

PROPERTY INVESTMENT BOARD

Monday, 20 June 2022

Minutes of the meeting of the Property Investment Board held at Guildhall, EC2
on Monday, 20 June 2022 at 11.00 am

Present

Members:

Deputy Andrien Meyers (Chair)
Deputy Randall Anderson (Deputy Chairman)
Deputy Christopher Hayward
Deputy Madush Gupta
Paul Singh
Claudine Blamey

Officers:

Richard Holt	- Town Clerk's Department
Benjamin Dunleavy	- Town Clerk's Department
Ellen Fouweather	- Town Clerk's Department
John James	- Chamberlain's Department
Alan Bennetts	- Comptroller & City Solicitor's Department
Nicholas Gill	- City Surveyor's Department
Andrew Cross	- City Surveyor's Department
Neil Robbie	- City Surveyor's Department
Edmund Tran	- City Surveyor's Department
Graeme Low	- City Surveyor's Department

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Deputy James Thomson and Martha Grekos.

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

There were no declarations.

3. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. The Town Clerk informed the Committee that Deputy Andrien Meyers, being the only Member expressing their willingness to serve, was duly elected Chairman of the Property Investment Board for the ensuing year and took the Chair for the remainder of the meeting.

RESOLVED- That Deputy Andrien Meyers be elected Chairman of the Property Investment Board for the ensuing year

4. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. The Town Clerk informed the Committee that Deputy Randall Anderson, being the only Member expressing their willingness to serve, was duly elected Deputy Chairman of the Property Investment Board for the ensuing year.

RESOLVED- That Deputy Randall Anderson be elected Deputy Chairman of the Property Investment Board for the ensuing year.

5. **MINUTES**

The Board considered the public minutes and non-public summary of the previous meeting of the Property Investment Board held on the 21st of January.

The Chair thanked those Members who were no longer on the Board for their service and contribution to the work of the Board and welcomed the new Board Members to their first meeting.

RESOLVED – That the public minutes and non-public summary of the Property Investment Board meeting held on 21st of January be approved as an accurate record.

6. **APPOINTMENT OF CO-OPTED MEMBERS**

The Board considered the appointment of up to two Members of the Court of Common Council to be co-opted to the Property Investment Board.

The Town Clerk informed the Board that, as there had been four expressions of interest in two positions, a ballot would be required. Accordingly, the Board proceeded to vote on the appointment with Sheriff and Alderman Alison Gowman and Deputy Madush Gupta receiving the highest number of votes.

RESOLVED- That Alderman and Sheriff Alison Gowman and Deputy Madush Gupta be appointed as co-opted Members of the Property Investment Board.

7. **TERMS OF REFERENCE**

The Board agreed to discuss the item immediately before Item 8 as the two items had a strong element of interconnection. The Board received its terms of reference as agreed by the Policy & Resources Committee on 5 May 2022.

A Member requested further information on the Board's responsibility for the London Wall West project and questioned whether specific reference to this project should be added to the Board's terms of reference. The Chair explained that the terms of reference were written to capture the work of the Board rather than being project specific. The City Surveyor confirmed that the Board was, and would remain even after Planning approval was sought, the sponsoring committee for the London Wall West project. The Board agreed that a standing item on the London Wall West project be added to the Board's agendas going forward and that a reference to regular monitoring of relevant transformational projects be added to the terms of reference.

Members agreed to remove the line '(one appointment each)' from the sixth bullet point of the Boards terms of reference as this was not applicable to the Board.

Following proposal by the Chair the Board agreed a joint resolution with Financial Investment Board on the terms of reference with reference to Member appointments being for a period of four years, external co-opted Members to be made full voting members of the Board and that provision be made for Board to comment on matters when requested by the Bridge House Estates Board, making clear that the decision making authority for Bridge House Estates investment property is still held by the Bridge House Estates Board.

RESOLVED- That the Board agreed a joint resolution with the Financial Investment Board to the Policy and Resources Committee regarding the Board's terms of reference.

8. TERMS OF REFERENCE AND 2022-23 WORK PROGRAMME

The Committee considered a report of the Town Clerk on the Board's Terms of Reference and 2022-23 Work Programme.

Following a Member's query it was confirmed that the term bimonthly as used in the report referred to the Board meeting every other month rather than twice a month.

RESOLVED- That:-

- I. The Property Investment Board's Terms of Reference be noted; and
- II. That the proposed work programme for 2022/23 be approved; and
- III. That the frequency of meetings is considered appropriate.

9. *CITY SURVEYOR'S DEPARTMENTAL RISK REGISTER -APRIL 2022 UPDATE

The Board received a report of the City Surveyor on the City Surveyor's Department Risk Register April 2022 update.

The City Surveyor noted the key risks for the Board to be made aware of related to recruitment and retention of property professionals and the impact of construction price inflation.

