



Culture, Heritage and Libraries Committee

Date: MONDAY, 2 MARCH 2015
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Vivienne Littlechild (Chairman)	Sylvia Moys
John Scott (Deputy Chairman)	Barbara Newman
Deputy Ken Ayers	Deputy John Owen-Ward
Mark Boleat	Graham Packham
Deputy Michael Cassidy	Ann Pembroke
Dennis Cotgrove	Henrika Priest
Deputy Billy Dove	Judith Pleasance
Deputy Anthony Eskenzi	Emma Price
Kevin Everett	Deputy Gerald Pulman
Lucy Frew	Stephen Quilter
Alderman Sir Roger Gifford	Deputy Richard Regan
Deputy the Revd Stephen Haines	Delis Regis
Tom Hoffman	Alderman William Russell
Wendy Hyde	Deputy Dr Giles Shilson
Jamie Ingham Clark	Mark Wheatley
Deputy Alastair King	Alderman David Graves (Ex-Officio Member)
Paul Martinelli	Deputy John Tomlinson (Ex-Officio Member)
Jeremy Mayhew	

Enquiries: Julie Mayer
tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the meeting held on 26th January 2015.

For Decision
(Pages 1 - 8)
4. **350TH ANNIVERSARY OF THE GREAT FIRE OF LONDON**
Report of the Director of Culture, Heritage and Libraries.
This report will also be considered by the Policy and Resources Committee on 26th March and the Finance Committee on 14th April 2015.

For Decision
(Pages 9 - 18)
5. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**
Report of the Director of Culture, Heritage and Libraries.

For Decision
(Pages 19 - 44)
6. **CULTURE, HERITAGE AND LIBRARIES BUSINESS PLAN 2013/14 - QUARTER 3 MONITORING REVIEW**
Report of the Director of Culture, Heritage and Libraries.

For Information
(Pages 45 - 70)
7. **COMMITTEE'S TERMS OF REFERENCE**
Report of the Town Clerk.

For Decision
(Pages 71 - 74)
8. **MEMBERSHIP OF THE BENEFICES SUB COMMITTEE**
Report of the Town Clerk.

For Decision
(Pages 75 - 78)

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

10. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

11. **EXCLUSION OF THE PUBLIC**

MOTION – 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 the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

12. **NON PUBLIC MINUTES**

To approve the non-public minutes of the meeting held on 26th January 2015.

For Decision
(Pages 79 - 82)

13. **A PRESENTATION BY ARTICHOKE**

Helen Marriage, the Director of Artichoke, will present ideas for 350th Anniversary Commemoration of the Great Fire of London.

For Information

14. **350TH ANNIVERSARY OF THE GREAT FIRE OF LONDON: FEASIBILITY STUDY RECOMMENDATIONS**

Members are asked to note item 4 on this agenda and the reference to *Appendix 3* therein.

For Decision
(Pages 83 - 158)

15. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

This page is intentionally left blank

CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 26 January 2015

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Guildhall on Monday, 26 January 2015 at 11.30 am

Present

Members:

Vivienne Littlechild (Chairman)	Jeremy Mayhew
John Scott (Deputy Chairman)	Sylvia Moys
Mark Boleat	Barbara Newman
Dennis Cotgrove	Deputy John Owen-Ward
Deputy Billy Dove	Graham Packham
Deputy Anthony Eskenzi	Ann Pembroke
Kevin Everett	Judith Pleasance
Alderman Sir Roger Gifford	Emma Price
Tom Hoffman	Deputy Gerald Pulman
Wendy Hyde	Stephen Quilter
Jamie Ingham Clark	Mark Wheatley
Deputy Alastair King	Alderman David Graves (Ex-Officio Member)
Paul Martinelli	Deputy John Tomlinson (Ex-Officio Member)

In Attendance

Officers:

Julie Mayer	Town Clerk's Department
Mark Jarvis	Chamberlain's Department
Steven Chandler	City Surveyor's Department
Margaret Jackson	Culture, Heritage and Libraries Department
Emma McGovern	Culture, Heritage and Libraries Department
David Pearson	Director of Culture, Heritage and Libraries
Geoff Pick	Culture, Heritage and Libraries Department
David Wight	Culture, Heritage and Libraries Department
Carol Boswathack	Culture, Heritage and Libraries Department
Andrew Buckingham	Public Relations Department
Nick Bodger	Culture, Heritage and Libraries Department
Christopher Earlie	Culture, Heritage and Libraries Department
Paul Gudgin	Director, City of London Festival
Sir Richard Evans	Provost, Gresham College

1. APOLOGIES

Apologies were received from Lucy Frew, Deputy John Owen-Ward, Deputy the Rev. Stephen Haines, Henrika Priest, Deputy Richard Regan, Delis Regis, Alderman William Russell and Deputy Dr Giles Shilson.

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

- Mr Jeremy Mayhew and Mr Tom Hoffman both declared a general, non-pecuniary interest in respect of item 7 - City of London Festival, as they are Directors of the City of London Festival.
- Mr Paul Martinelli declared a general, non-pecuniary interest in respect of an urgent item of business being presented under item 10 – Special Events on the Highway, as he is Chairman of Smithfield Tenants' Association.

3. **MINUTES**

RESOLVED, that:

The public minutes and non-public summary of the meeting held on 24th November 2014 were approved.

Matters arising

- In respect of Animating Guildhall Yard (item 8), officers advised that they would be working closely with Mansion House in respect of the entrance and exit of the Lord Mayor on Court of Common Council Days.
- The Museum of London leaflet, referred to under item 5 (Revenue and Capital Budgets) had agreed to remedy the omission of the City of London Corporation's Logo in future publications.
- The Shoe Lane Library Christmas Fayre on 27th November 2014 had been very well attended.
- In respect of item 12 (Keats Foundation), the Director advised that their Trust Deed specified the nomination of 2 Trustees who were elected members of the Corporation, from the Culture, Heritage and Libraries Committee, one of whom should normally be the Chairman or Deputy Chairman. Members challenged whether '*normally*' could justify an exception, if one of the above Members was unable to attend the meetings. The Director agreed to seek further legal advice and report back to the Committee.
- In respect of item 11 (Barbican and Community Libraries Customer Survey), Members noted that, in 2012, the Director of Community and Children's Services took the overall lead role for the management of the Barbican Common areas. Signage and wayfinding were currently being considered as part of the Barbican Area Strategy Review, for which Planning and Transportation had oversight.

4. **MAGNA CARTA**

Members received a presentation and short film from the Head of Culture and Visitor Development, in respect of the Magna Carta 2015 celebrations.

During the discussion, the following matters were raised/noted:

- Various merchandise was being developed by the National Committee. Members noted that 'mini magna carta' were very expensive to produce but t-shirts and tea towels were more viable, if sold in high volumes.
- Members were reminded that 'Friends of the Guildhall Art Gallery' would receive a 25% discount in the shop.
- The new Magna Carta film was previewed and Members noted that this would be uploaded to the BritainisGREAT webpages where previous films, such as our City for Chinese Tourists film, had received as much as 50,000 views in the first weeks.
- Members noted that visits to the Heritage Gallery might dip whilst three Magna Carta were on display at the British Library.

5. **GRESHAM COLLEGE**

The Provost of Gresham College, Sir Richard Evans, was heard and provided Members with a summary of the history of the College, leading to its role today as a global educational resource. Members thanked Sir Richard for an excellent presentation and during the discussion and questions, the following matters were raised/noted:

- Some patrons had been turned away from lectures due to lack of space and the size of the premises remained an issue, due to budget restrictions.
- The Provost was advised to seek 'in-kind' benefit when hiring premises; i.e. the Livery Hall or Old Library for popular events. A Member also suggested approaching the two large churches closeby.
- In response to a question about whether the work of the College should be included in Education Board agendas; officers explained that the Board's current focus was on schools but this might be possible in future.

6. **LONDON METROPOLITAN ARCHIVES (LMA) - DIGITISATION UPDATE**

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of the LMA digitisation programme. Members commended an excellent report and during the discussion, the following matters were raised/noted:

- In respect of the Ancestry contract, Members noted that exclusivity had been the norm in 2007 but there was currently more inclination toward non-exclusivity. Members noted that Ancestry had committed funding to indexing, which they owned but the images were owned by the City of London Corporation.

- The Department of Culture, Heritage and Libraries were working closely with other Local Authorities as part of the 'Supporting London' agenda and the next iteration of this report would receive an update on this work.

RESOLVED, that:

The report be noted and particularly the next steps up to March 2015, as follows:

1. Construction of the first five year/ten year digitisation action plan, based on the multi-strand, to set goals to 2020 and 2025. (This will include the potential bid to the Heritage Lottery Fund).
2. Full identification of the requirements for the web platform, including lead times and the capital and revenue cost implications. (NB This research work will require significant support from IS).
3. A timetable and action plan agreed by senior staff in Comptrollers, Chamberlains and the LMA on work for the next contract for the commercial digitisation programme; with Ancestry or another provider. (The current Ancestry contract ends in 2017).
4. Specifically the potential for a closer strategic partnership with the Wellcome and the identification of role the Venice Time Machine project could play in LMD, particularly in the use of emerging technologies

7. CITY OF LONDON FESTIVAL 2014 PROGRAMME

Members considered a joint report of the Chamberlain and the Director of Culture, Heritage and Libraries in respect of the City of London Festival 2014 Programme.

The Festival Director (Mr Paul Gudgin) was in attendance to take questions, as follows:

- It was accepted that some aspect of the 'Bowler Hat' exhibition in 2014 had been more successful than others. Members noted that the comedy, circus and cabaret aspects had been very successful but children's theatre less so. In 2015, it was planned to host a 'lunchtime live' programme for City workers.
- There had been a lot of interest in hiring the Bowler Hat, including enquiries from the Edinburgh and Brighton Festivals but, given the amount of infrastructure involved, this was more likely to happen in 2016. Members noted that the hat had attracted considerable media attention, including 2 slots on the 'Today' Programme.
- Members noted that the City Arts Trust had set up a Finance and Risk Committee and would share their findings with the Culture, Heritage and Libraries Committee.

- Given that the 2 St Paul's concerts had been sold out last year, tickets for 6 of this year's concerts had already gone on sale and sales were up 55% on last year. Members asked if they could be advised of the concert dates scheduled for 2015.
- Some Members stressed the need for the City Corporation to take a lead in improved co-ordination for arts funding from commercial sponsors and funders, given that this was a highly competitive market. It was suggested that a co-ordinated approach would be more successful.

RESOLVED, that:

The contents of the report and its highlights be noted.

1. The requests to reschedule the 2015 grant to the Trust be agreed, so that the whole £297,000 is paid in three instalments, by the end of March 2015, rather than May as originally envisaged
2. A further report be received in May 2015, regarding the 2016 grant to the Festival.

8. MEMBER SURVEY RESULTS - CITY OF LONDON POCKETBOOK

The Committee considered a report of the Town Clerk in respect of the City of London pocket book survey, which had taken place in December 2014. The report asked Members to note the outcome of the survey and consider the future production of the pocket book.

During the discussion of this item, the response rate (of 47%) and comments from the outcome of the survey were noted and the following matters were raised/noted:

- The Deputy Chairman suggested that a decision be delayed until 2017; i.e. the next Court of Common Council Elections. In the interim, the Deputy Chairman suggested that the pocket book continue, in its current format, seeking to address members' dissatisfaction with the paper weight and quality, its size and the positioning of page numbers. The leather folder should also be retained.
- The Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee asked to proof read the next version, before it was sent for printing.
- Members noted that the pdf version had now been updated with Adobe reader, which enabled it to be annotated. Committee and Member Services would offer full support to any Member wishing to use the pdf version.
- Members were reminded that, if they were to continue with the pocket book, then the savings identified, of £17,000, would still need to be found elsewhere.

