workshop (Maintenance)		Epping New Road	IG10 4RW	250.80
The Warren Ancillary Barn		Epping New Road	IG10 4RW	195.12
Keepers Bothy		East Heath	NW3	
Golders Hill Park Hill Garden Bothy		Golders Hill Park	NW11	
Staff Bothy		East Heath	NW3	
Bothy		Heath Extension	NW11	33.90
Staff Bothy		Golders Hill Park	NW11	129.10
East Heath Road Bothy		East Heath Road	NW3	20.50
Keepers Box		Parliament Hill Fields	N6	7.00
Parliament Hill Staff Bothy		Parliament Hill Fields	NW5	107.50
East Heath Yard Stores		East Heath Road	NW3	15.00
Garage Workshop (Park Yard)		Queens Park	NW6	13.78
The Bothy (Staff Mess Facilities)		Queens Park	NW6 6SG	67.96
Tractor Shed & Mess Room			E7 9PU	179.25
Garage/Workshop		Mark Lane	DA12 2QE	42.76
Freemen's School Maintenance Sheds		Park Lane	KT21 1ET	105.00
Note: Gross Internal Area figures shown by red font are estimated.				

Residential Properties (Barbican Estate, City of London Housing Revenue Account Estates, DCCS Residential Units at Spitalfields & City of London Almshouses at Ferndale Road only)				
<i>Note: the following properties are excluded from the figures in the main part of this report and listed for information only.</i>				
Property Address				Gross Internal Area (sqm)
Residential (Barbican Estate)				
Bunyan Court	Barbican	EC2		NA
Cromwell Tower	Barbican	EC2		NA
Mountjoy House	Barbican	EC2		NA
Ben Jonson House	Barbican	EC2		NA
Brandon Mews	Barbican	EC2		NA
Bryer Court	Barbican	EC2		NA
Gilbert House	Barbican	EC2		NA
Willoughby House	Barbican	EC2		NA
Wallside	Barbican	EC2		NA
Thomas More House	Barbican	EC2		NA
The Postern	Barbican	EC2		NA
Speed House	Barbican	EC2		NA
Shakespeare Tower	Barbican	EC2		NA
Seddon House	Barbican	EC2		NA
Lambert Jones Mews	Barbican	EC2		NA
John Trundle Court	Barbican	EC2		NA
Lauderdale Tower	Barbican	EC2Y 8		NA
Defoe House	Barbican	EC2		NA
Breton House	Barbican	EC2		NA
Andrewes House	Barbican	EC2		NA
Ferroners House	Barbican	EC2		NA
Barbican Residential Car Park	Barbican	EC2		56,338.00
Residential (Housing Revenue Account, DCCS Residential Units at Spitalfields & City of London Almshouses at Fernadale Road)				
City of London Almshouses	Ferndale Road	SW9		NA
George Elliston House	Old Kent Road	SE1 5ET		NA
East Point	Avondale Square	SE1 5NS/NT		NA
Eric Wilkins House	Old Kent Road	SE1 5ES		NA
Avondale House	Avondale Square	SE1 5PE		NA
West Point	Avondale Square	SE1 5NY/NZ		NA
Tovy House	Old Kent Road	SE1 5EY		NA
Tevatree House	Avondale Square	SE1 5PA		NA
Proctor House	Avondale Square	SE1 5EZ		NA
Longland Court	Rolls Road	SE1 5HA/HB		NA
Colechurch House	Avondale Square	SE1 5EU		NA
Brettinghurst	Avondale Square	SE1 5EX		NA
Centre Point	Avondale Square	SE1 5NU/NX		NA
Harman Close	Avondale Square	SE1 5PB		NA
Dron House	Adelina Grove	E1 3AA		NA
Community Centre	Golden Lane Estate	EC1Y 0TN		NA
Basterfield House	Golden Lane Estate	EC1		NA
Bayer House	Golden Lane Estate	EC1		NA
Stanley Cohen House	Golden Lane Estate	EC1		NA
Hatfield House	Golden Lane Estate	EC1		NA
Great Arthur House	Golden Lane Estate	EC1		NA
Cuthbert Harrowing House	Golden Lane Estate	EC1		NA
Cullum Welch House	Golden Lane Estate	EC1		NA
Crescent House	Golden Lane Estate	EC1		NA
Bowater House	Golden Lane Estate	EC1		NA
Bunning House	Parkhurst Road	N7 0NR		NA
Barnersbury House	Parkhurst Road	N7 0NR		NA
Whitby Court	Parkhurst Road	N7 0NR		NA
McMorran House	Parkhurst Road	N7 0NR		NA
Hilton House	Parkhurst Road	N7 0NR		NA
Crayford House	Parkhurst Road	N7 0NR		NA
Fairweather House	Parkhurst Road	N7 0NR		NA
Isleden House	Prebend Street	N1 8PP		NA
Isleden House Bungalows	Prebend Street	N1 8PP		NA
Middlesex Street Community Centre	Middlesex Street	E1		NA
Petticoat Square	Middlesex Street	E1		NA
Petticoat Tower	Middlesex Street	E1		NA
Collinson Court	Great Southwark Street	SE1		NA
Stopher House	Webber Street	SE1		NA
Bazeley House	Davidge Street	SE1		NA
Sumner Buildings	Sumner Street	SE1		NA
Pakeman House	Pocock Street	SE1		NA
Great Suffolk Street	Great Southwark Street	SE1		NA
Markstone House	Lancaster Street	SE1		NA
Lammas Green Flats	Sydenham Hill	SE26		NA
Mais House	Sydenham Hill	SE26		NA
Otto Close	Sydenham Hill	SE26		NA
Lammas Houses	Sydenham Hill	SE26		NA
McCauley Flats, William Blake Estate	Hercules Road	SE1		NA
York House, William Blake Estate	Hercules Road	SE1		NA
St James Mansions William Blake Estate	Hercules Road	SE1		NA
Lynton Mansions William Blake Estate	Hercules Road	SE1		NA
Donnelly House, William Blake Estate	Hercules Road	SE1		NA
Blake House, William Blake Estate	Hercules Road	SE1		NA
McCauley House, William Blake Estate	Hercules Road	SE1		NA
Windsor House	Wenlock Road	N1		NA
Kinefold House	York Way	N7 9QD		NA
Lambfold House	York Way	N7 9QD		NA
Shepherd House	York Way	N7 9QD		NA
Penfields House	York Way	N7 9QD		NA
Community Hall (Lamfold House)	York Way	N7 9QD		NA
York Way Estate Car Park	York Way	N7 9QD		NA
Brushfield Street (Flats & Maisonettes)	Brushfield Street	E1		NA
Commercial Street (Flats & Maisonettes)	Commecisl Street	E1		NA
Lamb Street	Lamb Street	E1		NA
<i>Note: Gross Internal Area figures shown by red font are estimated.</i>				

