

**INVESTMENT COMMITTEE - ANNUAL TIMETABLE OF REPORTS (BUSINESS AS USUAL)**

CITY SURVEYOR'S						CHAMBERLAIN'S					
Meeting	Paper	Department	Public/Non Public	For Decision/Information/Discussion	Comments	Paper	Department	Public/Non Public	For Decision/Information/Discussion	Comments	
<b>FEBRUARY</b>											
	<b>City Fund and City's Estate : Investment Property Monitoring report, including:</b> <ul style="list-style-type: none"> <li>Rental Forecasts Quarterly Report.(December)</li> <li>Delegated Authorities – Decisions as at 31<sup>st</sup> December</li> <li>Rent Review/Lease Renewals report as at December Quarter Day</li> <li>Voids (as at 1 Dec) – Half yearly report</li> </ul> City Fund Annual Update.  City's Estate Annual Update.	City Surveyors	Non-Public	For Information		Annual Treasury Management Statement	Chamberlains	Public	Decision	Goes to Finance Cttee and CoCoCo	
			Non-Public			Treasury Management Update	Chamberlains	Public	Discussion		
			City Surveyors	Non-Public	For Decision		Risk Register	Chamberlains	Public	Discussion	
			City Surveyors	Non-Public	For Decision		Performance Monitoring report for City's Cash Investments	Chamberlains	Non Public	Discussion	
			City Surveyors	Non-Public	For Decision		Performance monitoring of Hampstead Heath Trust and Charities Pool	Chamberlains	Non-Public	Discussion	
	Strategic Property Estate Annual Update.	City Surveyors	Non-Public	For Decision		Quarterly Investment report from Mercer (Investment Consultant)	Chamberlains	Non Public	Discussion		
	City Fund & City's Estate Revenue Works Programme – 23/23 Progress Report	City Surveyors	Non-Public	For Information							
	Delegation Sheet	City Surveyor's	Non-Public	Decision							
<b>MARCH</b>											
	Business Plan 3 <sup>rd</sup> Quarter Progress.	City Surveyors	Public	For Information		Treasury Management Update	Chamberlains	Public	Discussion		
	City Surveyor's Department Risk Register – 3rd Quarter Progress.	City Surveyors	Public	For Information		Performance Monitoring report for City's Cash Investments (Discussion)	Chamberlains	Non Public	Discussion		
	Delegation Sheet	City Surveyor's	Non-Public	Decision							
<b>JUNE</b>											
	<b>City Fund and City's Estate : Investment Property Monitoring report, including:</b> <ul style="list-style-type: none"> <li>Rental Forecasts Quarterly Report. (March) Delegated Authorities – Decisions as at 31<sup>st</sup> March.</li> <li>Arrears (as at March Quarter day) – Half yearly report</li> </ul> Annual Valuation  Timetable of reports (to be incorporated into Town Clerk's report) Terms of Reference, Frequency of Meetings, 2023/24 Work Programme and Appointments to other Committees	City Surveyors	Non-Public	For Information		Treasury Management Update	Chamberlains	Public	Discussion		
			City Surveyors	Non-Public	For Discussion		Performance Monitoring report for City's Cash Investments (Discussion)	Chamberlains	Non Public	Discussion	
			City Surveyors Town Clerk	Non-Public	For Information		Quarterly Investment report from Mercer (Investment Consultant)	Chamberlains	Non Public	Discussion	
<b>JULY</b>											
	<b>City Fund and City's Estate : Investment Property Monitoring report, including:</b> <ul style="list-style-type: none"> <li>Vacant Accommodation Update (as at 1st June)</li> <li>Delegated Authorities – Decisions as at 30<sup>th</sup> June</li> </ul>	City Surveyors	Non-Public	For Information		Treasury Management Update	Chamberlains	Public	Discussion		
						Risk Register	Chamberlains	Public	Discussion		