RESOLVED, that:

1. The hard copy pocket book continue in its current format until 2017, with the dissatisfaction expressed by Members, in respect of paper weight and quality, its size and the positioning of page numbers, addressed in the next version.
2. The General Purposes Committee of Aldermen be asked to consider combining the two pocket books, in order to achieve a further saving.

9. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

10. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

The Chairman agreed to the admission of two items of urgent business, as follows:

Special Events on the Public Highway

The Committee received a report of the Director of the Built Environment, in respect of special events on the public highway. The report was before the Committee as urgent business as it covered events during February 2015 and the Culture, Heritage and Libraries Committee would not meet again until 2nd March 2015.

During the discussion of this item, the following matters were noted:

- Impact of the Cycle Super Highway on this year's special events – the Policy and Resources Committee would need to agree the recommendations, at least by the end of this week, in order to give officers and organisers sufficient time to deliver them. Members noted that the Streets and Walkways Sub Committee had approved this part of the report.
- Go Kart Event - In the last week, the City Police, Remembrancers & City Solicitor had confirmed that the City of London Corporation cannot legally close the public highway to allow racing, so this part was only relevant in terms of whether Members would be interested in supporting such events, should the law change. Members noted that the Streets and Walkways Sub Committee had not supported this, for reasons of air quality & noise.
- Nocturne - In the last week, the organisers had submitted a new event proposal based around Cheapside. Members noted that officers would shortly be organising a further Member briefing, initially to Chairman & Deputy Chairmen.
- Resident Members, who generally stayed in the City during the weekend expressed on-going concerns that, during the summer, the City becomes blighted with highway events and suggested that alternative venues, such as Victoria Park, be investigated.

RESOLVED, that the report be noted.

Chairman of the Benefices Sub Committee

The Town Clerk was heard in respect of the election of the Chairman to the Benefices Sub Committee. This item was before Members today, rather than at the next meeting on 2nd March 2015, to ensure that the outcome could be considered in good time for the preparation of the White Paper to the Annual Court of Common Council, in April 2015.

Members noted that the current Benefices Sub Committee Chairman had served the Sub Committee well for a number of years and was willing to stand again in 2015/16. However, the Chairman had also been elected as Chief Commoner, with effect from April 2015 and Standing Order 18 (6) excluded the Chief Commoner from Chairing, amongst others, the Benefices Sub Committee.

RESOLVED, that:

The Court of Common Council be requested to waive Standing Order 18 (6) (c); so that the Chief Commoner/existing Chairman of the Benefices Sub Committee can be considered for re-election as Chairman of the Benefices Sub Committee.

Guildhall Art Gallery Re-hang

In respect of the Guildhall Art Gallery, the Chairman and Members thanked the sterling work of Julia Dudkiewicz for the re-hang of the Guildhall Art Gallery and the excellent press coverage it had received.

11. 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.

<u>Item No.</u>	<u>Paragraph No.</u>
12- 15	3
16-17	-

12. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 24th November 2014 were approved.

13. SERVICE BASED REVIEW: TRANSFORMING LIBRARY SERVICES

The Committee considered and approved a report of the Director of Culture, Heritage and Libraries in respect of transforming library services, as part of the Service Based Review.

14. LONDON METROPOLITAN ARCHIVES - ROOF PROJECT - OPTIONS APPRAISAL (GATEWAY 3/4)

The Committee considered and approved a report of the City Surveyor, in respect of the London Metropolitan Archives (LMA) Roof Project.

15. LORD MAYORS' STATE COACH PROGRESS - CONSERVATION MANAGEMENT PLAN

The Committee considered and approved a report of the City Surveyor in respect of the Lord Mayor's State Coach.

16. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no items of urgent business.

The meeting ended at 1.15 pm

Chairman

**Contact Officer: Julie Mayer
tel. no.: 020 7332 1410
julie.mayer@cityoflondon.gov.uk**

Agenda Item 4

Committee(s)	Dated:
Culture, Heritage and Libraries – for decision Policy and Resources – for decision Finance Committee –for decision	02 March 2015 26 March 2015 14 April 2015
Subject: 350 th Anniversary of the Great Fire of London: feasibility study recommendations	Public
Report of: Director of Culture. Heritage and Libraries	For Decision

Summary

In October 2014, your Policy and Resources Committee approved funding for one of the UK's leading creative companies to undertake a feasibility study into a major public spectacular to commemorate the 350th anniversary of the Great Fire of London (September 2016).

This report highlights the study's headlines (the full report being available under the non-public agenda of this meeting) and suggests the reasons for the City Corporation becoming the "Founding Sponsor" and committing £300,000 seed funding towards the projects proposed. These reasons include reputational gains, economic benefit for London, the support of local and London communities, the project's alignment with a number of our corporate objectives and the project's significant legacy.

The study recommends a window between August and November 2016 (finishing with the Lord Mayor's Show) in which all events may take place, with the Great Fire dates of 2 to 5 September (which fall over a weekend) being the focus for major activity, including a one-off spectacular.

The detail of what this might be is provided in the study which also outlines Artichoke's plans to provide a platform through which stakeholders may promote their programmes (driving traffic to their events), a conference of international standing, a weekend of fire-related events and a supporting education programme.

Members are asked to note that without funding, it is unlikely that the resonance suggested in the study could ever be realised, albeit some of the City Corporation's own institutions would collaborate to realise a smaller programme of activity.

Recommendations:

Members of the Culture, Heritage and Libraries and Policy and Resources Committees are asked to:

1. Receive and endorse Artichoke's feasibility study presented under the non-public agenda of this meeting, and to support their bid for a £300,000 contribution towards a major City spectacular to commemorate the 350th anniversary of the Great Fire in September 2016, for onward approval by the Finance Committee
2. Delegate authority to the Director of Culture, Heritage and Libraries to ensure that the City Corporation's objectives as "Founding Sponsor" are realised through the delivery of the event, subject to the decision of the Finance Committee to fund the project

Members of the Finance Committee are asked to:

3. Approve the proposal for a major City spectacular in commemoration of the Great Fire as outlined in Artichoke's proposal, delegating authority to the Director of Culture, Heritage and Libraries to oversee the City Corporation's role as "Founding Sponsor" ensuring its objectives in supporting the event are met
4. Approve a sum of £300,000 towards the cost of the project to guarantee the City Corporation the role of "Founding Sponsor", to be taken from the Finance Committee's City's Cash Contingency which, at the time of writing (February 2015), stands at a total fund of £905,000

Main Report

Background

1. In October 2014, your Policy and Resources Committee approved funding for a feasibility study into a major public spectacular to commemorate the 350th anniversary of the Great Fire of London (September 2016).
2. The appointed company – Artichoke – completed the study in February of this year and this is presented to Members under the non-public agenda for this meeting, the information contained within the document being of a sensitive nature in both artistic and business contexts.
3. A Project Board comprising internal and external stakeholders and chaired by the Director of the Museum of London ensured that Artichoke were fully aligned with the City Corporation's objectives and related work streams in their development of proposals and has facilitated a significant number of interviews and forums to enable them to get the widest possible understanding of the views of all stakeholders.

4. Without exception, these views have been positive and the role of the City Corporation in commissioning the study has been highly commended.

Current Position

5. The consultation for the study targeted over 150 stakeholders, including cultural venues, Livery Companies, potential funders, London's promotional agencies and its licensing authorities. A full list is provided in appendix 1.
6. What has emerged is a very strong sense of enthusiasm for something that will commemorate the Great Fire in a major way, with a great many of those consulted already committed to activities that could support such an initiative. These include digital programmes, lectures, talks, exhibitions and performances related to the anniversary, as well as interest from the broadcast media.

Proposals

7. This has led Artichoke to suggest that they deliver a platform (likely to be a website) to which stakeholders can upload their event information. Given the millions of visitors ordinarily accessing Artichoke project sites, this provides a highly desirable means of promotion for local culture providers, retailers, the Livery and others planning events and initiatives around the Great Fire and will be the hook for driving traffic to their webpages as well as delivering profile for associated initiatives like the Great Fire education project being developed by the London Metropolitan Archives and the Museum of London.
8. To ensure a focus for these activities (and so that impact is not diluted across the year), Artichoke also suggests that a window to contain all activities is set as August through November culminating in the Lord Mayor's Show.
9. Over the dates of 2-5 September 2016 (the dates the Great Fire blazed, falling Friday to Monday in 2016), they propose that the City hosts an international conference on a related theme (to take place on Thursday 1 September), a major spectacular and fire-related events that stretch the full extent of the City, involving all of its communities. An education programme, specially designed app and opportunities for apprenticeships support this suggested programme.
10. The full cost of the project is anticipated to be £3m. The City Corporation is being asked for a 10% contribution (£300k) for which it will secure the credit of "Founder Sponsor". This funding is vital if Artichoke is to achieve their target from other sponsors from across the public and business sectors, the City Corporation's commitment providing a valuable endorsement and pot against which subsidies might be matched.

11. Such a commitment is a significant investment for the City Corporation but will prove its value by:
- a. meeting the groundswell of expectation from local, London and national stakeholders for the City to mark the event and to provide a framework through which they can contribute to a shared programme of activity;
 - b. ensuring ownership of the Great Fire (our biggest cultural export) – only the City can mark this anniversary in a meaningful way because the Fire is wholly ours;
 - c. providing a significant opportunity for the City Corporation to demonstrate its contribution to London as a world City on a global scale – this is our chance to shine;
 - d. delivering significant economic benefits for local and London businesses as evidenced by the economic impact details of past Artichoke events outlined in the study (appendix 1);
 - e. providing an opportunity for the City’s cultural providers to work together on a shared theme in a major way, aligning with the aspirations of the Cultural Hub through the Museum of London and Barbican, and delivering a legacy or networks across exponents, funders, retail and other businesses
 - f. aligning with the City Corporation’s own visitor, cultural and education objectives as stated in its related strategies (detailed in the next section); and
 - g. delivering legacy benefits that include:
 - i. reputational gain and a positive shift in perceptions about the City, especially in light of the interest shown by national broadcasters
 - ii. profile for our education and related activities, driving audiences
 - iii. skills for apprentices and on-going recognition of the City Corporation’s contribution to the national curriculum (the Great Fire is Key Stage 1)
 - iv. the furtherance of London’s developing role as a “Smart City” and a leading voice for resilience matters
 - v. hitherto unsecured funding partners for our cultural activities – a legacy of networks and relationships

Corporate & Strategic Implications

12. The proposals in this report are aligned with the City Corporation's Corporate Plan KPP5 "increasing the impact of the City's cultural and heritage offer on the life of London and the nation". They do this by supporting objectives within the cultural and visitor strategies and by developing and improving the physical environment around our key cultural attractions.
13. The proposals also align with the objectives originally laid out in *The City Together Strategy* 2008 /14 in that they help to realise two key themes: to support our communities and to deliver a City that is "vibrant and culturally rich".
14. The animation of this anniversary is specifically referenced and supported in the City's Visitor Strategy 2013/17 (action A1.11) and aligns with the City's Cultural Strategy 2012/17 *Animating the Heritage* theme, and the development of a partnership between the City's cultural and non-cultural stakeholders is also reflected in the City's new Cultural Strategy 2015/19 which is currently at draft stage.
15. The proposals also support the vision outlined in the City's Education Strategy 2013/15 which states that "The City will maximise the educational opportunities that its cultural, heritage and environmental assets offer to City residents, the City schools and children throughout London". Specifically, they are aligned with strategic objective 3 within the strategy.

