

<b>Committee:</b>	<b>Date:</b>
Corporate Asset Sub (Finance)	22 July 2020
<b>Subject:</b> Action Taken Between Meetings	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>

### **Summary**

In accordance with Standing Order 41 (a) and 41 (b), this report provides Members with the details of recent decisions taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Sub Committee.

### **Recommendation**

That the contents of the report be noted.

### **Main Report**

#### **Background**

1. Standing Order 41(a) provides a mechanism for decisions to be taken between scheduled meetings of the Sub Committee, where in the opinion of the Town Clerk, it is urgently necessary for a decision to be made. Standing Order 41(b) provides a mechanism for decisions to be taken between scheduled meetings of the Sub Committee, where the Sub Committee has delegated power to the Town Clerk. In each case, the decisions are taken in consultation with the Chairman and Deputy Chairman of the Sub Committee.

#### **Urgent Action Taken**

##### **i. Cyclical Works Programme 17/18 – Outturn & Carry Forward Report**

The City Surveyor requested that a portion of the Cyclical Works Programme (CWP) for 2017/18 be carried forward into a final fourth year, with one project being carried over for a fifth year, to enable more challenging projects to complete. Schemes in the CWP are detailed in the accompanying report at Appendix A. It was agreed that –

- Project R087AW025L ‘West Smithfield over Thameslink’ be carried forward to a fifth year, which required approval as this £131,000 expenditure is linked to a capital project that is dependent on the Museum of London;
- funding of £1,296,680 from the 2017/18 CWP programme be carried forward into 2020/21 financial year; the total is split as City Fund £401,299 and City Cash £895,381.

**ii. Guildhall Cooling Plant Replacement**

The Guildhall chillers which serve the West Wing and East Wing are at the end of their economical life and risk of failure is increasing. The existing system is also unable to meet cooling demands during very warm weather due to system design limitations.

In addition, maintenance costs of the cooling towers serving the chillers is high, currently £50k per year together with remedial chiller plant maintenance costs for 2019 costs of £20k. Some replacement parts are also no longer available from the manufacturer. It was agreed that –

- That a budget of £141,000 (excluding risk) is granted to reach the next Gateway and will be split across the three funds;
- Note total estimate cost range of £3.942m (excluding risk) to £4.324m (including £400k of costed risk post-mitigation) based on the most expensive option, and will be split across the three funds on an appropriate basis;
- That a Costed Risk Provision of £32,200 is granted to reach the next gateway (to be drawn down via delegation to the Chief Officer in consultation with the Chamberlain) and will be split across the three funds on an appropriate basis.

**iii. Public Address and Voice Alarm System (PAVA) Gateway 2 Project Proposal**

A 2019 document produced by the Centre for the Protection of the National Infrastructure (CPNI) and the National Counter Terrorism Security Office (NaCTSO) recommends premises, such as the Guildhall Complex, have an effective method of locking the building down and communicating with occupants in the event of a terrorist attack or natural disaster. The Guildhall complex has no such communication system or an effective, quick time lock down system.

The installation of the PAVA is a technical project that requires a detailed site survey and, due to its estimated cost, a procurement process. It was agreed that –

- That a budget of £88,000 is granted to start the upgrade doors work phase of the project;
- That a budget of £30,000 is granted for the PAVA project for the technical survey to progress to Gateway 3 / 4 via the regular approval track;
- Note the project budget of £118,000 at this gateway;
- Note the total upper range cost of the project at £1,500,000.

**iv. Guildhall Steam Plant Replacement Gateway 2 Project Proposal**

The Guildhall Complex steam generators are approaching the end of their economic life and the risk of failure is increasing.

The steam generators provide humidification to ventilation systems throughout the Guildhall Complex. Humidification is essential for maintaining environmental conditions within best practice guidelines and insurance requirements for preservation of artefacts and fabric in publicly accessible or storage locations within the Art Gallery, Amphitheatre, and other areas. It was agreed that –

- A budget of £85,000 (excluding risk) is granted to reach the next Gateway and will be split across the three funds;
- Note total estimated cost range of £1.012m (excluding risk) to £1.20m (including £189k of costed risk post mitigation) will be split across the three funds;
- That a Costed Risk Provision of £22,000 is approved to reach the next gateway (to be drawn down via delegation to Chief Officer in consultation with the Chamberlain) and will be split across the three funds.

**v. Energy Reduction Programme Phase 1 Gateway 2 Project Proposal**

The Corporate Energy Team propose a programme of 8 energy efficiency projects within the corporate operational site portfolio to provide savings of £236k a year with a simple payback under 5 years. The 8 projects will effectively be sub-projects progressed and managed as a single overall 'Phase 1' project. Resource Allocation Sub-committee has approved 'in principle' funding for this spend to save scheme as part of 2020/21 annual capital bids process. It was agreed that –

- A budget of £40,250 is approved to reach the next Gateway, consisting of £16,000 from City Fund reserves and £24,250 from City Cash reserves;
- Note the project budget of £1,153,000 plus estimated risk allowance of £60,700 to be funded £246,000 from Carbon Offset Fund with the remaining cost of £968,000 to be met from City Fund and City's Cash reserves;
- That a Costed Risk Provision of £10,100 is approved (to be drawn down via delegation to Chief Officer in consultation with the Chamberlain) to be funded £3,2000 from City Fund reserves and £6,900 City's Cash reserves.

2. In accordance with Standing Order 41 (a) and 41 (b), Members are asked to note the recent decisions taken by the Town Clerk in consultation with the Chairman and Deputy Chairman.
3. Copies of background papers concerning this decision are available from Chris Rumbles on request.

**Chris Rumbles**

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