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Agenda Item 5

Committee(s):	Date(s):
Corporate Asset Sub Committee	27 September 2012
Subject: Corporate Property Facilities Management Progress Report	Public
Report of: The City Surveyor CS No. 320/12	For Information

Summary

The purpose of this report is to inform members of the progress in establishing the new Corporate Property Facilities Management (CPFM) Team within the City Surveyor's Department (CSD) following the recent consolidation of our external supply chain and new facilities management operating model.

The Chief Officer Group agreed, 31 January 2012, that CPFM will be the service responsibility of CSD. This has required an interim restructure of the CSD and will require some structural changes to affected service departments.

Identification and "ring-fencing" of the budgets to be spent on building repairs and maintenance, security and cleaning FM activity is now complete, as is the interim restructure of the CSD.

My officers have consulted with, and continue to consult with, all Chief Officers of the affected service departments on how the new operating model and CPFM can best work with their department. However due to the geographical spread, size, complexity and differing Property Facility Management (PFM) arrangements of each department, these consultations are taking more time than first envisaged. Nevertheless with the continued cooperation of Chief Officer's I anticipate finalising the FM operating model by the end of the year.

In order to achieve the planned level of savings a decision was made to shorten the new contractors (MITIE and Apex Lifts) mobilisation period, which has been challenging in advance of the Olympic period.

Recommendation

Members note the contents of this report.