Implications

16. The precedent for the City Corporation funding major events was set by the Olympics in 2012, with an initial grant of £250,000 made to the 2012 (Policy and Resources) Sub Committee to fund Olympic and Paralympic activity. Similarly, the Policy and Resources Committee funded the Magna Carta 800th anniversary activity with grants of £88,000 and £128,000 from its contingency and £40,000 from its Policy Initiatives Fund in 2014 (totalling £256,000).
17. The total amount sought for the Great Fire commemoration spectacular is £300,000, to be met from your Finance Committee City's Cash 2015/16 contingency, the current balance of which is £905,000 (February 2015). This was the suggested City Corporation contribution in the bid to your Committees in October 2014 for funding towards the feasibility study.
18. Following extensive consultation, the feasibility study suggests the remaining monies for the major public event can be sourced from a number of sources including public grants and business sponsorship. Artichoke's track record for delivering this level of funding for similar projects should be noted.
19. The list of suggested activities within the feasibility study is a shopping list, not all can be realised within the £3m sought to fund the project. However, it is expected that the conference, a major public spectacular, an umbrella platform to promote all Great Fire commemoration activity from various City partners and a supporting education programme can all be realised within the budget proposed.
20. Should the full £3m not be raised, the City Corporation will **not** be asked for further funding, rather, the programming will be tailored to meet the available resource.

Conclusion

21. The City wholly owns the Great Fire story – anniversary activities cannot be effectively led by any agency other than the City Corporation and there is mounting expectation and excitement about the role it has taken in commissioning the feasibility study.
22. The anniversary provides the City with an opportunity to shine; to contribute to London's cultural agenda in a major way, to positively shift public perceptions about the City and to deliver recognition for the City Corporation on a global scale.
23. The legacy of the proposed activity will live on, as audiences in their millions remember the spectacle and connect with the Great Fire story through our educational and archival channels.
24. Similarly, the City's cultural institutions will enjoy newly established business and funding networks, borne of the work undertaken by Artichoke, and closer working relationships.
25. It is therefore recommended that the City Corporation invest the requested £300,000 towards the cost of this project, noting its potential to generate a further £2,700,000 in sponsorship and millions in economic and reputational benefit, as well as a legacy that supports major corporate objectives including our Supporting London agenda and the Cultural Hub proposals.

Appendices

- **Appendix 1** – letter of support from London's Deputy Mayor for Education and Culture, Munira Mirza
- **Appendix 2** – letter of support from the Chief Operating Officer at London & Partners, Andrew Cooke
- **Appendix 3** (appearing under the non-public Committee's non-public agenda) – Feasibility study for a public programme of events in September 2016, commemorating of the 350th anniversary of the Great Fire, produced by Artichoke

Background Papers

- Request for support: feasibility study for a Great Fire of London public spectacular: a report of the Director of Culture, Heritage and Libraries to the Policy and Resources and Culture, Heritage and Libraries Committees in October 2014

Nick Bodger

Head of Cultural and Visitor Development

T: 020 7332 3263

E: nick.bodger@cityoflondon.gov.uk

MAYOR OF LONDON

16 February 2015

Mr Nick Bodger
Head of Cultural and Visitor Development
Department of Culture, Heritage and Libraries
City of London
Guildhall Library
Aldermanbury
London EC2V 7HH

Dear Nick

I am writing to say how enthusiastic I am at the prospect of the City of London marking the 350th anniversary of the Great Fire in 2016 with a high-profile event that commemorates the events of 2nd - 5th September 1666 and celebrates the resilient city that has emerged from those ashes.

We are aware of Artichoke's excellent work and have every confidence that they will create a memorable occasion with spectacular public-facing moments, as well as a more profound examination of the issues and learnings from the events of the Fire that still resonate in cities across the world today.

The City of London plays a key part in the cultural life of the capital, and has an important role as custodian of London's early history. I welcome this initiative in broadening public access to the City's streets and making that vital event in London's history more widely known.

Yours truly



Munira Mirza
Deputy Mayor for Education and Culture

This page is intentionally left blank

Mr Nick Bodger
Head of Cultural and Visitor Development
City of London Corporation
PO Box 270
London
EC2P 2EJ

17 February 2015

Dear Mr Bodger,

I am writing to express my support for the proposed festival to commemorate the anniversary of the Great Fire of London in 2016.

London constantly reinvents itself as the global capital of art, culture, music, architecture, dining and fashion but it is our heritage which sets us apart acting as a draw for visitors.

Whether an event comes to us independently or via a valued partner such as yourself we are always keen to support high-profile initiatives that help maintain London's reputation as a world-class visitor destination and allow us to tell London's story brilliantly.

The capital boasts an impressive annual calendar of major events but it is the one-offs which enhance our offer and allow us to raise our profile with a new and exciting narrative around reasons to visit the best big city on earth. As well as having a positive impact on the capital's attractiveness and global standing major events also deliver significant economic benefit, jobs and growth.

I have no doubt that a festival which would see our historic centre so transformed would be of interest to visitors and generate significant coverage. Julie Chappell, our Chief Digital Officer is already a member of the Project Board and, as the concept evolves, I'm sure that there will be other ways to work together across our organisations to ensure that we capitalise on the opportunities the festival presents.

Yours sincerely



Andrew Cooke
Chief Operating Officer

This page is intentionally left blank

Committee(s):	Date(s):
Culture, Heritage & Libraries	2 March 2015
Subject: City Arts Initiative: recommendations to the Culture, Heritage and Libraries Committee	Public
Report of: Director of Culture, Heritage and Libraries	For Decision
<p>Summary</p> <p>This report presents the recommendations of a special meeting of the City Arts Initiative (CAI) which met on 17 February 2015 in order to consider the current shortlist for the <i>Sculpture in the City</i> programme 2015/16.</p> <p>Recommendations</p> <p>It is recommended that all artworks on the short list be approved in principle.</p>	

Main Report

Background

1. The City Arts Initiative was established to improve the management of public art in the City. It provides advice to your Committee and other service Committees as appropriate on proposals for new public art, the maintenance of the City's existing public art and, if necessary, decommissioning.
2. Your Committee appointed your Chairman, Deputy Chairman and Barbara Newman to sit on the City Arts Initiative Group in the 2014/15 Committee year.

Current Position

3. The City Arts Initiative met for a special meeting on 17 February 2015 to consider the current short list for the *Sculpture in the City* programme as presented by co-Directors Stella Ioannou and Victor Callister
4. Images and further information about each of the sculptures under discussion can be found in Appendix 1.

Proposals

5. The *Sculpture in the City* programme, now entering its fifth consecutive year has been developed as part of a long-term vision to enhance the public realm, and forms part of the Eastern City Cluster and Fenchurch & Monument Area Enhancement Strategies. It is aligned with objectives in the City's Cultural Strategy 2012/17, Visitor Strategy 2013/17 and its community strategy, The City Together.

6. The short list of 21 sculptures for 2015/16 has been narrowed down from an initial long list of 65 through consultation with the Sculpture in the City steering groups: the Art Advisory Board and Partner Board.
7. It is envisaged that the final programme, to be launched in June/ July 2015, will consist of 12 sculptures. Logistical and financial considerations will need to be taken into account when deciding on the final programme.
8. The installation estimates of three of the sculptures presented here are currently prohibitively expensive and will require additional business partners to be bought on board in order for them to be feasible. Those artworks are Aiweiwei – Forever, Lygia Clark – Fantastic Architecture and Jens Haaning/ Santiago Sierra – The Copenhagen Declaration.
9. Discussions and site visits are currently ongoing with the artists and galleries in order to determine the location/s which best suit each piece and to understand the logistical implications of their installation and ongoing maintenance.
10. Each of the artworks in Appendix 1 was considered in turn. There was unanimous agreement from the group that the works proposed are all of a very high artistic quality and that the programme as a whole is strong, with a wide variety of pieces.
11. In principle agreement was therefore given to all artworks on the list on the understanding that logistical requirements would need to be considered before the final locations and pieces could be agreed.

Corporate & Strategic Implications

12. The City Arts Initiative was formed to support the City's management of public art which supports the "vibrant and culturally rich" strand of the City Together Strategy and the delivery of the City's Cultural and Visitor Strategies.

Conclusion

13. It is recommended that all the artworks in Appendix 1 be approved in order that the directors of *Sculpture in the City* can move forward with finalising the programme for 2015/16.
14. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the Sculpture in the City short list considered on 17 February 2015.

Appendices

- Appendix 1 – Feasibility study for a public programme of events in September 2016, commemorating of the 350th anniversary of the Great Fire, produced by Artichoke

Background Papers:

