

Committee(s)	Dated:
Finance Committee	16 May 2023
Subject: Appointment of Sub-Committees and representatives on other Committees	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	N/A
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Town Clerk	For Decision
Report author: Julie Mayer, Governance Officer	

Summary

The purpose of this report is to appoint the Finance Committee's Sub-Committee and Working Group for 2023/24, to approve their Compositions and Terms of Reference, and to appoint representatives to a number of other City Corporation positions.

The Finance Committee appoints to one Working Party and to one Sub-Committee:

- a. **Efficiency & Performance Working Party.** *Members are asked to note that the appointment, composition and terms of reference of this Working Party will be considered at the June Meeting of the Finance Committee*
- b. **Operational Property and Projects Sub-Committee (Joint with Policy & Resources Committee (P&RC))** *Terms of Reference are attached at Appendix A.*

The Committee is also asked to make appointments to other Grand Committees and Sub-Committees, set out in the report.

Recommendations

Members are asked to:

- a) Agree the composition and Terms of Reference of the Operational Property and Projects Sub Committee (OPPSC) (joint with P&RC), as set out in Appendix A to the report;
- b) Agree that the Chairman and Deputy Chairman of the Grand Committee are appointed to the OPPSC.
- c) Agree that the Chairman or Deputy Chairman, or their nominee from the Grand Committee are appointed to:

- i. Communications Sub Committee (Policy and Resources) Committee
 - ii. Resource, Risk & Estates (Police) Committee
 - iii. House Committee of the Guildhall Club
 - iv. Mayoral Visits Advisory Committee (Chairman only)
 - v. Investment Committee (or their nominee from the Finance Committee)
- d) Note that the Chairman and Deputy Chairman of the Operational Property and Projects Sub Sub-Committee is due to be elected from and by its Membership at its first meeting. (**see (A) below**)
- e) Note the appointment of the members of other Committees to the Operational Property and Project Sub Committee; i.e. - up to four Members of the P&RC and up to two additional Members of the Court of Common Council).
- f) agree the **appointment of 4 Finance Committee Members** to the Operational Property and Projects Sub Committee.
- g) agree the appointments of representatives to the following Committees and Sub-Committees:
- Corporate Services Committee - **1 vacancy**
 - Projects Sub (Policy & Resources) Committee - **2 vacancies**
 - Streets and Walkways Sub (Planning & Transportation) Committee - **1 vacancy**
- h) agree the appointments of representatives for informal consultation with the **Court of Aldermen and the Policy and Resources Committee on Mayoralty and Shrievalty Allowances** (typically the Chairman and the Deputy Chairman of the Finance Committee).
- i) note that the Chairman and Deputy Chairman of the Finance Committee will be Members of the Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee, Capital Buildings Board (Policy & Resources Committee), Civic Affairs Sub (Policy and Resources Committee) and the Resource Allocation Sub (Policy and Resources) Committee.
- j) note that the Chairman and Deputy Chairman will be ex-officio Members of the following Committees:
- Policy & Resources Committee
 - Audit and Risk Management Committee
 - Digital Services Committee (or their nominee)
- k) Note that the Chairman (or nominee from the Grand Committee) will be an ex-officio Member of the following Committees:
- Communications Sub Committee (Policy and Resources) Committee
 - Resource, Risk & Estates (Police) Committee
 - House Committee of the Guildhall Club

- Mayoral Visits Advisory Committee (Chairman only)
- Investment Committee

l) agree that the Committee should continue to meet “every fourth week on Tuesdays” with the exception of recess periods.

Main Report

Background

This report asks Members to consider the appointment and composition of the Operational Property and Projects Sub Committee (joint with Policy and Resources Committee). It also details the representatives that the Committee is requested to appoint to serve on other City Corporation Committees or in other positions.

(A) Operational Property and Projects Sub-Committee (Joint with Policy & Resources Committee)

This remains a joint sub-committee with the Policy and Resources Committee and takes on the responsibilities for projects, corporate assets and procurement. Whilst there are currently no changes within the terms of reference, a projects governance review is underway and as such there may be changes necessary to this sub-committee, in due course.

