

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
tel. no. 020 7332 3113
e-mail: gregory.moore@cityoflondon.gov.uk