- Eastern City Cluster - Public Art (Year 4 & 5) – Gateway 6 update report

Emma McGovern

City Culture Executive, CHL

T: 020 7332 3567 E: emma.mcgovern@cityoflondon.gov.uk

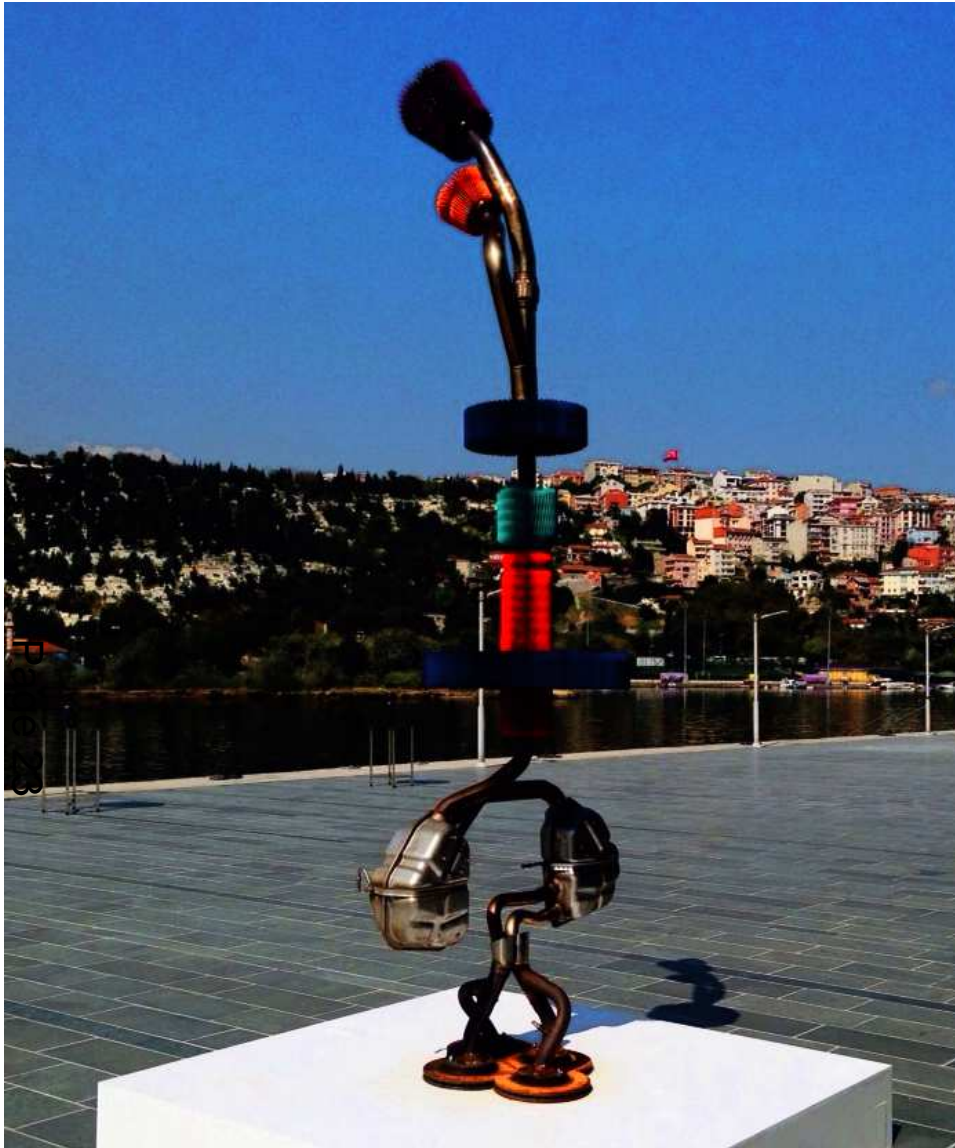


Sculpture in the City 2015

**City Arts Initiative
17 February 2015**

Galleries

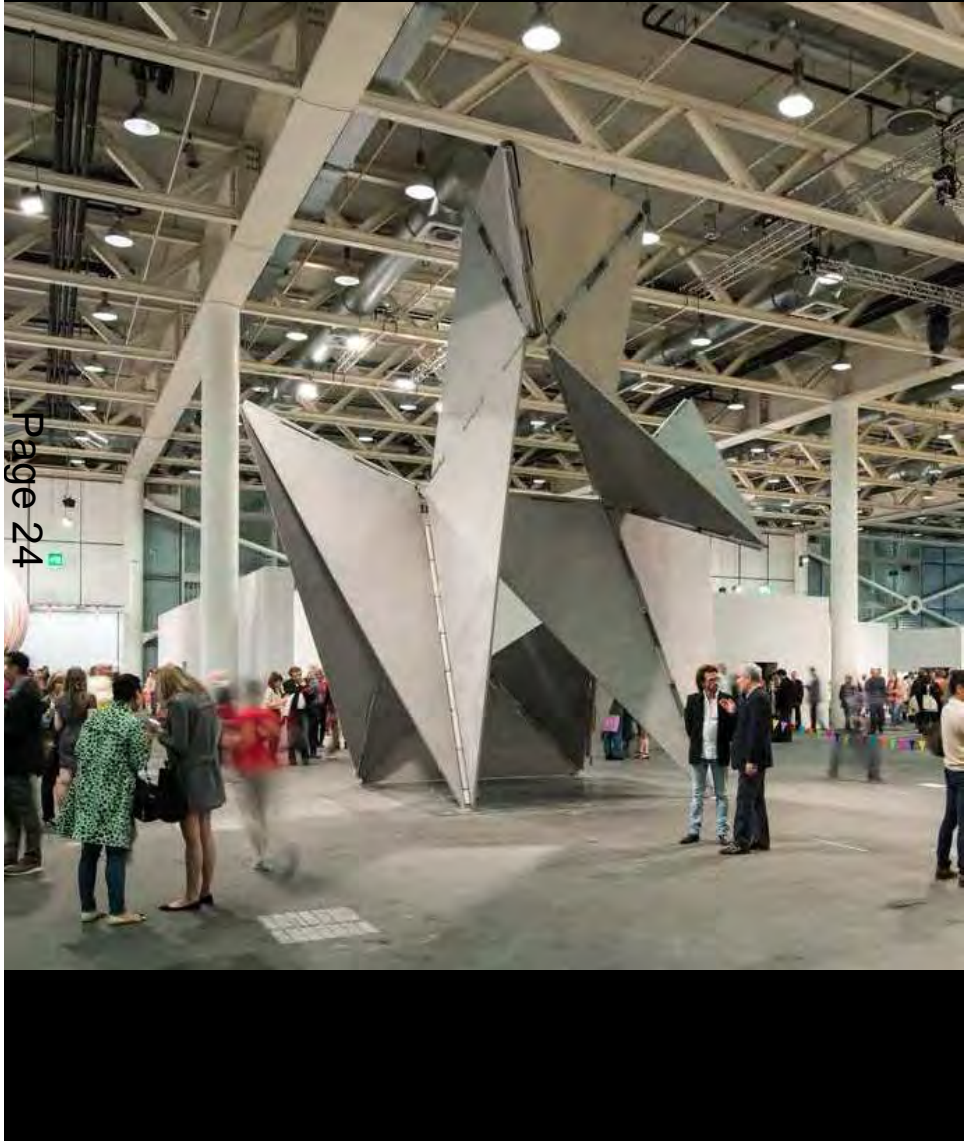
- ❑ Rosenfeld Porcini
- ❑ Alison Jacques Gallery
- ❑ Blain Southern
- ❑ Pangolin London Sculpture Gallery
- ❑ Gazelli Art House
- ❑ Marlborough Contemporary
- ❑ White Cube
- ❑ William Benington Gallery
- ❑ Corvi Mora
- ❑ New Art Centre
- ❑ James Cohan Gallery
- ❑ Massimo De Carlo Gallery
- ❑ Xavier Veilhan
- ❑ Lisson Gallery



Title	TBC
Artist	Keita Miyazaki
Date	2014
Material	Car parts, plastic sheet, epoxy resin, urethane, stainless steel, speaker system
Dimensions	H x W x D: 330 x 115 x 70 cm
Weight	85kg

Rosenfeld Porcini

Sculpture in the City 2015 – 17 Feb 2015



Page 24

Title | Fantastic Architecture

Artist | Lygia Clark

Date | 1963/2013

Material | Stainless Steel

Dimensions | 520 x 780 x 710 cms
(Perry Green config)

Weight | 15 T



Alison Jacques Gallery

Sculpture in the City 2015 – 17 Feb 2015



Title	Sacrificial Heart
Artist	Tim Noble & Sue Webster
Date	2007
Material	White turbo reflector caps, lamps, holders, painted aluminium stainless steel, fibreglass, electronic light sequencer
Dimensions	307.3 x 195.6 x 127 cm
Weight	300 kg



Title	Breakout II
Artist	Bruce Beasley
Date	1992
Material	Bronze
Dimensions	H 145 x W 229 x D 61 cm
Weight	200 kg



Page 27

Title	Messenger
Artist	William Tucker
Date	2001
Material	Bronze
Dimensions	H 320 x W 290 x D 200 cm
Weight	2000 kg



Title | 'O my friends, there are no friends'

Artist | Sigalit Landau

Date | 2011

Material | 12 Pairs of Bronze Shoes

Dimensions | 300cm diameter circle

Weight | 30/40 kg





Title | Ghost

Artist | Adam Chodzko

Date | 2010

Material | Alaskan yellow cedar, Fijian mahogany, oak, ash, olive and walnut / mix media and Video camera

Dimensions | H 59cm x W 78cm x L 670cm

Weight | TBC



Title | Altar
Artist | Kris Martin
Date | 2014
Material | Raw steel
Dimensions | 3,5 m x 4,6 m
Weight | 800kg



Pa



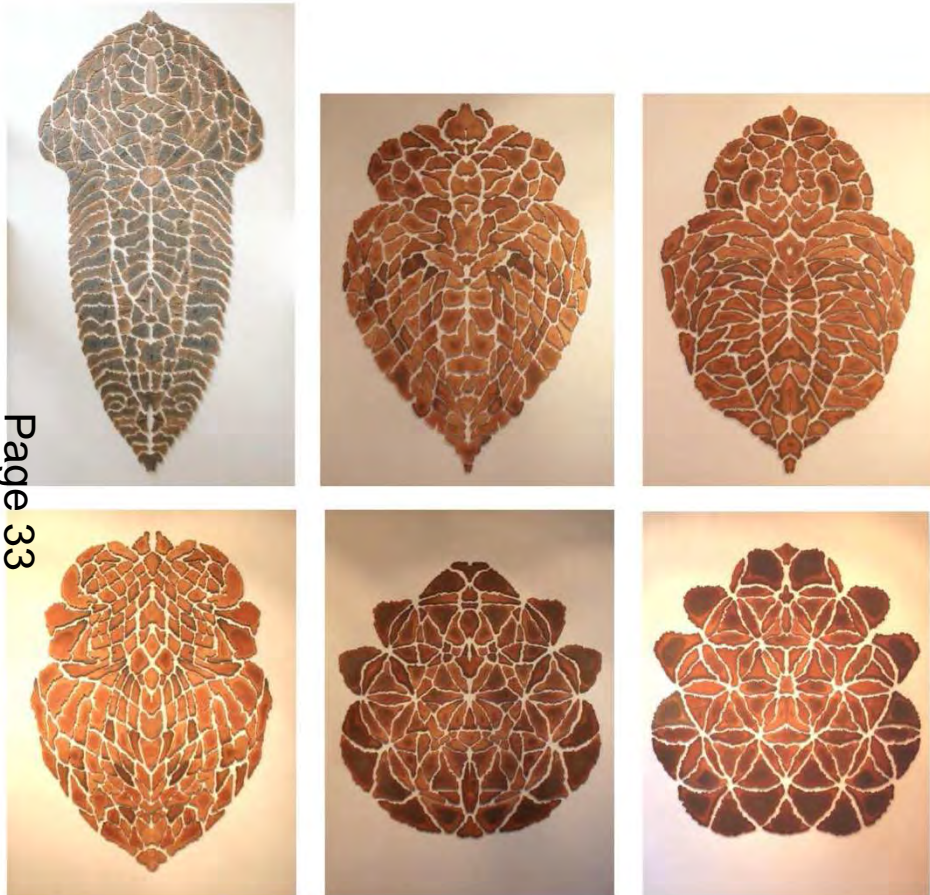
White Cube

Title	Bunker
Artist	Mona Hatoum
Date	2011
Material	Mild steel tubing
Dimensions	Variable - between 70 x 90 x 150 cm and 336 x 144 x 125 cm / 270 x 233 x 300 cm
Weight	619.9kg to 5705.5kg

Sculpture in the City 2015 – 17 Feb 2015



Title	Red Atlas
Artist	Ekkehard Altenburger
Date	2012
Material	red and black granite with rubber joints
Dimensions	diameter: 150 cm height: 270 cm
Weight	225 kg



Title | Ceramic wall sculpture
Artist | Peter Randall-Page
Date | 2009, 2013
Material | Ceramic
Dimensions | 150 cm to 350 cm high
Weight | TBC



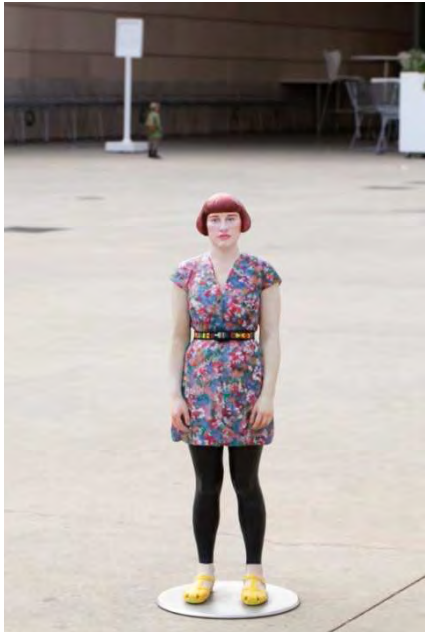
Page

- Title** | Torpedo
- Artist** | Alison Crowther
- Date** | 2015
- Material** | English Oak (wast sussex). finish will be a mixture of linseed oil mixed with pure turpentine.
- Dimensions** | 3 m long and 1 m high
- Weight** | 700kg



William Benington

Sculpture in the City 2015 – 17 Feb 2015



Title | Carson, Zezi, Emma, Takeshi, Nia,
Artist | Tomoaki Suzuki
Date | 2012-2013
Material | Bronze, painted
Dimensions | 56 x 17.5 x 10 cm, 56.5 x 25 x 11 cm, 51 x 15 x 10 cm, 51 x 17 x 13.5 cm, 54 x 15.5 x 9 cm,
Weight | 200kg in total / 40kg each





Title	Day of Judgement – Cat 2
Artist	Laura Ford
Date	2012
Material	Bronze
Dimensions	106 x 203 x 100 cm
Weight	120 kg