Given the joint nature of this Sub-Committee, it was originally proposed that the Chairman and Deputy Chairman of the Sub-Committee be appointed from and by its Membership at its first meeting. This would be a departure to the newly introduced SO27(2), which states that the Chair of a Sub-Committee shall be the Chair of the Grand Committee or their nominee. However, keeping the ongoing review in mind, Members may wish to consider directly re-appointing the current Chair and Deputy Chair (Alderman Timothy Hailes and Deputy Rehana Ameer, respectively), subject to the agreement of the Policy and Resources Committee. This would ensure continuity in leadership through any anticipated change.

Composition

- the Chairman and Deputy Chairman of the Policy and Resources Committee
- the Chairman and Deputy Chairman of the Finance Committee
- Four Members appointed by the Policy and Resources Committee
- Four Members appointed by the Finance Committee
- Up to two Members to be co-opted from the Court of Common Council with relevant experience.

Representatives on other Committees etc.

(C) One representative to serve on the Corporate Services Committee

(D) One representative on the Streets and Walkways Sub (Planning & Transportation) Committee

(E) Representatives for Consultation with the Court of Aldermen and Representatives of the Policy & Resources Committee on Mayoralty and Shrievalty Allowances

This deputation; typically the Chairman and the Deputy Chairman of the Finance Committee, is responsible for giving detailed consideration to the allowance for expenses for the offices of the Lord Mayor and the Sheriffs for the coming year.

(F) Membership on other Committees

The Committee is asked to note that the Chairman and Deputy Chairman of the Finance Committee are appointed as Members of the following Committees:

- Fraud and Cyber Crime Reporting and Analysis Service Procurement Committee
- Capital Buildings Board (Policy & Resources Committee)
- Civic Affairs Sub (Policy & Resources Committee)
- Resource Allocation Sub (Policy & Resources) Committee

(G) Ex-officio representation on other Committees

The Committee is asked to note that the Chairman and Deputy Chairman of the Finance Committee are ex-officio Members of the following Committees:

- Policy & Resources Committee
- Audit & Risk Management Committee
- Digital Services Committee (or their nominees)

In addition, the Chairman (or his nominee) will be an ex-officio Member of the following Committees:

- Communications Sub (Policy and Resources) Committee
- Resource, Risk & Estates (Police) Committee (Chairman only)
- House Committee of the Guildhall Club
- Mayoral Visits Advisory Committee (Chairman only)
- Investment Committee (Chairman's nominee to be from the Finance Committee)

Frequency of meetings

The Committee is also required to review the frequency of its meetings on an annual basis. Conventionally, the Committee meets every fourth week on Tuesdays with the exception of recess. Given the amount of business the Committee considers, it is proposed that this schedule continues, although meetings will be cancelled in the event that there is not sufficient business to transact. Agenda planning will highlight the instances of this at the earliest opportunity.

Appendices

- **Appendix 1** – Terms of Reference of the Operational Property and Projects Sub Committee.

Julie Mayer

Town Clerk's Department

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Operational Property and Projects Sub-Committee

Composition

- The Chairman and a Deputy or Vice Chairman of the Policy and Resources Committee
- The Chairman and Deputy Chairman of the Finance Committee, or their nominees
- Four Members appointed by the Policy and Resources Committee
- Four Members appointed by the Finance Committee
- Up to two Members to be co-opted by the Sub-Committee from the Court of Common Council with relevant experience.