Main Report

Background

1. Members are aware of the Procure to Pay (PP2P) Corporate initiative with a year one objective to deliver building repairs and maintenance savings. It also aimed to consolidate the existing supplier base from over 300 “hard” FM suppliers (those suppliers involved in works of a construction nature) and give greater visibility and assurance of statutory compliance, using Computer Aided Facilities Management (CAFM) software to programme and record building works/ repairs and maintenance activities.
2. As part of the City’s efficiency programme the City identified PP2P savings as a key objective to enable the City to continue to protect its frontline services.
3. An innovation being introduced is Category Management, a technique used by the private sector for some time. Category Management is simply a way of the City managing its buying activity by grouping together related products and services, for example building works/repairs and maintenance.
4. My department led the Building Repairs & Maintenance PP2P Category Board and in July 2012 contracts were placed with two contractors, MITIE and Apex Lifts, for Building Repairs & Maintenance and Lift Maintenance. These contracts are initially for 5 years with the opportunity to extend up to 10 years providing the contractors demonstrate suitable performance. The Chamberlain led the consolidation of the cleaning and security contracts in 2011 which have now transferred to CSD to manage these corporate contracts.
5. It became clear that in order for the new Category Management technique to be truly effective, existing working practices and structures both within the CSD and in some other service departments needed to change and adapt to the position of corporate led contract services.
6. Chief Officers agreed that Corporate Property Facilities Management (Building Repairs and Maintenance, Cleaning and security) will be the service responsibility of the City Surveyor.
7. The Corporate Property Facilities Management team reports directly into the Corporate Property Director. The CPFM Team work alongside their colleagues in the Corporate Asset Management & Property Advisory Team who provide strategic advice regarding property assets. The CPFM are the interface between the client department, contractors and operations and contract management team (supported by the technical team, both of which

remain centrally located in my department) who undertake the day-to-day management of the FM contractors and performance measurement, using KPI's measured against agreed Service Levels. See Appendix 1.

8. The consolidated corporate contracts provide for a consistent standard of maintenance and service (for mechanical and electrical equipment this will be to Standard Maintenance Specification for Building Services SFG20) across all corporate property. In addition the BRM contracts also allow for a new consolidated physical asset register to record location and condition of managed property assets. This is extremely helpful in deciding whether to replace managed assets and will assist informing the on-going evolution of both the Additional Works Programme (AWP) and our 20-year plans.
9. The new FM operating model will allow the organisation to run Property Facilities Management Services and Contracts more effectively improving service delivery, customer service and operational efficiency and the opportunity to realise savings.
10. The model will also have positive implications for client service departments who will:
 - i. Be provided with a single point of contact for all Property Facilities Management requests.
 - ii. Have access to contractors via a 24-hour Property Service Desk.
 - iii. Be able to choose the required response time at interval between 30 minutes and 30 days
 - iv. Receive consistent and regular performance measurement of the services provided.
 - v. Have increased visibility of the Property Facilities Management service provided.
 - vi. Have less contract administration and remove duplication
 - vii. Be able to prioritise and concentrate services in those areas which have most benefit for them.
 - viii. Retain access to technical advice from City Surveyor in-house teams.
 - ix. Have the ability to set improvement targets for the provision of the facilities services and identify further efficiencies and savings in the delivery of the FM services.
11. One of the aims of the new Corporate Property Facilities Management model is to free service departments from the day to day delivery of building repairs and maintenance, security and cleaning service provision to enable the departments to re-focus their resources on their core services. The aim is being achieved in conjunction with service departments.
12. Property Facilities Managers will:
 - i. Liaise regularly with the relevant service Chief Officers and their nominated representatives

- ii. Be responsible for the property facilities management budgets
- iii. Order and monitor works via the Property Service Desk
- iv. Receive technical advice and support from the CSD technical advisory team
- v. Manage Health & Safety issues, with advice from the compliance team in the CSD.
- vi. Review the efficiency and effectiveness of the overall service provision and identify further efficiencies.

Current Position

- 13. I have now restructured my department by implementing an interim structure to respond to the immediate demands of the new BRM corporate contracts and assigned a number of my officers to the new Corporate Property Facility Management roles.
- 14. The first round of consultations with each Chief Officer on how to establish the new Corporate Property Facilities Management team can best work in their departments to suit their circumstances is now complete.
- 15. In addition, Chief Officers have identified officers within their departments who spend over 30% of their time on Property Facility Management activity.
- 16. I have written to those service department officers identified in the new FM model, who will now have an additional reporting line for the BRM, Cleaning and Security FM activities to the City Surveyors Departmental Property Facilities Manager and explained that for the interim structure they will also continue reporting to their existing Chief Officer.
- 17. I have explained that we are now working toward the final CPFPM structure and that any final change in their roles will be subject to consultation with both the individual and unions and subject to Member approval.
- 18. However due to the geographical spread, size and complexity of the operational estate it is not possible to have a 'one size' fits all CPFPM model.
- 19. In order to achieve the objectives of the PP2P project the CPFPM model needs to be sufficiently flexible and adaptable to accommodate the operational requirements of each department and the process of discussion with each department is continuing. Nevertheless I am confident, in consultation with Chief Officers in achieving the final CPFPM operating model.