New Art Centre

Sculpture in the City 2015 – 17 Feb 2015



Page 37

Xavier Veilhan

Title | Les rayons
Artist | Xavier Veilhan
Date | 2015
Material | stainless steel
Dimensions | Variable - 300 x 2200 x 200 cm
Weight | 20 kg per yarn



Sculpture in the City 2015 – 17 Feb 2015



Page 38

Title	Forever
Artist	Ai Weiwei
Date	2014
Material	stainless steel
Dimensions	728.6 x 1603.8 x 397.9 cm
Weight	TBC



Page 39

Title	Greener Grass
Artist	Ceal Floyer
Date	2014
Material	real grass / inbuild irrigation system
Dimensions	16 x 682.5 x 165 cm
Weight	TBC

Lisson Gallery

Sculpture in the City 2015 – 17 Feb 2015



- Title** | The Copenhagen Declaration
- Artist** | Jens Haaning/ Santiago Sierra
- Date** | 2014
- Material** | wooden letters, coated and painted
- Dimensions** | 3.6 meters high 200-300 cm wide and 100 cm deep each letter
- Weight** | 150-180 kg



Lisson Gallery

Sculpture in the City 2015 – 17 Feb 2015



Page 41

Title	Oh Shit
Artist	Daniel Colen
Date	2010
Material	Wood, metal
Dimensions	500 x 1500 x 400 cm
Weight	5 tonnes

Massimo De Carlo

Sculpture in the City 2015 – 17 Feb 2015



Title | Old DNA
Artist | Folkert de Jong
Date | 2014
Material | Patinated bronze
Dimensions | 210 x 80 x 50 cm
Weight | 200 KG



Title	TBC
Artist	Shan Hur
Date	2015
Material	Concrete - finishing: marbling plate; gloss
Dimensions	height 360cm
Weight	TBC

Gazelli Art House

Sculpture in the City 2015 – 17 Feb 2015

Programme

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meetings												
Arts Advisory Board Meeting - shortlisting												
Partners Board Meeting - Selection												
City Arts Initiative (City of London Process)												
Planning												
Prepare planning application												
Planning application process												
De-installation												
Prepare for de-installation												
De-install Yr 4 artwork												
Installation												
Prepare for installation												
Install Yr 5 artwork												
Launch event												
Prepare for launch event												
Launch event												
Community events and school workshops												
Workshops												
Workshop evaluation												
Archikids Festival												
Open House weekend												

Committee:	Date:
Culture, Heritage and Libraries Committee	2 March 2015
Subject:	Public
Culture Heritage & Libraries Business Plan 2014-2015 – Q3 Monitoring Review	
Report of:	For Information
Director of Culture, Heritage and Libraries	

Summary

This report provides the Business Plan progress which has been made in Quarter 3 (October – December 2014) against the key objectives and key performance indicators (KPIs) set out in the Culture Heritage & Libraries Department’s Business Plan 2014-2015.

Good progress has been made against the Department’s 10 Key Objectives - with nine Quarter 3 targets being achieved or exceeded. These have been summarised in Appendix A.

Appendix A also sets out performance in Quarter 2 against our key performance indicators and the relevant corporate Service Response Standards. We have met or exceeded nine of the 10 reported KPIs; listed in more detail on the appendix.

We have met two of the four reported corporate Service Response Standards with one amber and one red rated result.

The third quarter monitoring position for Culture, Heritage & Libraries services covered by the Culture, Heritage & Libraries Committee is provided in Appendix B. This reveals a net underspend for the three months from October - December for the Department of £102K (4.3%) against the overall local risk budget from October - December of £2,346K for 2014/15.

Overall the Director of Culture Heritage & Libraries is currently forecasting that his outturn will be on target, for his budgets for the City Fund and City’s Cash. There will be a surplus of income on the Bridge House Estate (Culture, Heritage and Libraries) service under his control due to income targets being exceeded at Tower Bridge during the first nine months of the year. This surplus will be used to part fund the Glass Walkways project.

A few highlights of the services provided by our department in Quarter 3 are also included for your information.

Current business risks (not part of the Strategic Risk Register) are highlighted for information.

Progress made against the Capital Projects budget is set out in Appendix C.

Recommendations

I recommend that your Committee notes:-

- The Quarter 3 progress shown against our Key Objectives, KPIs and Service Response Standards as set out in Appendix A;
- The financial information contained in Appendix B; and
- The Capital Projects spend to date summary at Appendix C.

Main Report

Background

1. At your meeting of 27 May 2014, Members approved the Culture Heritage & Libraries Department's Business Plan for the period 2014–2015.
2. Ten business plan objectives were agreed by Committee which are linked to our four overarching departmental Strategic Aims:
 - 1) To refocus our services with more community engagement and partnerships with others;
 - 2) To transform the sense of the City as a destination;
 - 3) To continue to use technology to improve customer service and increase efficiency; and
 - 4) To further develop the City's contribution to the life of London as a whole.
3. Good progress has been made against the Department's 10 Key Objectives - with nine objectives achieved. It is anticipated that the final objective will be met by the end of the financial year. These results have been summarised in Appendix A.
4. Performance against a range of 10 KPIs was also agreed and progress is shown at Appendix A. We have met or exceeded nine of the 10 KPIs. It is anticipated that the final KPI will be met by the end of the financial year.

Targets have been reviewed and revised where necessary in line with forecasted results.

5. Performance against the four reported corporate Service Response Standards has been fair with 66.7% of emails to published email addresses being responded to within 1 day (SRS C); results of 80% for responding to specific requests for information (SRS D); 92.5% of all telephone calls answered within the standard (SRS E); and only 5.1% of calls going to voicemail (SRS F). SRS C and D should be seen in the context of a very small sample.

Financial and Risk Implications

6. The third quarter monitoring position for Culture, Heritage & Libraries services covered by the Culture, Heritage & Libraries Committee is provided in Appendix B. This reveals a net underspend for the three months from October - December for the Department of £102K (4.3%) against the overall local risk budget from October - December of £2,346K for 2014/15.
7. Overall the Director of Culture Heritage & Libraries is currently forecasting that his outturn will be on target, for his budgets for the City Fund and City's Cash, whilst there will be a surplus of income on the Bridge House Estate (Culture, Heritage and Libraries) service under his control due to income targets being exceeded at Tower Bridge during the first nine months of the year. Any surplus at year end will be used to part fund the Glass Walkways project.

Detailed table at
Appendix B

	3 months to 31 December 2014			Forecast for the Year 2014/15			
	Approved Budget 2014/15	Budget Quarter 3	Actuals Quarter 3	Variance Quarter 3	LAB	Forecast Outturn	Over/ (Under)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
CHL City Fund	8,322	2,081	2,132	51	8,322	8,322	0
CHL City's Cash	52	13	24	11	52	52	0
CHL Bridge House Estates *	(568)	(142)	(315)	(173)	(568)	(918)	(350)
Total Culture, Heritage and Libraries Committee	7,806	1,952	1,841	(111)	7,806	7,456	(350)
Total Planning and Transportation Committee	1,478	370	373	3	1,478	1,478	0
Total Culture, Heritage & Libraries Committee - City Surveyors	97	24	30	6	97	97	0
TOTAL DIRECTOR OF CULTURE, HERITAGE & LIBRARIES LOCAL RISK	9,381	2,346	2,244	(102)	9,381	9,031	(350)

* The main reason for the income surplus is due to income targets being exceeded at Tower Bridge following the opening of the Glass Walkways.

Highlights

Some of the highlights of Quarter 3 were:

- The Cultural Visitor Development Team launched a new leaflet, app and guide about Guildhall Galleries. The campaign promotes and provides comprehensive information on the attractions around Guildhall including the Great Hall, Art Gallery, Heritage Gallery, Roman Amphitheatre, Guildhall Library and St Lawrence Jewry. As part of initiative, we've created a new visitor information phone number to cover opening times and info for all attractions as well as a short training programme for frontline staff in reception areas and the City guides who lead tours of the Great Hall and Guildhall Art Gallery. The briefings will alert staff to the presence of the guide and the app (with download detail) so that they, in turn, can promote it to visitors.

9. After significant negotiations between CoL and the Wallace and Gromit Children's Charity, the City is confirmed as the host of two trails and a total of 19 sheep for "Shaun in the City". The on-street exhibition, which will have 50 Shaun the Sheep statues peppering trails across London, is set to be a winner with visitors – and the City has the majority share with the next largest trail being in Westminster (9 sheep). What's more, the City Information Centre will become an official map station for trail followers and play home to a special lamb (the only one in London), donated in recognition of the City's role in supporting the project. Sheep are to be placed outside visitor attractions in the City mostly, driving footfall and income to these businesses.
10. The completion of the glass floors in the Tower Bridge Walkways and the subsequent launch to the public on 10 November (west) and 1 December (east) was achieved this quarter. A number of promotional activities were planned in alignment with this, including a press breakfast briefing, a launch reception on 18 November, a targeted programme of advertising, publicity endeavours and an entirely new website for the Bridge. Business performance at the Bridge has been consistently and significantly above target since the launch of the new feature.
11. At LMA, the [London Gothic](#) exhibition opened on 17 November 2014. From terrible crimes to gruesome legends, London has long been the backdrop to horrifying tales which quickly take root in popular imagination. This exhibition uncovers the 'gothic' in many guises, including dreadful crimes and brutal punishments in court records, and manifestations of the gothic in architecture and popular culture, with many documents on public display for the first time. Associated events running concurrently with the exhibition until it ends on 30 April 2015 include a day conference, a guided exhibition tour, and sessions of LMA's Film Club and Book Club.



12. The S.M.A.S.H. event at Barbican Library in November was very successful with 150 people attending. The event put the Barbican Library on the map in the Graphic Novel world. 12 notable speakers, including several who are published authors, formed 3 panels to discuss 3 different topics around graphic novels. The event, organised by Joel Janiurek, was part of Comica – the annual International Comics Festival.

13. A festive reading of *The Chimes* – opened and introduced by Lucinda Hawksley, great great great granddaughter of Charles Dickens was held in Guildhall Library. This event was attended by 70+ people over the course of the day.



14. Emma Corpade, Senior Visitor Advisor at the CIC, won the ‘Learning into Practice to Improve Organisational Performance’ award at this year's L&D Awards. Emma received the nod for her effort and dedication in learning Mandarin to better assist Chinese visitors to the City. Mandarin is now the 13th language spoken at the CIC.
15. During November LMA took part in preparing, escorting and securing the City’s 1297 Magna Carta which travelled in King Edward VII’s Town Coach between Guildhall, the Royal Courts of Justice and Mansion House on the occasion of the Lord Mayor’s Show. The journey was filmed and transmitted live in a YouTube video.



16. The Bridge Master’s Learning Centre launched its schools programme on 14 October, with three Key Stage 2 workshops, focusing on local history and STEM provision. The launch event was attended by local teachers and heritage learning professionals and teachers were also offered the opportunity to sample the workshops available.
17. In December, Shoe Lane Library held its first Community Fair with stalls, crafts, gifts, home-made cakes and refreshments and games and competitions for all ages. A good time was had by all and almost £1,000 was raised.

18. Niki Gorick's City Guides exhibition in Guildhall Library went live in November, including a very popular evening launch attended by the Lady Mayoress.



19. Our Christmas in the City campaign was our biggest and best yet. Delivered in partnership with One New Change, Cheapside, Royal Exchange, Broadgate, London Silver Vaults, St Paul's Cathedral, Museum of London, Barbican and Leadenhall, the promotion saw a homepage takeover of visitlondon.com, a wraparound of the Guardian Guide and ad spots in the Independent, Mail on Sunday, Sunday Express, Britain Magazine and Where London. This advertising reached a readership in excess of four million and generated a year-on-year increase of 70% of unique visits to the Christmas webpages of our site. In addition, a competition run through London and Partners generated more than 3,400 entries swelling the City's own eShot subscriber base (run by PRO) by over 2,400.

