

## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 24 October 2016

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Guildhall on Monday, 24 October 2016 at 11.00 am

### Present

#### Members:

Vivienne Littlechild (Chairman)	Deputy Alastair King
Graham Packham (Deputy Chairman)	Jeremy Mayhew
Mark Boleat	Sylvia Moys
Keith Bottomley	Barbara Newman
Dennis Cotgrove	Ann Pembroke
Anne Fairweather	Stephen Quilter
Alderman Sir Roger Gifford	Deputy Richard Regan
Alderman Alison Gowman	Jeremy Simons
Deputy the Revd Stephen Haines	Mark Wheatley
Graeme Harrower	
Tom Hoffman	
Wendy Hyde	
Deputy Jamie Ingham Clark	

#### In Attendance

Caterina Loriggio

#### Officers:

David Pearson	-	Director of Culture, Heritage and Libraries
Nick Bodger	-	Culture, Heritage and Libraries Department
Christopher Earlie	-	Culture, Heritage and Libraries Department
Margaret Jackson	-	Culture, Heritage and Libraries Department
Sara Pink	-	Culture, Heritage and Libraries Department
Vicky Carroll	-	Culture, Heritage and Libraries Department
Andrew Buckingham	-	Public Relations Department
Steven Chandler	-	City Surveyor's Department
Paul Monaghan	-	Department of the Built Environment
Julie Mayer	-	Town Clerk's

#### 1. APOLOGIES

Apologies were received from Deputy John Absalom, Deputy John Bennett, Deputy Billy Dove, Ann Holmes, Stuart Fraser, Paul Martinelli, Judith Pleasance, Delis Regis, Deputy Dr Giles Shilson and Deputy John Tomlinson.

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

Alderman Gifford declared a general non-pecuniary interest in respect of agenda item 17 (Remodelling of the City of London Festival) by virtue of his position as a Trustee of the City Music Foundation.

### 3. **MINUTES**

The public minutes and non-public summary of the meeting held on 11 July 2016 were approved.

#### **Matters arising**

Members remained concerned about the performance of some of the City of London Corporation's IT systems and, particularly, the potential impact on the City's cultural attractions. Members noted that IT was the subject of on-going improvements and the Finance Committee would shortly be receiving a report recommending significant future investment. Whilst welcoming this, the Chairman suggested that Members continue to raise the profile of IT issues within their various service committees, so their concerns could be minuted. The Chairman of the IS Sub Committee, also a Member of this Committee, confirmed the proposed enhancements and agreed to provide Members with an update at the next meeting.

### 4. **BUSINESS PLAN 2016-19 - QUARTER 1 MONITORING REVIEW**

The Committee received a report of the Director of Culture, Heritage and Libraries, which set out the Business Plan progress made in Quarter 1 against the key objectives and performance indicators in the Department's Business Plan for 2016-19.

Members noted some very good developments and all items were either on track or 'green'. During the discussion, the following points were highlighted:

- Members thanked Sara Pink for the publication of '*City of London Timeline*', which is now available.
- The repairs to Keats Library would be the subject of a future report to the Projects Sub Committee.
- CHL Visitor staff appreciate the opportunity to work at both the Guildhall and Tower Bridge sites as it widens their experience. Members noted that charging would continue to be apportioned appropriately.
- The Chairman thanked Vicky Carroll and Frankie Kubicki for their recent success with '*OMG Keats!*' Frankie Kubicki had also appeared on BBC 1's '*One Show*'.
- Staff at Tower Bridge were congratulated for receiving the '*Sandford Award*' and the Chairman drew Members attention to their commendation, which was set out in the report. The Chairman asked for the Chairman of the Education Board to be notified.
- The City Surveyor's Department was considering the long term future of the LMA building (for which the lease expires in 2035), in tandem with the LMA's digitisation plans. Members noted that the Projects Sub Committee would receive a report in November this year.

- The relocation of the Museum of London, as part of the Cultural Hub's proposals, was still under consideration but officers could not be more specific at this stage.

RESOLVED, that:

1. The progress shown against Key Objectives, KPIs and Corporate Service Standards be noted.
2. The financial information and Capital Projects spend to date be noted.

5. **DEPARTMENTAL RISK REPORT - QUARTER 2 - 2016/17**

The Committee received a report of the Director of Culture, Heritage and Libraries, in respect of the departmental risk register, which had been produced to provide Members with assurance that satisfactory risk management procedures were in place, which also met the requirements of the Corporate Risk Management Framework.

RESOLVED, that – the contents of the report and the identified actions to monitor and manage effectively the risks arising from operations in the Culture, Heritage and Libraries Committee be noted.

6. **CULTURE, HERITAGE AND LIBRARIES CHRISTMAS CARD**

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of the Departmental Christmas card, which was produced annually, with profits paid to the Lord Mayor's Appeal. Given that numbers produced and sales generated had fallen in recent years, reflecting wider social trends, the report recommended that the tradition should now cease.

RESOLVED, that:

1. Production of a printed Christmas Card cease from 2016 onwards.
2. Authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee to consider the feasibility of an electronic Christmas Card.

7. **APPROVAL OF ARTS COUNCIL OF ENGLAND ACCREDITATION DOCUMENTATION FOR GUILDHALL ART GALLERY**

The Committee considered a report of the Director of Culture, Heritage and Libraries which sought approval of the Arts Council of England accreditation documentation for the Guildhall Art Gallery, which is required once every three years.

RESOLVED, that:

1. The Gallery Forward Plan be approved;
2. The Gallery's Collections Development Policy be approved;

3. The Gallery's Conservation and Collections Care Policy be approved;
4. The Gallery's Documentation Policy be approved; and
5. The Gallery's Access Policy be approved.

8. **APPROVAL OF ARTS COUNCIL OF ENGLAND ACCREDITATION DOCUMENTATION FOR KEATS HOUSE**

The Committee considered a report of the Director of Culture, Heritage and Libraries which sought approval of the Arts Council of England accreditation documentation for Keats House, which is required once every three years.

Members noted that Hampstead Heath Ponds was no longer a threat as it had been mitigated successfully.

RESOLVED, that:

1. Keats House Forward Plan be approved;
2. Keats House Collections Development Policy be approved;
3. Keats House Conservation and Collections Care Policy be approved;
4. Keats House Documentation Policy be approved; and
5. Keats House Access Policy be approved.

9. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of recommendations from the City Arts Initiative, which met on 16 September.

RESOLVED, that:

1. The monitoring and evaluation headlines relating to the BFG: Dream Jar Trail be noted.
2. The City Arts Initiative's recommendations in relation to the following proposals be ratified, as follows:
  - a. **Global Street Art:** approve subject to a suitable brief being developed and approved by the CAI
  - b. The **Coppa Club Commission:** reject on the grounds that the structure is too large for the space and will obscure and diminish a key approach view to the Tower of London World Heritage Site
  - c. **The Welsh Dragon:** approve the October dates subject to no advertising appearing on or near the structure and a suitable site being identified; and reject the November dates on the grounds that visitors to World Travel Market do not begin, break or end their journey to the exhibition from City locations.

10. **DEVELOPING THE PUBLIC EVENTS PROGRAMME FOR GUILDHALL YARD AND PROMOTING USE BY CITY WORKERS**

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of the public events programme for Guildhall Yard and promoting its use by City workers.

During the discussion the following items were highlighted:

- A Member felt that signage had been poor at some events and another suggested better co-ordination when events in the Yard are likely to disrupt Committee meetings. Officers agreed to feed these comments back to the Remembrancer.
- Members noted that the Department of Culture, Heritage and Libraries retains responsibility for the public programming, with security being recharged by the City Surveyor's Department. Members also noted that particular events might need additional resources.

RESOLVED, That:

- A sum of £20,000 be ring-fenced, from within the budget for the new City of London Festival Model, to deliver events for the Yard, complementing one another's programmes.
- Authority be delegated to the Director of Culture, Heritage and Libraries to approve event content, in consultation with the Remembrancer, Chief Commoner and/or Director of Communications, as appropriate, should any element of reputational (or other) risk be anticipated, but always informing the Remembrancer of all plans;
- A total number of 12 days throughout the year and a further block of 10 days in August be allocated to the Director of Culture, Heritage and Libraries, exclusively for the purpose of public events and with specific dates agreed in January, for the budget year April to March, and in October for the following summer; thereby precluding other activity on these days, noting the impact this is likely to have on letting income for the Guildhall complex;
- Chairs to be locked and stored in the Yard, in a space identified by the City Surveyor, and agreed with the Remembrancer.

11. **GREAT FIRE 350 - TOP LINE FINDINGS**

The Committee received a report of the Director of Culture, Heritage and Libraries which provided headline results for the Great Fire 350 Programme. The Chairman thanked all staff for their contribution to a very complex but successful project. Members noted that some Culture, Heritage and Libraries staff had been on duty until 10.30pm on each day and particularly commended Nick Bodger and the Highways Team.

RESOLVED, that – the report be noted.

12. **TOWER BRIDGE REPLACEMENT OF HEATING SYSTEM SERVING THE HIGH LEVEL WALKWAYS AND TOWERS**

The Committee received a report of the Director of Culture Heritage and Libraries in respect of the replacement of the heating system servicing the high level walkways and towers at Tower Bridge. Members noted that the report had been approved by the Projects Sub Committee on 7<sup>th</sup> September 2016.

Members noted that the works had been essential, as some parts of the system were 30 years old and the enhancements would align with tourists' expectations. Works to re-insulate the walkways and towers had been deferred, due to the re-decking works and had been designed in order to complement each other.

RESOLVED, that – the report be noted.

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

There were no questions.

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

There were no items.

15. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**Item No.**

**Paragraph No.**

16 - 25

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16. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 11<sup>th</sup> July 2016 were approved.

17. **MODELLING A SUCCESSOR TO THE CITY OF LONDON FESTIVAL**

The Committee considered and approved a report of the Director of Culture, Heritage and Libraries.

18. **TOWER BRIDGE REDECKING - AUTHORITY TO START WORK - GATEWAY 5**  
The Committee received a report of the Director of the Built Environment.
19. **TOWER BRIDGE PRICING REVIEW FOR 2017/18**  
The Committee considered and approved a report of the Director of Culture, Heritage and Libraries.
20. **GUILDHALL ART GALLERY EXHIBITION PLAN**  
The Committee considered and approved a report of the Director of Culture, Heritage and Libraries.
21. **ISSUE REPORT: TRANSFORMATION OF SHOE LANE LIBRARY**  
The Committee received a report of the Director of Culture, Heritage and Libraries.
22. **AGREEMENT WITH AN EXTERNAL PROVIDER FOR ONLINE GENEALOGICAL SERVICES**  
The Committee considered and approved a report of the Director of Culture, Heritage and Libraries.
23. **CITY INFORMATION CENTRE (CIC) - STATUS REPORT AND ANNUAL SURVEY FINDINGS 2015/16**  
The Committee received a report of the Director of Culture, Heritage and Libraries.
24. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
25. **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.

**The meeting ended at 12.35**

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Chairman

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