20. In parallel with this activity, it is necessary, in collaboration with Corporate HR, to draft suitable final job descriptions for the roles of Property Facilities, Complex and Building Managers and have these jobs evaluated to ascertain the salary grading.
21. I have liaised with the Chamberlain's department to identify the budgets for the three Corporate Property Facilities Management services:-, Building Works/Repairs and Maintenance, Cleaning and Security, and these budgets have now been ring-fenced within Chief Officers Local Risk Budgets for a period yet to be determined, so that expenditure for these corporate contracts can be managed successfully to achieve savings.
22. The main objective of the project is to deliver substantial savings, but within the constraints of delivering to required quality. The effect of this project has been transformational and complex to establish, but provides a more efficient and consistent service that has benefitted from using modern procurement techniques and is able to project an organised professional approach to both suppliers and clients.
23. Contract mobilisation is continuing with MITIE and Apex Lifts using a mixture of their own operatives, staff from previous suppliers who have been transferred to them via the TUPE process, suppliers from their own supply chain and a number of previous suppliers who are identified by City departments as "critical suppliers" as their sub-contractors.
24. My new Property Service Desk has already received over 4,000 enquiries via email and telephone calls during the first month of the contract, which for the first time has given the City centralised visibility of all the activities that used to be performed by 300 plus suppliers.
25. It has been a huge task for my officers, MITIE and Apex Lifts to consolidate the previous supply base with the added complication of travel restrictions imposed by the Olympic Games. In order to achieve the required level of savings a decision was made to shorten the mobilisation period which has been an added challenge for staff and the new contractors. However MITIE and Apex Lifts are now becoming more familiar with the City's property and the contracts continuing to settle in.

Consultation

26. The Chamberlain has been consulted in the production of this report.

Conclusion

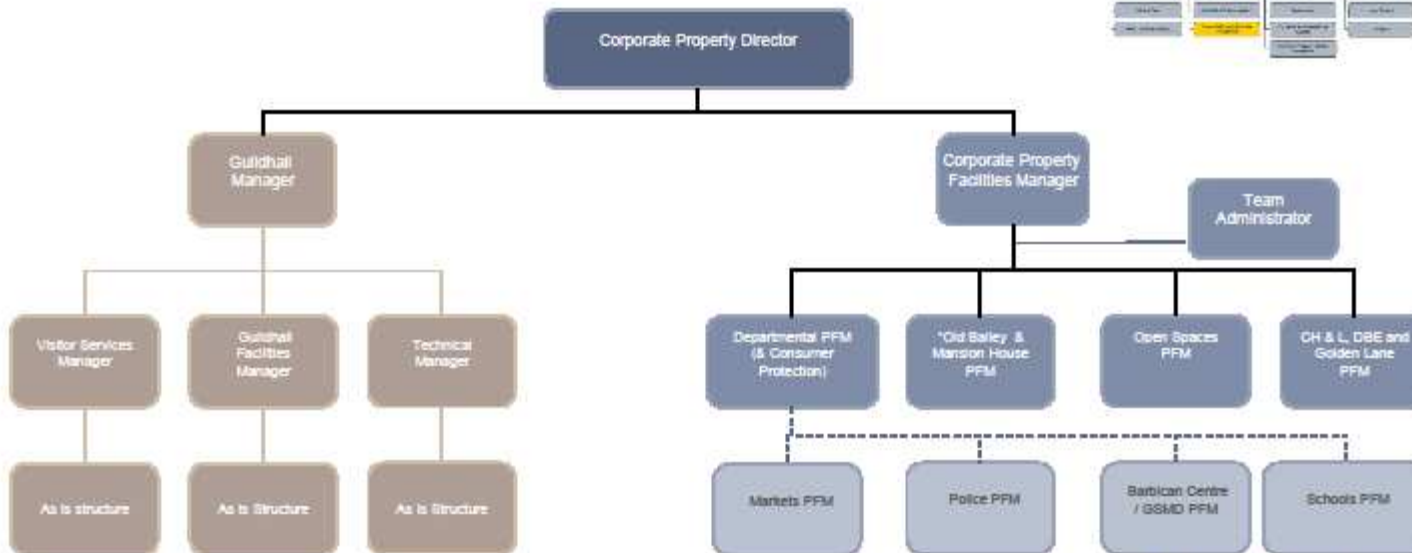
The work of the PP2P Building Repairs and Maintenance Category Board, led by my officers was successful in reducing over 300 suppliers to two main suppliers and generating anticipated savings of £6.8m for planned and reactive maintenance, across Operational and Investment Properties, Barbican Centre and Lifts (excluding Schedule of Rates work) over the 5 years of the contract.