Business Risks

20. Water leak problems encountered in the Whittington Room on the Lower Ground Floor of the libraries at Guildhall led to ceiling tiles being dislodged and water leaking in a venue used by the public. City Surveyor's Department have installed a temporary system to remove any water ingress enabling reinstatement of the ceiling and continued use of the room without any visible evidence of the water leak. Highways and their contractor removed the paving and investigated the cause of the water ingress at street level. This did not cure the problem. The City Surveyor is undertaking further investigations and an asbestos survey were carried out on 28 October 2014. Quotes are currently being prepared to lift external paving and apply appropriate waterproofing however the current temporary solution installed above the suspended ceiling in the room ensures that its use can continue unaffected until the cause of the water ingress has been repaired.
21. Several IT/telephony failures across our services including the library/archive public network have been experienced over this quarter. The installation of a new WiFi system in the public libraries has been completed

with a few teething problems. The department continues to work closely with IS to resolve the issues.

Property Considerations

22. There are a number of major capital projects planned across the Culture, Heritage and Libraries portfolio budget totalling £4.048M, which in conjunction with The City Surveyor's Department, the City of London is investing in the future of their unique collection of historically important buildings, sites and artefacts. This expenditure aims to transform the sense of the City as a destination and enhance the visitor experience to numerous places of historic interest. (See Appendix C). In addition to the Tower Bridge Glass Walkways project below, there are a number of other projects proposed for Tower Bridge which will require close coordination to ensure operations are maintained whilst efficiencies in delivery are explored e.g. the bundling together of some of the different projects.

The Lord Mayor's State Coach

23. The Conservation Management Plan for the Lord Mayor's State Coach recommends that a phased programme of conservation based repair works is implemented, which will ensure that the coach is made available for the Lord Mayor's Show each year. A report recommending the adaptation of this plan and agreement to proceed with a new Gateway 4 report to Project Sub Committee, has been prepared. This report will recommend the expenditure of £571,000, at today's prices, over a five year period, which is a reduction of £194,000 in the original estimate for a single phase restoration project.

Billingsgate Roman Bath House

24. The project to provide an access walkway above and across the Roman archaeology to enable conservators access and remove the fear of damaging the historically sensitive site has been completed. The more extensive project to include a DDA lift and longer walkway has now been closed for the time being. The Project Sub Committee resolved at its December Meeting that the proposal to create a fully functioning historical attraction should be re-evaluated in five to ten years' time.

Guildhall Art Gallery

25. There are two substantial projects underway with a combined budget of £1.2million. The creation of the Heritage Gallery within the Guildhall Art Gallery to display high profile/value items e.g. the Magna Carta, was completed in June 2014. The Gallery opened on 12 September 2014.
26. The lighting and dimmer control replacement works commenced on 4 August and was due for completion in three phases in October 2014. The

first phase, the replacement of the lighting in the Main Gallery, Modern Gallery and the Basinghall Suite required a 7-week Gallery closure between 28 July and 11 September 2014. The works were of high risk, as the existing plans were inaccurate and surveys could only be carried out after the ceiling tents had been removed. Due to the late delivery of light fittings and the need to handover the site for the official opening of the Heritage Gallery, it was necessary to close out the tented ceilings without installing the replacement lighting, although temporary lighting has been installed where required. The second phase which involved the replacement of the lighting in the lower ground floor galleries and the third phase, the replacement of the lighting in the Undercroft galleries have been completed by the end of September. [*Update: A closure over the Christmas period was carried out and the outstanding works from Phase 1 were carried out*].

London Metropolitan Archives Roof Project

27. A revised Gateway 4 report is scheduled to be presented to both Projects Sub and Culture Heritage & Libraries Committees in January 2015. Work on site is scheduled to start in January 2016 completing September 2016 subject to Member approval.

Tower Bridge Glass Walkways

28. A £990,000 project (led by the Director of the Built Environment) to provide a glass floor to the elevated walkway level to enhance the visitor experience and transform the sense of the City as a destination. Following failure to reach an agreement for construction, within the approved budget with Kier, Ekspan were appointed as main contractor. Works started on site in September, and were completed on 30 November.

Tower Bridge – Car Park

29. Phase 1 of the Tower Bridge car park development (Block 9) is currently underway and is due for completion in January 2015. The development will consist of 43 social housing units to be managed by the Community & Children's Services Department and it will also provide Tower Bridge with 10 car parking spaces, a workshop, cycle bays, storage facilities, new control room and a loading bay with access from Tower Bridge Road.
30. The development of Phase 2, is currently progressing and planning and Listed Building consents have been approved. Work will commence in February 2015. The project will extend and refurbish the existing operational accommodation and by glazing over the yard will provide a new restaurant as well as a wine bar in the redundant reservoir. The restaurant and wine bar will marketed and asset managed by the City Surveyor for the Bridge House Trust. In addition to the main works the

entrance to the Engine Rooms will be relocated into the first bridge arch with a new glazed façade. Finally the reception and retail areas in the Engine Rooms will be refurbished to a high standard in order to complement Phase 2 and increase potential tourism related revenues.

The Monument

31. The external screen and gallery lighting project of circa £105,000 continues to be in the early stages. The brief requires considerable input from the City Planning Officer and the Environmental Enhancement Team (Built Environment) to resolve planning and design issues. These involve integrating the screen within Skanska landscaping proposals for 11-19 Monument, which have not been finalised to date. Environmental Enhancement is planning to submit a Gateway 1 report in February 2015 seeking approval to the landscaping in 2016, in conjunction with Skanska. The screen project would be referred to in their report and it is proposed that in due course the City Surveyor should join the landscaping Working/Design Party. The completion is intended to coincide with the 350th anniversary of the Great Fire next year.

Strategic Implications

32. The work of the Department links clearly to the Corporate Plan and the City Together Strategy aims and objectives through its business plans. The business plans are part of a clearly defined annual planning cycle devised to improve the links between service and financial planning and drive service improvement.

Consultees

33. The Town Clerk, the Chamberlain and City Surveyor's Department have been consulted in the preparation of this report.

Appendices

Appendix A – Progress against Key Objectives/Key Performance Indicators

Appendix B – Financial Statement

Appendix C – Capital Projects spend to date

Background Papers:

Culture Heritage & Libraries Department's Business Plan, 2014–2015.

Contacts:

Margaret Jackson (*Performance information*)

Policy & Performance Manager

020 7322 3355

margaret.jackson@cityoflondon.gov.uk

Mark Jarvis (*Financial information*)

Head of Finance, Chamberlain's Department

020 7332 1221

mark.jarvis@cityoflondon.gov.uk

Progress against Key Objectives and Key Performance Indicators 2014-2015 – Quarter 3 (01/10/14 – 31/12/14)

Ref:	Description	Annual Target	Q1 Progress	Q2 Progress	Q3 Progress	Status
	<p>Objective CHL1: To enhance access to our collections by making catalogues and digitised archive content available for use online around the world, and broadening and deepening access in all its forms.</p> <p>Q1 - Overall usage is on target. Q2 - Overall usage is on target. Q3 - Overall usage is on target.</p>					R/A/G
KPI CHL1	To make the collections available to the public. [London Metropolitan Archives]	26 Million usages a) physical visitors b) other usages	<p>Q1 6,608,792 usages</p> <p>a) 6496 (18,245 productions of original documents)</p> <p>b) 6,602,296 other usages (mostly online, but including 4837 remote enquiries)</p>	<p>Q2 6,406,583* usages</p> <p>a) 5897 (17,782 productions of original documents)</p> <p>b) 6,400,651* other usages (mostly online but including 5302 remote enquiries)</p> <p>*Amended</p>	<p>Q3 4,928,184** usages</p> <p>a) 5421 (15,160 productions of original documents)</p> <p>b) 4,922,763** other usages (mostly online but including 4910 remote enquiries)</p> <p>**Does not include Ancestry figures for December which are not yet available.</p>	G

NOTE	<i>Q2 original data: 6,406,083 usages; b) 6,400,186 other usages.</i>					
<p>Objective CHL2: To optimise management of storage space in support of key policy priorities including City records management, external partnerships and collections building.</p> <p>Q1 – Progress this quarter has been steady, but below that achieved for the same period last year. However, progress is not normally evenly split across all four quarters and is not consistent across different years as this is dependent on other areas of work such as new acquisitions, community and volunteer projects. Work is usually prioritised during LMA's annual two week closure in November and so most progress is expected during the third quarter. It is important to report that one of the projects that support this objective, the London County Council/Greater London Council Property Services case papers review, has reached the half-way mark with 1,250 linear metres of files appraised. (During this quarter we have destroyed a further 72 linear metres of Property Services material and appraised 4,411 files with a 15% retention rate).</p> <p>Q2 - Another milestone reached this quarter is the completion of the appraisal of the Inner North Coroner's District case files 1965-95. With the Property Services project, 2,131 files have been appraised this quarter; the retention rate remains around 15%.</p> <p>Q3 – The surge in the de-accessioning figures for this quarter is due to the planned work undertaken during LMA's annual closure fortnight at the beginning of November. There was a concerted effort to gain space by moving and repackaging collections. By making sure that the right sized boxes are properly filled and on the right sized shelves space gains can be made. The main collections affected here were Middlesex County Council (MCC) and English Heritage (ACC/3499). This activity resulted in a sizable space gain of 210 linear metres of shelving. Other annual closure projects included completing the appraisal of the LCC and GLC contracts, and intensive work on the Property Services and coroners' case files projects. With the Property Services project, over the quarter as a whole, 3,385 files have been appraised and 82 linear metres destroyed; the retention rate is approximately 20%. In addition, records management destructions this quarter have freed up 62 linear metres of space.</p>						A
KPI CHL2	Appraise and deaccession redundant items, and optimise storage. [London Metropolitan Archives]	1000m of shelves cleared	Q1 78.5m	Q2 48.8m	Q3 383.15m	A
						G

<p>Objective CHL3: To explore and exploit opportunities to support and promote London’s communities, collections and heritage.</p> <p>Q1 - 9,841 attendees to the Guildhall Library events and exhibitions programme. Q2 – 6,964 attendees to the Guildhall Library events and exhibitions programme. Q3 – 8,395 attendees to the Guildhall Library events and exhibitions programme.</p>						
<p>KPI CHL3</p>	<p>To achieve a per annum increase of 20% in audiences to events, exhibitions, workshops and talks. (Base average figure revised from 700 to 4,000*).</p> <p>[Guildhall Library]</p> <p><i>*In this reporting year, a separate gate counter was installed in the John Stow/Exhibition room. This has provided statistics for the number of visitors to that room which was not possible before. The figures have indicated that the base average figure of 700 is too low and this has now been revised accordingly.</i></p>	<p>20% p.a.</p>	<p>Q1 Event figures: 1,483 Exhibition figures: 8,143 Visiting group figures: 215 Total: 9,841 1,300+ % increase</p>	<p>Q2 Event figures: 1,506 Exhibition figures: 5,228 Visiting group figures: 230 Total: 6,964* 45% + increase *[Includes 110 extra visitors to Open House.]</p>	<p>Q3 Event figures: 891 Exhibition figures: 7,082 Visiting group figures: 422 Total: 8,395 109% increase</p>	<p>G</p>
						<p>G</p>

