

**CORPORATE ASSET SUB (FINANCE) COMMITTEE**  
**Wednesday, 22 July 2020**

Minutes of the meeting of the Corporate Asset Sub (Finance) Committee held at  
Committee Room 2 - 2nd Floor West Wing, Guildhall on Wednesday, 22 July 2020 at  
1.45 pm

**Present**

**Members:**

Deputy Jamie Ingham Clark (Chairman)  
James de Sausmarez (Deputy Chairman)  
Rehana Ameer  
Randall Anderson  
Marianne Fredericks  
Alderman Alison Gowman  
Michael Hudson  
Jeremy Mayhew  
Deputy Joyce Nash  
Sheriff Christopher Hayward  
Shravan Joshi

**Officers:**

Dianne Merrifield	- Chamberlain's Department
Paul Wilkinson	- City Surveyor
Peter Young	- City Surveyor's Department
James Gibson	- Chamberlain's Department
Rebecca Muscat	- Town Clerk's Department
James Rooke	- City Surveyor's Department
Alison Bunn	- City Surveyor's Departments
Jonathon Poyner	- Barbican Centre / GSMD
Dorian Price	- City Surveyor's Department
Ian Hughes	- Department of the Built Environment
Natalie Evans	- Chamberlain's Department
Sam Collins	- Chamberlain's Department
Paul Friend	- City Surveyor's Department
John Galvin	- City Surveyor's Department
Peter Collinson	- City Surveyor's Department
Julian Kverndal	- City Surveyor's Department
Chris Rumbles	- Town Clerk's Department
Chloe Rew	- Town Clerk's Department
Cornell Farrell	- Barbican Centre
Jonathon Cooper	- City Surveyor's Department
Peter Collinson	- City Surveyor's Department
Fran Leedham	- JLL Consultant

The Town Clerk provided an update to the membership of the Sub-committee since publication of the agenda confirming Shravan Joshi and Chris Hayward had been appointed by Property Investment Board in place of Edward Lord and John Chapman.

1. **APOLOGIES**

Apologies were received from Joyce Nash.

The Chairman welcomed all to a first meeting of Corporate Asset Sub-committee in six months, noting this had been reflected in a very full agenda.

The Chairman extended an additional welcome to Shravan Joshi and Chris Hayward, both of whom were attending their first meeting. The Chairman also extended his thanks to Edward Lord and John Chapman for their valued service to the Sub-committee.

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

No declarations of interest were made.

3. **MINUTES**

The Chairman referred to a small typographical error on page 5 referring to the Director of Community Services, with the addition of Children needed in the title.

Resolved, that the public minutes and non-public summary of the previous meeting held on 29<sup>th</sup> January 2020 are approved as an accurate record, subject to the above change.

4. **OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

The Sub-Committee considered a report of the Town Clerk which provided information of outstanding actions from previous meetings.

The Chairman noted there were two items that remained ongoing.

RECEIVED

5. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Sub-committee received a report providing details of recent decisions taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman.

The Chairman remarked on how the detailed report reflected that the Sub-committee had not met formally for six months, with the previous Deputy Chairman and himself having been kept busy throughout this period. The Chairman took the opportunity to thank the former Deputy Chairman for his valued support over the last year.

The Chairman referred to a report that he had requested for the next meeting that would allow an opportunity to consider potential improvements to the

Cyclical Works Programme and look at how urgent items can be delivered within 12 months rather than over 3 years as per the current programme. This item would be added to the carry forward actions to ensure the Sub-committee does not lost sight of it.

RECEIVED

6. **WORK PROGRAMME FOR FUTURE MEETINGS**

The Sub-Committee considered a joint report of the Town Clerk and City Surveyor providing information on the Work Programme for future meetings.

The Chairman explained that the report presented standing items at future meetings and confirmed that a reset of the Cyclical Works Programme would be added to the list of items.

RECEIVED

7. **ASSET MANAGEMENT - PROGRESS REPORT**

The Chairman confirmed that he would consider this item and the following one together.

Sub-committee received a report of the City Surveyor providing an update on progress with implementation of the 17 asset management recommendations approved by Finance Committee and Corporate Asset Sub-committee in April 2019.