27. The interim restructure of my department has progressed well and the appropriate budget identification is now complete. However due to the geographical spread, size, complexity and current bespoke PFM arrangements of the operational estate the final operating model is being carefully developed to ensure it is sustainable and able to deliver improved services and savings.
28. More changes will be required as more Property Facilities Management contracts are centralised and managed corporately by my department.

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Corporate Property Facilities Management (PFM) Interim Structure



-  No change to existing reporting lines or organisation structure
-  CSD roles reporting through to the Corporate Property Director
-  Nominated individuals performing the PFM requirement along side current role requirements



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Agenda Item 6

Committee(s):	Date(s):	Item no.
Corporate Asset Sub Committee	7th September 2012	
Subject: Central Criminal Court Business Plan Quarterly Update	Public	
Report of: The Secondary	For Information	
<u>Summary</u>		
<p>This report contains information on the progress of the Central Criminal Court in delivering its Business Plan objectives during the period 1st April – 30th August 2012. The Court has been successful in delivering its primary aim of 100% court availability throughout the period</p>		
Recommendations		
<ul style="list-style-type: none">• That this report be received.		

Main Report

Background

1. Members will be aware that all departments are required to inform their committees on the progress of their business plan on a regular basis. This department submitted its latest business plan on 12 March 2012, the submission for the period 1st April to 30th August 2012 is now due.

Current Position

2. Court activity has remained high throughout the period and was open throughout the Olympic Games period running at a higher level than expected, some 13-15 courts open instead of the planned 8. During the period we assisted the Courts Service to replace the Secure Prison Video links in all 18 courts, which despite court access issues due to overrunning cases, was successfully achieved by the end of August. The department was not significantly affected by the Olympics, and despite the larger than expected occupation of courts, the contingency manning plans worked smoothly and all courts that were planned to sit did so. The department was represented throughout at the BOCC and reported daily without issue. A number of improvements were made during the period and other activity is shown below under the appropriate headings.

Performance Summary

Progress towards Departmental objectives 2012-2015

3. *A. Efficient Management of financial resources.*

As part of the continued Service Reviews to achieve savings, the department submitted plans to the Establishment Committee on 26th April 2012 to reduce the number of staff employed as shift security officers and to change the then current working pattern. Consultations with the Unions and staff affected have now been completed and the new structure is currently being adopted and will be complete on 1st October. This will make savings of approximately £286,000 per annum once in place, and in accordance with the Schedule of Agreement with HMCTS (Her Majesty's Courts and Tribunal Service), this will start to offset their contribution to the Major Works Project and their requirements to make savings as part of the HMCTS National Facilities Management Project.

Security costs are split on a 95/5% ratio, HMCTS/City of London so the majority of savings will primarily benefit HMCTS.

Additionally a review is currently being undertaken to benchmark the cleaning services with MITIE to establish whether further savings could be made in a similar way to the Security Review and work is ongoing. The department is working closely with the City Surveyor's Department and in a similar cost ratio (95/5%) the majority of savings in this area will pass to HMCTS. This exercise is expected to be completed within the next 6 months.

Finally the department has worked with the Film Unit to engage in raising income by the use of the Old Bailey for filming. One production has been completed involving "Working Title" Films, that of a production of a feature film "Closed" and filming took place on weekends in May and June.

B. Improved Premises Management.

The department is fully committed in its engagement with PP2P and a surveyor from the City Surveyor's department is now co-located within the department assisting with service area reviews and is now embedded as part of the Senior Management Team. A programme of deep cleaning has been completed over the period primarily dealing with court rooms, offices and public areas. The annual boiler strip down maintenance has been completed for the second year by in house staff and this should be completed within the next two weeks. The safety inspection of the work undertaken has stated that it has been of a high standard and all boilers are back in service.

A customer service survey of security was carried out during the period with the overall rating being "90% in the category "Excellent or Very Good" and further enhancements have been made to the service as stated later in the report.

The new pass card access system is currently being tested with the door sensors being re-wired. Passes will be issued from October with the system going live later in the month once all technical testing is complete.

One point has not been included since the original Business Plan was agreed in March, that of the change of Shorthand Writers which has since been subject to the attention of the Press, nor has the securing of certain docks within the Old Bailey. The Shorthand Writers have now gone and their room is currently being used as a temporary changing room for female security officers whilst repairs are completed.