Terms of Reference

To be responsible for:-

Projects

- a) Authorising individual projects on behalf of the Policy and Resources Committee at each stage of the City's agreed Project Approval Process;
- b) Making proposals to the Resource Allocation Sub-Committee/the Policy and Resources Committee for projects to be included in the capital/supplementary revenue programme;
- c) Overseeing the City Corporation's programme of projects, excluding those within the remit of the Cyclical Works Programme (although these may be called-in by the Projects Sub-Committee) to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee.
- d) Overseeing the City Corporation's programme of projects, to ensure their delivery within the parameters set by the Resource Allocation Sub-Committee;
- e) Monitoring the procurement arrangements for capital and supplementary revenue projects and advising the Finance Committee of any issues; and
- f) Periodically reviewing the City Corporation's project management processes and procedures.

Procurement

- g) To scrutinise and be responsible for value for money on all City of London Corporation and City of London Police procurement contracts above thresholds stipulated within the City of London Corporation's Procurement Code (total contract value) at key stages, including initial tender strategy to final contract award sign off.
- h) To consider and recommend all procurement contracts above thresholds stipulated within the City of London Corporation's Procurement Code to the Finance Committee
- i) To invite representative(s) from the relevant Spend Committee to attend meetings ensuring decisions are made corporately.

- j) To provide officers with advice focussed specifically on value for money, and consider lessons learned when major contracts are coming to an end (i.e. before the (re)tender process begins).
- k) To review and consider approvals of £4m + waivers for the Chamberlain's department contracts.
- l) To work with the Finance Committee to review and to monitor performance against the Chamberlain's Departmental Business Plan and related corporate initiatives in order to promote value for money and ensure compliance with the UK Public Contract Regulations and the Corporation's Procurement Code.

Corporate Assets

- m) To be responsible for the effective and sustainable management of the City of London Corporation's operational property portfolio, to help deliver strategic priorities and service needs, including;
 - i. agreeing the Corporate Asset Management Strategy;
 - ii. responsibility for reviewing and providing strategic oversight of the Corporation's Asset Management practices and activities and advising Service Committees accordingly;
 - iii. responsibility for reviewing and providing strategic oversight of the Corporation's Facilities Management practices and activities and advising Service Committees accordingly;
 - iv. To maintain a comprehensive Property Database and Asset Register of information which can be used in the decision making process;
 - v. In line with Standing Orders 53 (Asset Management Plans) and 56 (Disposal of Surplus Properties) and the duties set out within legislation, including the Localism Act 2011 and the Housing and Planning Act 2016, to monitor the effective and efficient use of all operational property assets;
 - vi. Oversight of the management of operational leases with third parties, occupation by suppliers and those granted accommodation as benefits-in-kind; and
 - vii. In accordance with Standing Orders 57 and 58, the Sub Committee can make disposals of properties which are not suitable to be retained as investment property assets.
- n) In accordance with thresholds stipulated within Standing Orders 55, 56 and 57, the Sub-Committee can approve acquisitions and disposal of operational properties which are not suitable to be re-use or to be retained as investment property assets.
- o) The power to commission from Service Committees periodic management information on asset management performance including, where relevant:
 - i. third party agreements, income, rent arrears (including HRA)
 - ii. efficiency of operational assets including vacant space and utilisation in accordance with SO 55.
- p) To be responsible for the upkeep, maintenance and, where appropriate, furnishing for operational properties (including the Guildhall Complex) which do not fall within the remit of another Service Committee;

- q) To monitor major capital projects relating to operational assets to provide assurance about value for money, accordance with service needs and compliance with strategic plans;
- r) To recommend to the joint meeting of the Resource Allocation Sub-Committee and the Efficiency and Performance Sub-Committee the annual programme of repairs and maintenance works (including surveys, conservation management plans, hydrology assessments and heritage landscapes) planned to commence the following financial year, and to monitor progress in these works (when not included within the Project procedure);
- s) To be responsible for strategies, performance and monitoring initiatives in relation to energy;
- t) To monitor and advise on bids for Heritage Lottery funding; and
- u) To provide strategic oversight for security issues across the Corporation's operational property estate; with the objectives of managing security risk; encouraging consistent best practice across the Estate; and, in conjunction with the Corporate Services Committee, fostering a culture of Members and officers taking their responsibilities to keeping themselves and the buildings they occupy secure.