	<ul style="list-style-type: none"> <li>Rental Forecast Quarterly Report (June) (quarterly)</li> <li>Rent Reviews/Lease Renewals report as at June Quarter Day</li> </ul>									
	MSCI Annual Performance	City Surveyors	Non-Public	For Discussion		Performance Monitoring of William Coxen Trust Fun (on behalf of the Aldermanic Cttee)	Chamberlains	Non-Public	Decision/Discussion	Report goes to the Aldermanic Cttee with feedback provided from IC
	Revenue Outturn Report.	City Surveyor & Chamberlain	Non-Public	For Information		Performance monitoring of Hampstead Heath Trust and Charities Pool	Chamberlains	Non-Public	Discussion	
	Business Plan – 4 <sup>th</sup> Quarter Progress.	City Surveyors	Public	For Information						
	City Surveyor’s Department Risk Register – 4 <sup>th</sup> Quarter Progress.	City Surveyors	Public	For Information		Performance Monitoring report for City’s Cash Investments	Chamberlains	Non-Public	Discussion	
	3 Yearly Report: Performance Metrics Annual Review	City Surveyors	Non-Public	For Decision						
	City Fund & City’s Estate Revenue Works Programme – 23/23 Progress Report	City Surveyors	Non-Public	For Information						
	Delegation Sheet	City Surveyors	Non-Public	Decision						
<b>SEPTEMBER</b>										
	Business Plan – 1 <sup>st</sup> Quarter Progress.	City Surveyors	Public	For Information		Treasury Management Update	Chamberlains	Public	Discussion	
	City Surveyor’s Department Risk Register – 1 <sup>st</sup> Quarter Progress.	City Surveyors	Public	For Information		Annual Treasury End of Year/Outturn Report	Chamberlains	Public	Discussion	Goes to Audit & Risk
	Delegation Sheet	City Surveyor’s	Non-Public	Decision		Performance Monitoring report for City’s Cash Investments	Chamberlains	Non-Public	Discussion	
						Quarterly Investment report from Mercer (Investment Consultant)	Chamberlains	Non Public	Discussion	
<b>DECEMBER</b>	<b>NO COMMITTEE</b>									
	<b>City Fund and City’s Estate : Investment Property Monitoring report, including:</b>	City Surveyors	Non-Public	For Information		Mid-Year Treasury Review	Chamberlains	Public	Discussion	Goes to Audit and Risk
	<ul style="list-style-type: none"> <li>Rental Forecast Quarterly Monitoring Report (September) (quarterly)</li> <li>Delegated Authorities - Decisions as at 30<sup>th</sup> September. (quarterly)</li> <li>Arrears (as at Sept Quarter day) - Half yearly report.</li> </ul>					Treasury Management Update	Chamberlains	Public	Discussion	
	Annual Estimates	City Surveyor & Chamberlain	Non-Public	For Discussion		PRI (Principles of Responsible Investment) – Assessment Update	Chamberlains	Non Public	Discussion	
	Draft New Business Plan 2022 - 2025	City Surveyors	Public	For decision		Performance Monitoring of William Coxen Trust Fun (on behalf of the Aldermanic Cttee)	Chamberlains	Non-Public	Discussion	Report goes to the Aldermanic Cttee with feedback provided from IC
	Business Plan – 2 <sup>nd</sup> Quarter Progress.	City Surveyors	Public	For information		Performance monitoring of Hampstead Heath Trust and Charities Pool	Chamberlains	Non-Public	Discussion	
	City Surveyor’s Department Risk Register – 2nd Quarter Progress.	City Surveyors	Public	For information		Performance Monitoring report for City’s Cash Investments	Chamberlains	Non-Public	Discussion	
	Delegation Sheet	City Surveyor’s	Non-Public	Decision		Quarterly Investment report from Mercer (Investment Consultant)	Chamberlains	Non Public	Discussion	

**NOTE:**

- (i) In addition to the above, for the financial investments there will be updates around that Climate Action Strategy
- (ii) There will be reports regarding the overall Investment Strategy (Chamberlain/CIO function)