The City Surveyor confirmed that out of 17 asset management recommendations six had now been fully implemented, with 11 partially implemented pending further conditionality in aligning these to the Target Operating Model and Governance Review. A next step would be to embed recommendations more fully and seek direction from the Sub-committee on further implementation, with this presenting a link to the next item on the agenda.

RECEIVED

8. **CORPORATE PROPERTY ASSET MANAGEMENT STRATEGY PRESENTATION**

The City Surveyor presented on the existing Corporate Property Asset Management Strategy (CPAM), potential scope and review process for a revised strategy and talked through a range of options to consider and provide feedback on before reporting back in October with a proposed final strategy seeking approval.

The Chairman acknowledged there would be resourcing challenges as the strategy progressed and suggested that where savings were to be achieved and that there would be an opportunity to seek funding costs through the next capital bid round.

Members discussed the proposals noting these had been presented to the Sub-committee for the first time today. There was agreement to hold an informal meeting of the Sub-committee in September to allow an opportunity to drill down further into the proposals. A number of additional areas were highlighted where the strategy would need to align. These included Climate Action Strategy, Fundamental Review, Governance Review, Target Operating Model, Corporate Plan and also ensuring the strategy aligned to the City Corporation's overall strategic objectives.

The City Surveyor accepted a need to provide links as suggested and acknowledged further work was needed to make the strategy easier to understand.

Following discussion, the Chairman agreed to invite all Members to the informal meeting of the Sub-committee in September. It would then be for Members to choose whether to attend.

The update to the Corporate Property Asset Management Strategy was noted.

9. **CITY SURVEYOR'S BUSINESS PLAN 2019/2020 Q4**

The Sub-committee received a report providing details of progress in quarter 4 2019 – 24 Business Plan.

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10. **CITY SURVEYOR'S RISK REGISTER 2019/20 Q4**

The Sub-committee received a report providing a quarterly update on the management of risks within the City Surveyor's Department.

A Member referred to SUR SMT 012 – Management of City Bridges and River Walls straddling two areas and noted a Service Level Agreement (SLA) had been agreed and was being implemented. The Member raised concern with Member oversight of the SLA and asked to see a copy of this to understand how it would work.

The City Surveyor explained that the SLA focussed on operational delivery of existing commitments and had been introduced as an interim measure pending the conclusion and findings of the wider review of Bridge House Estates. It was not a matter of policy or strategy at this point.

RECEIVED

11. **SUSTAINABLE BUILDINGS STRATEGY PRESENTATION**

The Town Clerk clarified that further to publication of the agenda it had been agreed that this item would need to be considered in the non-public part of the agenda and would be for decision.

12. **CORPORATE FACILITIES MANAGEMENT - UPDATE REPORT**

The Sub-committee received a report of the City Surveyor updating on key workstreams being undertaken by the Corporate Property Facilities

Management Team before the Covid-19 pandemic and also highlighting works being undertaken in response to the pandemic.

A Member thanked Officers for all their work in ensuring YMCA was in a position to be able to accommodate rough sleepers. The Member referred to a recent visit to the site and a problem that had been identified with radiators permanently giving off heat. The City Surveyor agreed to arrange a visit to the site and for the issue to be resolved.

RECEIVED

13. **SECURITY UPDATE**

The Sub-committee received a report of the City Surveyor updating on key security issues across the Corporate Estate.

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14. **BARBICAN CENTRE CAPITAL CAP PROGRAMME - ANNUAL REPORT**

The Sub-Committee received a report of the Managing Director of the Barbican Centre proposing a final carry forward of the Capital Cap to 2020/21.

The Managing Director explained the proposal was looking to close out the old Capital Cap system before moving and aligning to the Cyclical Works Programme at the City Corporation.

Resolved, that:-

- Approval be given to the carry forward of £109,375.18 (ex. VAT) to 2020/21.

15. **GUILDHALL WEST WING BARRIERS GW6 OUTCOME REPORT**

The Sub Committee received a report of the City Surveyor providing an update to the conclusion of the project and seeking approval that the project be closed.

Resolved, that approval be given to closure of the project.