Replying to a Member's question it was observed that the level of remuneration which the City of London Corporation offered was the primary factor impacting the recruitment and retention of property professionals. The Chair commented that the City of London Corporation needed to get both the package offered to prospective candidates and the marketing of opportunities right to resolve this risk. The Deputy Chairman noted that the Market Forces Supplement process was cumbersome in nature and suggested that the Corporate Services Committee consider revising the level of delegation for the Market Forces Supplement.

In response to a Board Member's query, it was confirmed that equality, diversity and inclusion were central to the City Surveyor's recruitment policy.

The City Surveyor, replying to a Member's concern, confirmed that quality and programme were key considerations when appointing contractors. Additionally, the Chamberlain explained that some projects had funds allocated in respect of increased inflation and that, if these allocated funds are not sufficient, then further moneys within the investment portfolio will need to be found. The City Surveyor informed that it was being considered as to whether modifications to the financial metrics in reflection of inflation were appropriate.

Further to a Member's question the City Surveyor confirmed that a response would be brought to the Board on the City of London Corporation's use of alternative procurement routes.

RESOLVED- That the report be noted.

10. ***CITY SURVEYOR'S BUSINESS PLAN 2021-26 QUARTER 3 2021/22 UPDATE**

The Board received a report of the City Surveyor's Business Plan 2021-26 Quarter 3 2021/22 Update.

Responding to a question from the Chair the City Surveyor explained that during the pandemic Key Performance Indicators (KPI) nine, ten and eleven were not reported on but with the partial lifting of the Government's moratorium on enforcement these KPIs would be reported on to the Board. In addition, it was noted that an additional KPI on the progress toward carbon zero would also be added.

RESOLVED- That the report be noted.

11. ***PROGRESS UPDATE - MINIMUM ENERGY EFFICIENCY STANDARDS & NET ZERO CARBON ACTION PLAN FOR INVESTMENT PROPERTY PORTFOLIO**

The Board received a report of the City Surveyor which provided a Progress Update on the Minimum Energy Efficiency Standards and Net Zero Carbon Action Plan for the Investment Property Portfolio.

The Board discussed the challenges in achieving the Minimum Energy Efficiency Standards and Net Zero Carbon Action Plan, noting that there would be an annual report presented to Members on the progression of these programmes. The City Surveyor explained the buildings prioritisation process for the surveys and draft reports in the analysis programme. The Deputy Chairman requested that the Strategic Property Estate be presented as a separate fund to make the distinction clearer in future reports.

The City Surveyor offered to meet provide an induction to the new Members of the Board.

RESOLVED- That the report be noted.

12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

The Deputy Chairman requested an update on the London Wall West project.

13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

14. **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 1 of Schedule 12A of the Local Government Act.

Item No.

15-20

Paragraph No.

3

15. **NON-PUBLIC MINUTES**

The Board considered the non-public minutes of the previous meeting of the Property Investment Board held on the 21st of January.

RESOLVED – That the non-public minutes of the Property Investment Board meeting held on the 21st of January be approved as an accurate record.

16. ***ALL FUNDS - RENTAL ESTIMATES MONITORING REPORT (DECEMBER 2021 AND MARCH 2022 QUARTERS)**

The Board received a report of the City Surveyor on the Rental Estimates Monitoring December 2021 and March 2022 Quarters for all funds.

RECEIVED- That the report be noted.

17. ***CITY FUND, CITY'S ESTATE, BRIDGE HOUSE ESTATES AND STRATEGIC PROPERTY ESTATE - ANNUAL VALUATION**

The Board received a report of the City Surveyor on the Annual Valuation for City Fund, Bridge House Estates and Strategic Property Estate Annual Valuation.

RESOLVED- That the report be noted.

18. ***CITY FUND, CITY'S ESTATE AND BRIDGE HOUSE ESTATES: ARREARS OF RENT AS AT MARCH 2022 QUARTER DAY MINUS 1**

The Board received a report of the City Surveyor on the Arrears of Rent at March 2022 Quarter Day Minus 1 for City Fund, City's Estate and Bridge House Estates.

RESOLVED- That the report be noted.

19. **CITY FUND, CITY'S ESTATE & BRIDGE HOUSE ESTATES - QUARTERLY DELEGATED AUTHORITIES UPDATE - 1ST JANUARY 2022 TO 31ST MARCH 2022**

The Board received a report of the City Surveyor on the Quarterly Delegated Authorities Update 1st January to 31st March 2022 for City Fund, City's Estate and Bridge House Estates.

RESOLVED- That the report be noted.

20. ***REPORT OF ACTION TAKEN**

The Board received a report of the Town Clerk regarding the action taken outside of the Board meetings in accordance with Standing Order 41.

RESOLVED-That the report be noted.

21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE BOARD**

There was one question received in the non-public session.

22. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE BOARD AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

The Board consider one item of urgent business in the non-public session.

The meeting ended at 12.42 pm

Chair

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