<p>Objective CHL4: To develop and promote the departmental E-offering.</p> <p>Q1 – 6 new E-initiatives created and implemented. Q2 – 4 new E-Initiatives created and implemented</p> <p>Q3 – 4 new E-Initiatives created and implemented</p> <ol style="list-style-type: none"> 1) Introduction of Lilitab technology for EDS searching in GHL and CBL 2) Chrome rolled out as the default browser to all sites 3) CBL ebooks 4) GHL Broadsides collection photographed and Pinterest board created 						
KPI CHL4	Initiate 1 new E-initiative each quarter [Information Services Section]	4 e-initiatives per annum	Q1 6 e-initiatives created and implemented.	Q2 4 e-initiatives created and implemented.	Q3 4 e-initiatives created and implemented as above.	G
<p>Objective CHL5: To support the business community by developing a schedule of Advice Clinics.</p> <p>Q1 – One clinic run during this quarter. Three more are scheduled. Q2 – Three clinics run during this quarter. Q3 – Six clinics run during this quarter.</p>						
KPI CHL5	To provide a minimum of 10 day clinics [City Business Library]	20%	Q1 1	Q2 3	Q3 6	G
<p>Objective CHL6: To support local SMEs by organising a programme of themed day events relating to international trading.</p> <p>Q1 - 1 during this quarter (Doing Business in India). Further dates are scheduled. Q2 – 2 during this quarter (Russia and Turkey). A further 3 sessions booked with speakers. Q3 – 2 during this quarter (China, India,). A further 3 sessions booked.</p>						

KPI CHL6	To deliver a minimum of 8 sessions working chiefly with BRIC & MINT countries [City Business Library]	8	Q1 1	Q2 2	Q3 2	G
<p>Objective CHL7: Consolidate and extend partnership working to improve the range and quality of services offered.</p> <p>Q1 – 20 partnerships achieved. Q2 – 14 partnerships achieved.</p> <p>Q3 – 19 partnerships achieved:</p> <ol style="list-style-type: none"> 1. With public health partners, four Health MOTs hosted, meetings to develop the proposed Health Library and Dementia Implementation Group meeting attended 2. Wardmote to be held at Shoe Lane in March 15 – partnership with Member Services 3. Partnership with City Police to host “Prevent” sessions for City firms in Shoe Lane Library 4. Partnership with <i>Black History Walks and Talks</i> for an interactive talk at Barbican Library to celebrate Black History Month 5. Barbican Library Community Orchestra event in partnership with Fun Palaces. 20 participants. 6. Partnership with City of London Adult Learning: a weekly Speaking English with Confidence drop-in conversation club is to start January 2015. 7. Creative writing workshop in partnership with Authors Abroad. 24 participants from local schools. 8. Display to promote the STA and their annual conference, carried out in partnership with the Society of Technical Analysts. Further partnership work with the STA to re-evaluate the long-standing agreement we have with them, to look at a way of accurately recording the STA collection and to be officially commissioned to host and develop the library for a commissioning fee is currently underway. 9. Health event (Maintain good feelings) in partnership with Nerea San Jose 10. Partnership with London Councils - Freedom Pass support (library staff training received & cascaded) to support online renewal of passes in City Libraries 11. Education Strategic Partnership meeting 26.11.14 12. New partnership with Sainsburys – they have offered staff as volunteers for events at Shoe Lane Library. 13. Transport for London will be using Shoe Lane to deposit information on the Bank Station upgrades 14. Collaborated with Fusilier Museum London to host a Music Library exhibition <i>Voices from the Front</i> : a Personal Account of the Great War Opening event was a dance performance facilitated by members of the Laban Guild for Movement and Dance 15. Solo Traveller – new partnership that provided a talk and slide show on travel tips. 16. New partnership with Lloyds Banking Group who provided Barbican Library with 6 volunteers who gave IT help to the public in the library 17. New Portsoken gardening Club – Grant-aided through Community First, and centred on The Green Box. 18. Children’s Library staff provided storytelling at the Golden Lane Community Centre Christmas Fair. 19. Author event with author Kim Newman. Partner Kim Newman, Palgrave Publishers and Camden Lock Books 						G

KPI CHL7	Minimum of 20 partnership projects/services delivered. [Barbican & Community Libraries]	20 40 minimum	Q1 20 projects	Q2 14 projects	Q3 19 projects (as above)	G
NOTE	Although we have achieved both the initial and raised target numbers for this KPI, the "consolidation" aspect will take the rest of the year to complete.					
Objective CHL8: To build on our e-strategy for books and e-commerce.						G
Q1 – 1,707 downloads from 4,255 items in stock.						
Q2 – 2,005 downloads from 4,785 items in stock.						
Q3 – 1,931 downloads from 5,090 items in stock.						
KPI CHL8	6,000 e-loans/downloads. [Barbican & Community Libraries]	6,000 p.a.	Q1 1,707 downloads	Q2 2,005 downloads	Q3 1,931 downloads	G
Objective CHL9: To develop and improve the educational offering at attractions within the VDS division and to successfully launch the Bridge Master's Learning Centre.						G
Q1 – On target. Progress to date includes the completion of focus groups and consultation activities for the Bridge Master's Learning Centre and the learning programme. Phase 1 development of the Learning Centre is also complete. For the formal learning programme, the team are ahead of schedule in finalising three unique workshops, which in combination will become the standard formal learning 'product' offered at Tower Bridge. Additional work undertaken includes a new partnership setup with the community engagement group (The Reader Organisation). The Learning Team has also identified opportunities for aligning the Learning offering at Tower Bridge with UK-wide initiatives such as the Big Draw and National Science and Engineering week. The Learning Team is also assisting with the development of a new Education programme for the Heritage Gallery and in planning a programme of outreach family learning sessions for Keats House.						
Q2 – All piloting and consultation has been completed. Despite the fact that the learning programme has not yet launched, it is positive that 11 uses of the Bridge Master's Learning Centre have been facilitated in Q2 for learning and						

<p>community engagement groups.</p> <p>It should also be noted that the number of uses of the Learning Centre does not in isolation define the level of engagement with school groups – due to the access limitations of the facility combined with the locations and needs of certain schools, the learning programme has been piloted also as part of outreach programmes at school sites in the first half of the financial year and this type of work will grow in scope following the launch.</p> <p>Q3 – The schools programme launched officially on 14 October 2014, with three Key Stage 2 workshops, focusing on local history and STEM provision. The launch event was attended by local teachers and heritage learning professionals and offered teachers the opportunity to sample the workshops available, as well as to view the Bridge Master's Learning Centre (BMLC).</p> <p>A lunch-time shared reading group, developed in partnership with The Reader Organisation, has been in place since November. Taking place in the BMLC, it is run by the Education & Marketing Assistant, and is steadily building a core membership of local professionals and residents. Ours is unique amongst The Reader Organisation's shared reading groups, as others take place in libraries and other community settings, which have a ready-made audience.</p> <p>The BMLC has now played host to 39 school and community group sessions.</p>						
KPI CHL9	To achieve 50 Group bookings at the Bridge Master's Learning Centre. [Tower Bridge]	50 bookings p.a.	Q1 12 including schools and community engagement groups	Q2 23 including schools and community engagement groups (cumulative)	Q3 39 including schools and community engagement groups (cumulative)	G
<p>Objective CHL10: To successfully launch the Glass Walkways feature at Tower Bridge Exhibition to enhance the tourism and events business.</p> <p>Q1 – The planning stage for the installation of the glass Walkways feature has run to schedule (City Surveyor). In terms of launching and enhancing the new feature (within the control of CHL) this is also progressing to schedule: the dedicated marketing plan has been finalised and a part-time Creative Project Manager has been recruited. Research and design for</p>						
						G

<p>complementary content has been carried out throughout June and the newly contracted PR company has been mobilised in relation to the glass flooring project, with progress reported regularly at the Glass Flooring Implementation meetings.</p> <p>Q2 – Following a change in the major contractor and the project transferring to the responsibility of the Department of the Built Environment, the glass flooring project has proceeded on schedule, with the first walkway due for launch to the public on 10 November and the second launching on 1 December. A number of promotional activities have been planned in alignment with this, including a press breakfast briefing, a launch reception on 18 November, a targeted programme of advertising, publicity endeavours and an entirely new website for the Bridge. Mitigation actions have been undertaken for both the tourism and the events business while each walkway is closed for installation works, and the complementary content for the new feature, including a light-box exhibition and state-of-the-art digital content are progressing to schedule also.</p> <p>Q3 – The new feature launched to schedule on 10 November 2014 to exceptional levels of publicity, with at least a half page and photo in every national newspaper on 11 November and further high-profile international coverage thereafter. The complementary content for the exhibition and the stand-alone marketing plan was executed within this period, including the new state-of-the-art website for Tower Bridge. The second glass floor in the East Walkway was also launched to schedule on 1 December.</p> <p>Business performance at the Bridge has been consistently and significantly above target since the launch of the new feature, with visitor figures for November and December at 54% above target and 55% compared against the same period for 2013/14.</p>						
KPI CHL10	To achieve the 2014/15 visitor income target for tourism. [Tower Bridge]	£3,637,000	Q1 £1,125,710 (108%)	Q2 £2,436,108 (111%) (cumulative)	Q3 £3,724,366 (122%) (cumulative)	G

Corporate Service Response Standards

	Description	Target	Q1 result	Q2 result	Q3 result	Rating
SRS C	Emails to all published (external facing) email addresses to be responded to within 1 day	100%	100%	100%	66.7%	Red
SRS D	Full response to requests for specific information or services requested via email within 10 days	100%	75%	100%	80%	Amber
SRS E	Telephone calls picked up within 5 rings/20 seconds	90%	93.7%	93.3%	92.5%	Green
SRS F	% of calls answered by voicemail	<10%	6.6%	7.1%	5.1%	Green
NOTES	<ul style="list-style-type: none"> • SRS A and SRS B are not applicable for Culture Heritage & Libraries Department. • SRS C and D were against a small sample of 5 emails. 					

This page is intentionally left blank

Department of Culture Heritage and Libraries Local Risk Revenue Budget - 1st October - 31st December 2014
(Income and favourable variances are shown in brackets)

Appendix B)

	Latest Approved Budget 2014/15 £'000	3 months to 31st December 2014			Forecast for the Year 2014/15			Note
		Budget Quarter 3 £'000	Actuals Quarter 3 £'000	Variance Quarter 3 £'000	LAB £'000	Forecast Outturn £'000	Over / (Under) £'000	
Culture, Heritage and Libraries (City Fund)								
Guildhall Library and Bibliographical Services	882	221	228	7	882	882	0	
City Business Library	545	136	146	10	545	545	0	
Barbican and Community Libraries	1,656	414	434	20	1,656	1,656	0	
Artizan Street Community Centre and Library	223	56	39	(17)	223	223	0	
Central Management of Culture Heritage and Libraries	783	196	191	(5)	783	783	0	
Guildhall Art Gallery	384	96	105	9	384	384	0	
London Metropolitan Archives	2,050	513	542	29	2,050	2,050	0	
City Records Services	1,064	266	265	(1)	1,064	1,064	0	
Visitor Services and City Information Centre	735	184	182	(2)	735	735	0	
	8,322	2,081	2,132	51	8,322	8,322	0	
Culture, Heritage and Libraries (City's Cash)								
Keats House	196	49	52	3	196	196	0	
Monument (City Cash)	(144)	(36)	(28)	8	(144)	(144)	0	
	52	13	24	11	52	52	0	
Culture, Heritage and Libraries (Bridge House Estates)								
Tower Bridge Tourism	(568)	(142)	(315)	(173)	(568)	(918)	(350)	1
	(568)	(142)	(315)	(173)	(568)	(918)	(350)	
Total Culture, Heritage and Libraries Committee	7,806	1,952	1,841	(111)	7,806	7,456	(350)	
Total Planning and Transportation Committee	1,478	370	373	3	1,478	1,478	0	
Total Culture, Heritage and Libraries Committee - City Surveyors	97	24	30	6	97	97	0	
TOTAL DIRECTOR OF CULTURE, HERITAGE AND LIBRARIES LOCAL RISK	9,381	2,346	2,244	(102)	9,381	9,031	(350)	

Notes:

1. The main reason for the income surplus is due to income targets being exceeded at Tower Bridge following the opening of the Glass Walkways. Note that the Walkways capital project will be part-funded from any local risk year end surplus.