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

A Member acknowledged the number of staff that had remained in the workplace throughout the Covid-19 pandemic and also the significant number of office staff that were continuing to work from home. The Member expressed concern that there appeared to be lack of a plan to reopen the workplace and accommodate a phased return.

The City Surveyor assured the Sub-committee that considerable planning had already taken place in looking at revised capacity options in each area of the estate and in developing a methodology for moving people in and out of sites safely, whilst also ensuring appropriate track and trace measures were in place.

The City Surveyor further explained that all staff returning to the workplace would need to undertake an individual risk assessment before they return. The situation remains that where staff are able to work from home safely that they should continue to do so; feedback received from a number of corporate companies indicate many were not looking to bring staff back until the new year.

The City Surveyor stressed that the health of City Corporation employees must be the primary consideration when taking any decision to bring staff back into the workplace. The City Corporation had continued to adhere to Government and Public Health guidance throughout the pandemic with health experts providing input to Covid-19 Gold Group and allowing informed decisions to be taken.

The update was noted.

17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
There were no additional items.
18. **EXCLUSION OF THE PUBLIC**  
**RESOLVED** - That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.
19. **NON-PUBLIC MINUTES**  
The non-public minutes of the previous meeting held on 29<sup>th</sup> January 2020 were approved as an accurate record.
20. **OUTSTANDING ACTIONS FROM NON-PUBLIC MINUTES OF PREVIOUS MEETINGS**  
The Sub-Committee noted a report of the Town Clerk which provided information of non-public outstanding actions from previous meetings.
21. **REPORT OF NON-PUBLIC ACTION BETWEEN MEETINGS**  
The Sub-committee received a report of the Town Clerk providing details of recent non-public decisions taken between meetings.
22. **NON-PUBLIC APPENDIX: CITY SURVEYOR'S RISK REGISTER 2019/20 Q4**  
The Sub-committee received a non-public appendix relating to the City Surveyor's Risk Register.
23. **CITIGEN (VERBAL UPDATE)**  
The Sub-committee received a verbal update of the City Surveyor in relation to Citigen.
24. **20 / 21 ALDERMANBURY - ROUND 2 TENDER RETURNS UPDATE**  
The Sub-committee considered a report of the City Surveyor relating to 21 /20 Aldermanbury.

25. **GSMD CAPITAL CAP UPDATE**  
The Sub-committee considered a report updating on Guildhall School of Music and Drama's Capital Cap programme.
26. **80 FENCHURCH STREET HIGHWAY DISPOSAL**  
The Sub-committee considered a report of the City Surveyor updating on 80 Fenchurch Street Highway Disposal.
27. **65A BASINGHALL STREET**  
The Sub-committee considered a report of the City Surveyor updating on 65a Basinghall Street.
28. **GW2 GREAT HALL INTERNAL HEALTH AND SAFETY RESTORATION WORKS**  
The Sub-committee considered a report of the City Surveyor relating to the Great Hall Internal Health and Safety Restoration Works.
29. **BAYNARD HOUSE CAR PARK**  
The Sub-committee considered a joint report of the Director of the Built Environment and City Surveyor relating to Baynard House Car Park.
30. **POWER PURCHASE AGREEMENT (PPA) FOR OFFSITE RENEWABLE ELECTRICITY - PROCUREMENT STAGE 1A MID TENDER PROGRESS REPORT**  
The Sub-committee received a report of the Chamberlain updating on a power purchase agreement for offsite renewable electricity.
31. **GUILDHALL AND WALBROOK WHARF - MAJOR PROJECTS UPDATE**  
The Sub-committee received a report of the City Surveyor updating on Guildhall and Walbrook Wharf major projects.
32. **COMMITTEE ROOMS AUDIO VISUAL EQUIPMENT**  
The Sub-committee received a report of Chamberlain updating on audio visual equipment for Committee Rooms.
33. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
  
A Member raised a question concerning the Guildhall Masterplan.
34. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
  
At this point in the meeting the Sub-committee considered a report and presentation on a Sustainable Buildings Strategy that had been moved from the public part of the agenda.
35. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting on 29<sup>th</sup> January 2020 were approved as an accurate record.

**The meeting ended at 3.43pm**

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Chairman

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