C. Improved Management of Human Resources

Sickness Absence has continued to decline cumulatively over the period with the department's position falling to below the corporate target in April – July. A recent spike was due to 2 long term sickness cases, one of which has concluded with the employee now back at work. The one outstanding case is hoped to conclude by the end of next month, but overall work has been successful in dealing with this issue, thanks to better case management, a tougher stance on the issuing of formal warnings and more targeted assistance from Occupational Health. The fortnightly sickness absence review meetings continue and has assisted in reducing the department's position and this effort will continue.

During the period all staff have been provided with email accounts and have access to ITRENT. The technical infrastructure was installed in April/May and all accounts activated in June. Training has been initially in house with courses provided for by Guildhall to develop users ability and this has proved to be a very positive development by staff, despite few of them working in offices.

D. Preparation for the Major works Project.

The former Building Manager's flat in the East Wing is now the Surveyor and his assistant's office and works plans room. It will also be the main secure meeting area for the project. Most of the work for this project has been organised by the City Surveyor's Department in analysing tender documentation which is still underway, with the expectation that the tender will be awarded later in the year for work to start in September 2013. The contractor's site office has been prepared in the underground car park and is ready for the contractor to take possession of in due course.

E. Maintain and enhance the Shrieval presence at the Central Criminal Court.

The Sheriffs have continued to support the Lord Mayor in promoting the City throughout, hosting a number of engagements not least in connection with the Olympics. In addition to their busy schedule at home, The Sheriffs have accompanied the Lord Mayor overseas to Montreal, Bangkok, Manila, as well as Beijing, Shanghai, Shenzhen, Hong Kong, Hanoi, and Ho Chi Min City.

The Sheriffs also supported the Freedom of the City to two long serving members of staff, some 65 years' service between them, which took place in the Chamberlains Court on 2nd and 3rd July. The election of Sheriffs took place on 25th June and Sheriffs Elect Alderman The Hon. Jeffrey Evans and Nigel Pulman, JP, take office on 28th September.

Learning and Development

In addition to the major rollout and investment in IT the most notable development has been training suitable volunteers from the Security Section in enhanced security skills. This team was formed in response to the risk posed by the decline in numbers of the City Police section as a consequence of the Forde review. On the 23rd and 24th August, a team of 8 security staff were trained to an increased level of skill by MAYBO in order to be able to deal with outbreaks of violence by incident containment and additional holding techniques. This is particularly useful in containing aggressive members of the public causing disturbance in the confined areas of the public galleries and in being able to respond quickly to such incidents effectively until the arrival if necessary of the Police Support Group. The Rapid Reaction Team will be evenly deployed around cases of high risk and the volunteers will be awarded a small remuneration which was agreed by the Establishment Committee in 2010. This training should reduce the risk of disturbance and has enhanced our skills base and seen as a very popular move by all other security staff.

Other areas of note

A number of high profile events have taken place in the reporting period in addition to the 13 evening educational tours.

The department hosted the Saudi Ministry of Justice on 24th April, the International Women Judges Conference on 2nd May, the Qatari Ministry of Justice on 14th May and a visit from the High Court of Norway on 21st June.

The Bar Mock Trials for Schools Final which was filmed in Court 1 earlier in the year is now Live on BBC IPlayer in a 6 part series called Young Legal Eagles. This is the culmination of the national competition involving the 16 finalist schools from the 600 which started and is a first for filming inside this court.

Financial position

4. A spread sheet regarding the division's financial status is at Annex A to this report.

Corporate & Strategic Implications

The department continues to support the Corporation's Strategic aims, in particular "Valued services to London and the Nation" by its effective commitment and successful support to Justice and its administration at the Central Criminal Court.

In terms of Key Policy Priorities the department is fully committed to the engagement of key issues of concern to communities, Justice in particular, by its very purpose as the Central Criminal Court and its impact on wider communities nationally through the Court process and administrative support in making that happen.

Conclusion

The department has achieved many improvements over a demanding period in a number of different areas whilst maintaining the 100% track record of availability of court rooms. The staff have responded very positively to the challenges over the period. The court is likely to be working at full capacity until Christmas, but it is hoped that for the first time in 3 years will not be open between Christmas and New Year. We are due to be London's Duty Bail Court over Easter 2013.

Background Papers:

Central Criminal Court Business Plan submitted 12th March 2012

Appendices

Annex A Financial Report.

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