

**OPERATIONAL PROPERTY AND PROJECTS SUB COMMITTEE**  
**Wednesday, 26 October 2022**

Minutes of the meeting of the Operational Property and Projects Sub Committee held  
at Committee Rooms, West Wing, Guildhall on Wednesday, 26 October 2022 at  
11.00 am

**Present**

**Members:**

Deputy Rehana Ameer (Deputy Chairman)  
Deputy Randall Anderson  
Deputy Keith Bottomley  
Deputy Shravan Joshi  
Deputy Edward Lord  
Paul Martinelli

**Observing:**

Deputy Madush Gupta (Virtual)

**Officers:**

Polly Dunn	- Town Clerk's Department
Darran Reid	- Chief Operating Officer's Department
Oliquir Chowdhury	- Chief Operating Officer's Department
Jonathan Cooper	- City Surveyor's Department
Daniel Tyler	- City Surveyor's Department
Richard Chamberlain	- City Surveyor's Department
Joshua Nixon	- City Surveyor's Department
Jonathon Poyner	- Barbican Centre

**1. APOLOGIES**

Apologies were received from Alderman Tim Hailes, Deputy Michael Cassidy, Deputy Christopher Hayward and Anett Rideg.

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

There were no declarations.

**3. MINUTES**

**4. CORPORATE CLEANING SERVICES AGREEMENT EXTENSION**

Members considered a report of the City Surveyor regarding a Corporate Cleaning Services Agreement Extension.

Whilst there was a Corporation-wide agreement that all contractors pay their staff the London living wage, Members sought assurances that this was the case. The City Surveyor was confident this was the case but agreed to provide written confirmation outside of the meeting.

The Town Clerk confirmed that the report would need to go to Finance Committee in order to be referred to the Court of Common Council.

**RESOLVED**, that Members agree for onward approval by the Court of Common Council, the following variations to the Corporate Cleaning Services Agreement with Atalian Servest Limited:

- a) a variation to the expiry date of the contract term to 31st March 2023; and
- b) an increase in the Total Contract Value of £1.9m to to £32.7M.

5. **GW6: OUTCOME REPORT - PURCHASE OF STEINWAY MODEL D PIANO FOR THE BARBICAN CENTRE CONCERT HALL**

Members considered a report of the Chief Executive Officer of the Barbican Centre regarding a Gateway 6 Report on the purchase of a Steinway Model D Piano for the Concert Hall.

**RESOLVED**, that Members note the lessons learned section of this report and approve closure of this project

6. **\*22/23 ENERGY & DECARBONISATION PERFORMANCE Q1 UPDATE FOR THE OPERATIONAL PORTFOLIO**

Members received a report of the City Surveyor regarding the 2022/23 Energy and Decarbonisation performance Q1 update for the Operational Property Portfolio.

**RESOLVED**, that the report be noted.

7. **\*CLIMATE ACTION STRATEGY NZ1, NZ3 AND RS3 WORKSTREAM UPDATE FOR THE OPERATIONAL PORTFOLIO**

Members received a report of the City Surveyor regarding the Climate Action Strategy and various workstream updates for the operational property portfolio.

This report included information around the housing – but this caused some confusion as the Sub-Committee did not have oversight of the housing portfolio. Clarification was sought on the around reporting arrangements for the Climate Action Strategy.

**RESOLVED**, that the report be noted.

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

There were no questions.

9. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT**

There was no other business.

10. **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 item(s) 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.

11. **NON-PUBLIC MINUTES**

Members asked for an update on the assessment of the run rate of projects if 'stood still', as per debate on item 24 of the last meeting.

**RESOLVED**, that Members approve the non-public minutes of the meeting held on 26 September 2022 as an accurate record.

12. **EXTENSION OF THE MANAGED SERVICE TEMPORARY AGENCY RESOURCE CONTRACT**

Members considered a report of the Chief Operating Officer regarding Extension of the Managed Service Temporary Agency Resource Contract.

13. **BUSINESS TRAVEL SERVICES - OPTIONS (STAGE 1) AND AWARD (STAGE 2) REPORT**

Members received a report of the Chief Operating Officer regarding the Business Travel Services and options for the Stage one and Stage 2 Procurement strategy.

14. **MINOR WORKS MEASURED TERM CONTRACTS - PROCUREMENT STRATEGY REPORT AND EXTENSION OF CURRENT CONTRACT**

Members considered a joint report of the City Surveyor and Chief Operating Officer regarding Minor Works Measured Term Contracts, the Procurement Strategy and Extension of Current Contract.

15. **GW3: ISSUE REPORT - PHASE 2, 3 & 4 - CITY OF LONDON SCHOOL MASTERPLAN**

Members considered a Gateway 3 report of the City Surveyor regarding phases 2, 3 and 4 of the City of London School Masterplan.

16. **GW4C: DETAILED DESIGN - CENTRAL CRIMINAL COURT PLANT REPLACEMENT: PHASE 5 - FEES TO GATEWAY 5**

Members considered a Gateway 5 report of the City Surveyor regarding the Central Criminal Court Plant Replacement Phase 5.

17. **GW5: ISSUES - CITY OF LONDON SCHOOL FOR GIRLS - SUMMER WORKS 2022**

Members considered a Gateway 5 Issues report of the City Surveyor regarding the City of London School for Girls Summer Works 2022.

18. **\*OPERATIONAL PROPERTY PORTFOLIO - DELEGATED AUTHORITIES UPDATE - 1ST APRIL 2022 TO 30TH SEPTEMBER 2022**

Members received a report of the City Surveyor regarding the Operational Property Portfolio - Delegated Authorities Update for the period from 1st April 2022 to 30th September 2022.

19. **\*CITY OF LONDON OPERATIONAL TENANTS - ARREARS UPDATE AND RENTAL SUPPORT**

Members received a joint report of the Chamberlain and City Surveyor regarding the City of London Operational Tenants – arrears update and rental support.

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

There were no questions.

**21. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE SUB COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was one item of urgent business.

A Member, who was also on the Board of Governors of the City of London School for Girls, noted that there had been some difficulties with the contractor responsible for the works at Gray's Inn, for the City Junior School. There was provision in the contract for any defaults on works, however, in order to exercise any action there were a number of hoops the City Corporation would need to jump through.

A question was raised as to how this may have happened with such a new project, given that financial checks that presumably took place. It was confirmed that the financial checks were retrospective and reviewed closed accounts.

There was a desire to look at ongoing credit performance, or to increase financial scrutiny in some way when awarding contracts for projects. Whilst there were certain checks in place for purchased goods and services contracts, it was unclear whether this was exercised for projects.

It was suggested that the sub-committee consider pre and post- award reports from procurement. There was also a desire to ensure that procurement was not too rigid and encouraged bids from SMEs.

**The meeting ended at 11.40 am**

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Chairman

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