Department of Culture Heritage and Libraries Local Risk Revenue Budget - 1st October - 31st December 2014 Appendix B(ii)

(Income and favourable variances are shown in brackets)

	Latest Approved Budget 2014/15 £'000	3 months to 31st December 2014			Forecast for the Year 2014/15			Note
		Budget Quarter 3 £'000	Actuals Quarter 3 £'000	Variance Quarter 3 £'000	LAB £'000	Forecast Outturn £'000	Over / (Under) £'000	
Planning and Transportation (Bridge House Estates)								
Tower Bridge Operational	1,478	370	373	3	1,478	1,478	0	
Total Planning and Transportaion Committee	1,478	370	373	3	1,478	1,478	0	
TOTAL PLANNING AND TRANSPORTATION COMMITTEE LOCAL RISK	1,478	370	373	3	1,478	1,478	0	

Department of Culture Heritage and Libraries Local Risk Revenue Budget - 1st October - 31st December 2014

Appendix B (iii)

(Income and favourable variances are shown in brackets)

	Latest Approved Budget 2014/15 £'000	3 months to 31st December 2014			Forecast for the Year 2014/15			Note
		Budget Quarter 3 £'000	Actuals Quarter 3 £'000	Variance Quarter 3 £'000	LAB £'000	Forecast Outturn £'000	Over / (Under) £'000	
City Surveyor (City Fund)								
Lower Thames Street - Roman Bath	9	2	1	(1)	9	9	0	
	9	2	1	(1)	9	9	0	
City Surveyor (City's Cash)								
Mayoralty and Shrievalty	88	22	29	7	88	88	0	
	88	22	29	7	88	88	0	
TOTAL CULTURE, HERITAGE AND LIBRARIES COMMITTEE LOCAL RISK	97	24	30	6	97	97	0	

Notes: Page 57

This page is intentionally left blank

Capital Projects - Quarter 3, 2014-15 update

Planning Ahead - The following Culture Heritage & Libraries projects will require around £4.048M of capital expenditure in the next 5 years.

Brief description of potential project	Estimated cost	Expended Prior to 31 December 2014	Indicative source of funding	Indicative timetable for project
Guildhall Art Gallery – Heritage Gallery – construction	£612k	£510k	City's Cash	Work started in February 2014; opening in September 2014 however later closure over Christmas 2014 and works to complete 2015
London Metropolitan Archives - The renewal of the roof	£1,375-£1,725K; part of 20-yr plan	£16k	City Fund / General Revenue Reserves	Planned to begin Summer 2015
Tower Bridge – Glass Walkways	£960K	£339k	Bridge House Estates	Works substantially complete.
Lord Mayor's Show Historic Carriages	£751,100	£173k	City's Cash	Phased programme to be determined.

This page is intentionally left blank

Agenda Item 7

Committee: Culture, Heritage and Libraries Committee	Date: 2 March 2015
Subject: Terms of Reference and Frequency of Meetings of the Culture, Heritage and Libraries Committee	Public
Report of: Town Clerk	For Decision

Summary

1. As part of the post-implementation review of the changes made to the governance arrangements in 2011, it was agreed that all Committees/Boards should review their terms of reference annually. This will enable any proposed changes to be considered in time for the reappointment of Committees by the Court of Common Council.
2. The current terms of reference of the Culture, Heritage and Libraries Committee are attached as an appendix to this report for your consideration.

Recommendations

1. That, subject to any comments, the Terms of Reference of the Culture, Heritage and Libraries Committee be approved for submission to the Court, as set out in the appendix.
2. The Committee are asked to consider the frequency of their meetings going forward; i.e. 6 meetings a year.

Appendix:

Current Terms of Reference of the Culture Heritage and Libraries Committee.

Contact:

Julie Mayer

Telephone: 020 7332 1410

Email: julie.mayer@cityoflondon.gov.uk

This page is intentionally left blank

WOOLF, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 1st May 2014, doth hereby appoint the following Committee until the first meeting of the Court in April, 2015.
--------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CULTURE, HERITAGE & LIBRARIES COMMITTEE

1. **Constitution**
A Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - up to 31 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides) or Side of Ward
 - the Chairman of the Board of Governors of the Guildhall School of Music & Drama (ex-officio)
 - the Chairman of the Barbican Centre Board (ex-officio)

2. **Quorum**
The quorum consists of any nine Members.

3. **Membership 2014/15**

ALDERMEN

- 1 Sir Roger Gifford
- 2 William Russell

COMMONERS

4	Barbara Patricia Newman, C.B.E.	Aldersgate
2	Jeremy Paul Mayhew, M.A., M.B.A.	Aldersgate
4	Sylvia Doreen Moys	Aldgate
1	Kenneth Edwin Ayers, M.B.E., Deputy	Bassishaw
2	Jamie Ingham Clark	Billingsgate
2	Wendy Marilyn Hyde	Bishopsgate
4	William Harry Dove, M.B.E., J.P., Deputy	Bishopsgate
2	Dr Giles Robert Evelyn Shilson, Deputy	Bread Street
1	John Richard Owen-Ward, M.B.E., Deputy	Bridge and Bridge Without
4	John George Stewart Scott, J.P.	Broad Street
4	Kevin Malcolm Everett D.Sc.	Candlewick
2	Graham David Packham	Castle Baynard
3	Henrika Johanna Sofia Priest	Castle Baynard
4	Ann Marjorie Francescia Pembroke	Cheap
2	Michael John Cassidy, C.B.E., Deputy	Coleman Street
4	Mark John Boleat	Cordwainer
2	The Revd. Stephen Decatur Haines, M.A, Deputy	Cornhill
4	Vivienne Littlechild, J.P.	Cripplegate
4	Stephen Douglas Quilter, B.Sc.(Hons)	Cripplegate
2	Mark Raymond Peter Henry Delano Wheatley	Dowgate
4	Richard David Regan, Deputy	Farringdon Within
4	Anthony Noel Eskenzi, C.B.E., D.Sc., Deputy	Farringdon Within
2	Emma Charlotte Louisa Price	Farringdon Without
1	Paul Nicholas Martinelli	Farringdon Without
2	Judith Lindsay Pleasance	Langbourn
4	Dennis Cotgrove, B.A.	Lime Street
4	Delis Regis	Portsoken
4	Alastair John Naisbitt King, M.Sc, Deputy	Queenhithe
2	Gerald Albert George Pulman, J.P., Deputy	Tower
4	Tom Hoffman	Vintry
2	Lucy Roseanne Frew	Walbrook



4. **Terms of Reference**

To be responsible for:-

- (a) the City Corporation's activities and services in the fields of culture, heritage and visitors including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
- (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service;
- (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
- (d) the appointment of the Director of Culture, Heritage and Libraries;
- (e) the management and maintenance and, where appropriate, furnishing the City Information Centre, the Monument, the Roman Baths (Lower Thames Street) and the visitor and events elements of Tower Bridge;
- (f) matters relating to the City's obligations for its various benefices;
- (g) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriff's Chariots and State Harness;
- (h) cart marking;
- (i) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
- (j) overseeing the City's Miscellaneous Arts and Related Initiatives Budget, including any individual funding requests above £2,000, annual budget requests and any future review of the fund;
- (k) the management of Guildhall Library Centenary Fund (registered charity no. 206950);
- (l) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
- (m) responsibility for the production and publication of the official City of London Pocketbook;
- (n) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
Benefices
Keats House

Borradell

Committee:	Date:
Culture, Heritage and Libraries Committee	2 nd March 2015
Subject: Membership of the Benefices Sub Committee	Public
Report of: Town Clerk	For Decision

Summary

The purpose of this report is to ask Members of the Culture, Heritage and Libraries Committee to consider succession planning for the future membership of the Benefices Sub Committee, by seeking nominations from all Members of the Court of Common Council.

The Terms of Reference of the Sub Committee are: *'to consider matters relating to the City's obligations for its various Benefices'* and this largely relates to the City of London Corporation's right as Patron to present (appoint) Clergy to a Benefice (ecclesiastical office).

Members are also asked to note The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987, which seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to a responsible person who is an actual Communicant Member of the Church of England or of a church in communion with it.

Therefore, on receiving notice of a vacancy, the City of London Corporation, as patron, is required to appoint an individual who is willing and able to make the declaration of membership and act as its representative to discharge its functions as registered patron. In practice, the Chairman of the Sub-Committee, being a person able and willing to make the declaration, is usually appointed as the City of London Corporation's representative and this practice has worked well.

Members are therefore asked to give consideration to succession planning when seeking nominations to the Benefices Sub Committee. By widening the field of nominees, there will a greater opportunity to build a pool of Members who would be able and willing to make the declaration and therefore eligible to be appointed as the City's representative should the need arise.

Recommendation, that:

The Culture, Heritage and Libraries Committee canvass all Members of the Court of Common Council in order to seek nominations for membership of the Benefices Sub Committee.

Main Report

Background

1. At its meeting on 26 January 2015, members of the Culture, Heritage and Libraries Committee agreed to waive Standing Order 18 (6) (c); so that the Chief Commoner/existing Chairman of the Benefices Sub Committee could be considered for re-election as Chairman of the Benefices Sub Committee.
2. This Sub Committee comprises 6 Members; 4 being appointed by the Grand Committee and the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee are appointed as ex-officio members.
3. The Terms of Reference of the Sub Committee are '*to consider matters relating to the City's obligations for its various Benefices*'; this largely relates to the City of London Corporation's right as Patron to present (appoint) Clergy to a Benefice.

Current Position

4. Members are asked to note that the Patronage (Benefices) Measure 1986 states that *where the registered patron of a benefice is a body corporate or unincorporate (as is the case with the City) then, on receiving notice of a vacancy in the benefice under the Measure, that body is required to appoint an individual who is able and willing to make a 'declaration of membership', i.e. declaring that he or she is an actual communicant member of the Church of England etc., or is a clerk in Holy Orders, to act as its representative to discharge in its place the functions of a registered patron.* The Patronage (Benefices) Rules 1987 prescribe the forms to be used by the registered patron.
5. The above rules seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to those who are 'actual' Communicant Members of the Church of England or of a church in communion with it and appointment of Members to this Sub-Committee are made in the light of this.
6. The Comptroller and City Solicitor has been consulted in the preparation of this report.

Options and proposals

7. On receiving notice of a vacancy in a benefice it is the practice of the Sub-Committee to appoint, as the City's representative, the Chairman of the Benefices Sub Committee; ie being an individual who is able and willing to make the necessary declaration of Membership, as set out above.
8. It is within the gift of Grand Committees to widen the scope for nominations to their Sub Committees, to all Court Members, in order to accommodate specialist skills or requirements. Members of the Culture, Heritage and Libraries Committee are therefore asked to consider extending an invitation to all Court Members, when seeking nominations to the Benefices Sub Committee. It is likely that this would increase the pool of people willing

and able to make the declaration, and therefore eligible to be appointed to discharge the City's functions as patron consistent with the above Measure.

Conclusion

9. Members of the Culture, Heritage and Libraries Committee are therefore asked to give consideration to succession planning when seeking nominations to the Benefices Sub Committee, by extending an invitation to all Court Members. By widening the pool of nominees, there will a greater opportunity to build a pool of Members able and willing to fulfil the 'Declaration of Membership', should the need arise.

Julie Mayer
Town Clerk's
020 7 332 1410
Julie.Mayer@cityoflondon.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank