



Culture, Heritage and Libraries Committee

Date: MONDAY, 6 FEBRUARY 2017
Time: 11.00 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Vivienne Littlechild (Chairman)	Deputy Jamie Ingham Clark
Graham Packham (Deputy Chairman)	Paul Martinelli
Deputy John Absalom	Jeremy Mayhew
Deputy John Bennett	Sylvia Moys
Peter Bennett	Barbara Newman
Mark Boleat	Ann Pembroke
Keith Bottomley	Judith Pleasance
Dennis Cotgrove	Stephen Quilter
Deputy Kevin Everett	Deputy Richard Regan
Anne Fairweather	Delis Regis
Stuart Fraser	Deputy Dr Giles Shilson
Alderman Sir Roger Gifford	Jeremy Simons
Alderman Alison Gowman	Deputy John Tomlinson (Ex-Officio Member)
Deputy the Revd Stephen Haines	Mark Wheatley
Graeme Harrower	
Tom Hoffman	
Ann Holmes	
Wendy Hyde	

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 5th December 2016.

For Decision
(Pages 1 - 8)
4. **TERMS OF REFERENCE AND FREQUENCY OF MEETINGS**
Report of the Town Clerk.

For Decision
(Pages 9 - 12)
5. **APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES**
A Resolution from the Policy and Resources Committee.

For Information
(Pages 13 - 14)
6. **THE ILLUMINATED RIVER - THE STORY SO FAR**
Report of the Assistant Town Clerk and Cultural Hub Director.

For Information
(Pages 15 - 18)
7. **THE ILLUMINATED RIVER: OVERVIEW OF WINNING DESIGN**
A presentation by Sarah Gaventa, Director – Illuminated River

For Information
8. **DRAFT DEPARTMENTAL BUSINESS PLANS**
Joint report of the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk and Cultural Hub Director.

For Decision
(Pages 19 - 28)
9. **LONDON METROPOLITAN ARCHIVES: DIGITAL TRANSFORMATION UPDATE**
Report of the Assistant Town Clerk and Cultural Hub Director.

For Information
(Pages 29 - 34)

10. **950 YEARS OF LONDON'S ARCHIVES: A PROGRAMME OF EVENTS FOR 2017**
Report of the Assistant Town Clerk and Cultural Hub Director.

For Information
(Pages 35 - 38)
11. **BARBICAN AND COMMUNITY LIBRARIES SERVICES FOR CHILDREN AND FAMILIES**
Report of the Director of Community and Children's Services.

For Information
(Pages 39 - 50)
12. **SPECIAL EVENTS IN THE HIGHWAY**
Report of the Director of the Built Environment.

For Information
(Pages 51 - 66)
13. **FUTURE MANAGEMENT OF THE GUILDHALL CENTENARY FUND**
Report of the Assistant Town Clerk and Cultural Hub Director.

For Decision
(Pages 67 - 70)
14. **CITY ARTS INITIATIVE RECOMMENDATIONS**
Report of the Assistant Town Clerk and Cultural Hub Director.

For Decision
(Pages 71 - 76)
15. **CENTRAL GRANTS PROGRAMME - INSPIRING LONDON THROUGH CULTURE: RECOMMENDATIONS TO THE CULTURE, HERITAGE & LIBRARIES COMMITTEE**
Report of the Assistant Town Clerk and Cultural Hub Director.

For Decision
(Pages 77 - 80)
16. **DECISIONS TAKEN UNDER URGENCY/DELEGATED SINCE THE LAST MEETING OF THE COMMITTEE**
Report of the Town Clerk.

For Information
(Pages 81 - 82)
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

19. **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

20. **NON PUBLIC MINUTES**
To approve the non-public minutes of the meeting held on 5th December 2016.

For Decision
(Pages 83 - 84)

21. **LORD MAYOR'S STATE COACH - CONSERVATION AND REPAIR: ISSUE REPORT**
Report of the City Surveyor.
This report was approved by the Projects Sub Committee on 14th December 2016.

For Information
(Pages 85 - 92)

22. **LORD MAYOR'S STATE COACH: REQUEST FOR DELEGATED AUTHORITY**
Report of the City Surveyor.

For Decision
(Pages 93 - 94)

23. **TEN KEATS GROVE HAMPSTEAD - PROPOSED LICENCE RENEWAL TO KEATS COMMUNITY LIBRARY**
Report of the City Surveyor.

For Decision
(Pages 95 - 96)

24. **A STAND ALONE VISITOR CENTRE FOR THE MONUMENT - DEVELOPING THE HERITAGE AND RETAIL OFFER**
Report of the Director of Open Spaces.

For Decision
(Pages 97 - 136)

25. **EXHIBITION TEAM RESTRUCTURE - RETAIL MANAGEMENT**
Report of the Director of Open Spaces.

For Decision
(Pages 137 - 146)

26. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
27. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Confidential Agenda

28. **MINUTES**
To approve the confidential minutes of the meeting held on 5th December 2016.

For Decision

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CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 5 December 2016

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Guildhall on Monday, 5 December 2016 at 11.00 am

Present

Members:

Vivienne Littlechild (Chairman)	Alderman Alastair King
Graham Packham (Deputy Chairman)	Paul Martinelli
Deputy John Bennett	Jeremy Mayhew
Mark Boleat	Sylvia Moys
Deputy Billy Dove	Barbara Newman
Deputy Kevin Everett	Ann Pembroke
Anne Fairweather	Delis Regis
Stuart Fraser	Jeremy Simons
Alderman Sir Roger Gifford	Deputy John Tomlinson (Ex-Officio Member)
Alderman Alison Gowman	Mark Wheatley
Deputy the Revd Stephen Haines	
Graeme Harrower	
Tom Hoffman	
Ann Holmes	
Wendy Hyde	

In Attendance

Helen Marriage - Artichoke

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
Geoff Pick	-	Culture, Heritage and Libraries Department
Sara Pink	-	Culture, Heritage and Libraries Department
Mark Jarvis	-	Chamberlain's Department
Julie Mayer	-	Town Clerk's
Andrew Buckingham	-	Public Relations Office, Town Clerk's
Steven Chandler	-	City Surveyor's Department
Simon Glynn	-	Department of the Built Environment
Ian Hughes	-	Department of the Built Environment

1. APOLOGIES

Apologies were received from Deputy Jamie Ingham Clark, Judith Pleasance, Keith Bottomley, Deputy Richard Regan, Deputy Dr Giles Shilson and Deputy John Absalom.

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

- Mrs Sylvia Moys declared a non-pecuniary interest in respect of agenda item 11 (City Arts Initiative) by virtue of her position as a Governor of the City of London School.
- Deputy the Revd Stephen Haines declared a non-pecuniary interest in respect of agenda item 11 (City Arts Initiative) by virtue of his position as a Governor of the City of London School.
- Mr Tom Hoffman declared a non-pecuniary interest in respect of agenda item 13 (Special Events in March 2018) by virtue of his position as a Governor of Guy's and St Thomas' NHS Foundation Trust.
- Mr Mark Wheatley declared a non-pecuniary interest in respect of item 13 (Special Events in March 2018) by virtue of his position as an independent (non-Trustee) Director of 'Baby Fun Trading'; a company associated with Tommys.

3. **MINUTES**

The public minutes and non-public summary of the meeting held on 24th October 2016 were approved.

Matters arising

The Chairman of the IS Sub Committee, who is also a Member of this Committee, had offered to provide Members with an update on IT performance. The Chairman had submitted apologies for today's meeting but referred Members to a report being presented to the Court of Common Council on 8 December 2016, which would provide a detailed update.

4. **DRAFT MINUTES OF THE KEATS HOUSE CONSULTATIVE COMMITTEE**

The draft minutes of the meeting of the Keats House Consultative Committee held on 27 October 2016 were received.

5. **DRAFT MINUTES OF THE BENEFICES SUB COMMITTEE**

The draft minutes of the meeting of the Benefices Sub Committee held on 20 October 2016 were received.

6. **CULTURE HERITAGE & LIBRARIES BUSINESS PLAN 2016-2019 - QUARTER 2 MONITORING REVIEW**

The Committee received a report of the Director of Culture, Heritage and Libraries which set out business plan progress made in Quarter 2 against the key objectives and performance indicators in the Department's Business Plan for 2016-19.

Some Members had recently visited the City Information Centre and been very impressed with the staff and management. The Chairman advised Members that the staff had been particularly flexible during the weekend of the Great Fire Commemorations (at agenda item 10) by remaining on duty until late in the evening. Members also noted the Town Clerk's recent email in respect of a delegation from Osaka Convention Bureau, to the City Information Centre, in order to benchmark their operations ahead of preparing for the Rugby World Cup in 3 years.

RESOLVED, that – the report be noted.

7. REVENUE AND CAPITAL BUDGETS 2017/18

The Committee considered a report of the Chamberlain which presented the annual submission of the Revenue and Capital Budgets overseen by the Committee. Members were pleased to note the LMA roof repairs were considerably under budget and on time.

RESOLVED, that –

1. The provisional 2017/18 revenue budget be approved for submission to the Finance Committee;
2. The draft Capital Budget be approved;
3. the Chamberlain, in consultation with the Director of Culture, Heritage and Libraries, (or his successor), be authorised to revise these budgets to allow for any implications arising from departmental reorganisations, in particular the CHL Reorganisation report and any amendments to Corporate Projects and other reviews and changes to the Additional Works Programme.

8. GUILDHALL LIBRARY CENTENARY FUND: TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

The Committee received a report of the Chamberlain in respect of the Trustees Annual Report and Financial Statements for the Year ended 31 March 2016 for the Guildhall Library Centenary Fund, presented in the format required by the Charity Commission. Members suggested that, given this was such a small fund, they would welcome a set of proposals from officers as to its future management.

RESOLVED, that –

1. The report be noted.
2. Members receive a report at the next meeting of the Culture, Heritage and Libraries Committee as to the future management of the Guildhall Library Centenary Fund.

9. **KEATS HOUSE: TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016**

The Committee received a report of the Chamberlain in respect of the Trustees Annual report for Keats House for the Year ended 31 March 2016, presented in the format required by the Charity Commission.

RESOLVED, that – the report be noted.

10. **GREAT FIRE 350: MONITORING AND EVALUATION**

The Committee received a report of the Director of Culture, Heritage and Libraries, together with a presentation from Ms Helen Marriage of Artichoke, which provided monitoring and evaluation information in respect of the Great Fire Commemorations 350 in September 2016.

During the discussion, the following points were noted:

- 80% of visitors would not have been in London that weekend had it not been for the event.
- Artichoke commended the Planning Department for their assistance with road closures.
- Members had visited the structure when it was being built during the summer of 2016 and particularly commended the involvement of young people who had gained valuable skills and work experience. Ms Marriage agreed to chase for feedback in respect of a careers event which had been held at the Barbican in October and would confirm the number of full time jobs created as a result of the project. In respect of a question on the economic value of the event, Ms Marriage also agreed to follow this up with the Audience Agency and report back to Members.

In concluding, Ms Marriage thanked the City of London Corporation for the opportunity of working with them on such an engaging project and would very much like to work together in the future.

RESOLVED, that – the report and presentation be noted.

11. **CITY ARTS INITIATIVE RECOMMENDATIONS**

The Committee considered a report of the Director of Culture, Heritage and Libraries in respect of the recommendations of the recent meeting of the City Arts Initiative.

Members welcomed the recommendation in respect of Blackfriars Bridge Foreshore and its value in engaging with pupils from the City of London School. Members would also be willing to support similar initiatives which could involve all City of London Schools and Academies.

The Director of Culture, Heritage and Libraries advised Members of a late submission from Marie Curie for a 'garden of light'; i.e. a garden of artificial daffodils close by St Pauls, in a similar display to the 'Poppies at the Tower' in 2014. Members noted that the display would be part of an awareness campaign for cancer research, to last for 8 days in March 2017. Given that the Culture, Heritage and Libraries Committee would not meet again until 6 February 2017, the application would need to be processed between meetings in order to meet the timescales for the project. Members noted that the application had been circulated to all Members of the CAI and all of them had supported the proposal.

RESOLVED, that:

1. **Blackfriars Bridge Foreshore – hoarding commission Air Map** be approved subject to credits appearing in pavement sections only; consultation being undertaken and acknowledgement of the City of London School being clearly shown.
 2. **Marie Curie - the 'Garden of Light'** - authority be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee to progress this application.
12. **EASTERN CITY CLUSTER - PUBLIC ART (YEAR 6 & 7-9) - GATEWAY 6 - UPDATE REPORT**

The Committee considered a report of the Director of the Built Environment, which updated members on 'Sculpture in the City'. Members particularly valued this project as it showcased a lot of high quality work and commended the artists who had been working with young people.

RESOLVED, that –

1. The contents of this update report be noted.
2. The project be retained in-house for the next three years.
3. Any underspend from previous years be transferred to future years of the project.
4. The appointment and/or procurement of all services associated with the delivery of the project for years 2017-19 be approved, in accordance with Section 5 of the report.
5. Authority be delegated to the Director of Transportation and Public Realm and Head of Finance to adjust the project budget between staff costs, fees and works (and between Years 7-9), provided that the overall budget is not exceeded.

13. SPECIAL EVENTS IN MARCH 2018

The Committee considered a report of the Director of the Built Environment in respect of two applications for new half marathons to be run in March 2018. The report before Members sought their views as to whether either (or both) events should be supported. Members also noted that the final decision would lie with TfL and the Director of the Built Environment's delegated authority to close roads for special events.

Some Members raised concerns about the volume of such events in the City and the disruption to residents. In responding to the above concerns, the Director of the Built Environment advised Members that the Streets and Walkways Sub Committee, which would also be considering this report, regularly received a matrix document which managed the frequency of these events. Members also noted that, currently, the number of events expected in 2018 was relatively low and they would receive a report reviewing the events of 2016 at their next meeting in February 2017.

In concluding, Members supported option 2(a) in the report, with a clear preference to support Tommy's proposal, in accordance with the significant additional cultural benefit to the City.

RESOLVED, That:

1. Support be given to the London Landmarks Half Marathon (Tommy's) event to take place in the City (subject to detailed traffic management design, communications planning & safety assessment);
2. the City's concerns regarding the addition of further events to the event calendar in general, beyond the London Landmarks Half Marathon, be reiterated to TfL;
3. The City make it clear to TfL that should only one event be thought appropriate for this time of year, the City's clear preference would be to support the Tommy's proposal, in accordance with the significant additional benefit to the City as illustrated in the assessment matrix

14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

A Member who had recently visited Artizan Street Library and Community Centre was concerned at the lack of signage for those travelling from Bishopsgate. Members noted that signage in the City of London Corporation was being addressed as part of a wider project by the Department of the Built Environment.

The Member had also noticed an unpleasant odour from the lavatories and was concerned about the possibility of unresolved ventilation issues. The Director of Culture, Heritage and Libraries advised that there had been a history of problems since the building opened in 2012, which he had endeavoured to remedy and final works were carried out over the Summer this year. Members noted that the latest update from the City Surveyor advised that the works been completed on 18th October and any residual heating/ventilation defects would be reported to the Contractor, via the City Surveyor's Department. As the

Member had visited the Library on 7th November, Members found this unsatisfactory and were concerned about the possibility of sanitation issues and the risk to the City of London Corporation's reputation, should the problem continue. As the Committee would not meet again until February 2017, Members asked for remedial action to be taken without further delay.

RESOLVED, that – the City Surveyor be asked to note the concerns of the Culture, Heritage and Libraries Committee about ongoing ventilation and sanitation issues at the Artizan Street Library and Community Centre and submit a proposal for urgent remedial action, to be approved under delegated authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee.

15. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

There were no items.

16. 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 Nos.

17-22

23

Paragraph No.

3

1,2 & 3

At 12.55pm, Members agreed to suspend standing orders in order to approve the business on the agenda

17. NON PUBLIC MINUTES

The non-public minutes of the meeting held 24th October were approved.

18. NON PUBLIC MINUTES OF THE BENEFICES SUB COMMITTEE

The non-public minutes of the meeting held on 20th October were received.

19. LONDON METROPOLITAN ARCHIVES (LMA) - FUTURE ACCOMMODATION PLANNING - GATEWAY 1/2 ISSUES REPORT

The Committee received a report of the Director of Culture, Heritage and Libraries which had been approved by the Projects Sub Committee on 23rd November 2016.

20. TOWER BRIDGE AND MONUMENT PERFORMANCE REPORT APRIL TO SEPTEMBER 2016

The Committee received a report of the Director of Culture, Heritage and Libraries in respect of Tower Bridge and Monument Performance between April and September 2016.

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

There were no questions.

22. 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.

23. RESTRUCTURING OF CULTURE, HERITAGE & LIBRARIES DEPARTMENT

Members considered a confidential report of the Town Clerk.

The meeting ended at 1.25 pm

Chairman

**Contact Officer: Julie Mayer
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julie.mayer@cityoflondon.gov.uk**

Agenda Item 4

Committee: Culture, Heritage and Libraries Committee	Date: 7 February 2017
Subject: Terms of Reference and Frequency of Meetings of the Culture, Heritage and Libraries Committee	Public
Report of: Town Clerk	For Decision
Report author: Julie Mayer	

Summary

As part of the Governance Review 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 Annual Meeting of the Court of Common Council. The current terms of reference of the Culture, Heritage and Libraries Committee are attached as an appendix to this report for your consideration.

Members are asked to consider points (d) and (j) in the attached Terms of Reference in respect of :

(d) The Committees approval of the Culture, Heritage and Libraries Department's Reorganisation in December 2016 and the retirement of the Director of Culture, Heritage and Libraries on 31 January 2017.

(j) The City's Miscellaneous and Related Initiatives Budget, which had previously been allocated to the City of London Festival. Members are reminded of their agreement, in March 2016, to reallocate those resources in support of a new model for the Festival, to be delivered by the Assistant Town Clerk and Cultural Hub Director, to whom they have delegated authority to agree content. Members have also asked to receive regular evaluation reports, for review and comment, as the model is developed.

Recommendations

Members are asked to :

1. Consider the suggestions in respect of item (d) in the Terms of Reference, in respect of Member representation on Appointment Panels, as set out in paragraph 2 of the report.
2. Approve the amendment to item (j) in the Terms of Reference, in respect of the City of London Festival, as set out in paragraph 3 of the report and shown in italics in Appendix 1 to the report.

3. The Committee are asked to consider the frequency of their meetings; i.e. 6 meetings a year.
4. Subject to the consideration of items 1 and 3 above and the approval of item 2 above, the Terms of Reference of the Culture, Heritage and Libraries Committee be recommended to the Court of Common Council.

Main Report

1. Following the Culture, Heritage and Libraries Committee's approval of the Culture, Heritage and Libraries Departmental reorganisation in December 2016, the Departments of Open Spaces and Community and Children's Services will now be reporting to the Committee, in addition to the Assistant Town Clerk and Cultural Hub Directors.
2. According to the White Paper from 2016, the current appointment process in respect of the interview and selection for the posts of Director of Open Spaces and Director of Community and Children's Services are:
 - Director of Open Spaces: One Member from the Port Health Committee and the Open Spaces Committee
 - Director of Community and Children's Services: One Member from the Community and Children's Services Committee.

In light of the recent reorganisation, Members are invited to comment on future changes, if desirable, to Member representation on appointment panels for the above posts. Members' views will be factored into further discussions with Human Resources and the Establishment and Policy and Resources Committees.

3. In respect of the City's Miscellaneous and Related Initiatives Budget, which had previously been allocated to the City of London Festival, Members are reminded of their agreement, in March 2016, to reallocate those resources in support of a new model for the Festival, to be delivered by the Assistant Town Clerk and Cultural Hub Director, to whom they have delegated authority to agree content. Members have asked to receive regular evaluation reports for review and comment as the model is developed.

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

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;**
Members are asked to consider paragraph 2 in the report.
- (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;**

Members are asked to consider paragraph 3 in the report and recommended to replace (j) with the paragraph below:

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) be reallocated to support a new model for the Festival, to be delivered by the Assistant Town Clerk and Cultural Hub Director, to whom Members of the Culture, Heritage and Libraries Working Party have delegated authority to agree content. NB Members have also asked to receive regular evaluation reports for review and comment as the model is developed.

- (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
- (o) to be responsible for grants in relation to the 'Inspiring London Through Culture' programme for culture and arts from funds under the Committee's control.

Agenda Item 5

TO: **CULTURE, HERITAGE AND LIBRARIES
COMMITTEE**

Monday, 6 February 2017

FROM: **POLICY AND RESOURCES COMMITTEE**

Thursday, 15 December 2016

APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES

Members considered and approved a report of the Town Clerk and Comptroller and City Solicitor regarding the appointment of Sub-Committee Chairmen.

RESOLVED – that:-

- when a Chairman does not wish to exercise his/her right to be the Chairman of a Sub-Committee and wishes a specific Member to be appointed, Committees adopt a convention whereby the Chairman submits his/her nomination for Chairman and/or Deputy Chairman to the service committee for approval; and
- a resolution to this effect be circulated to all relevant Committees to endorse this convention.

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Agenda Item 6

Committee(s)	Dated:
Culture, Heritage and Libraries – For Information	06/02/2017
Planning and Transportation – For Information	07/02/2017
Subject:	Public
The Illuminated River – The Story So Far	
Report of:	
Peter Lisley, Assistant Town Clerk and Cultural Hub Director	
Report author:	For Information
Nick Bodger, Head of Cultural and Visitor Development	

Summary

The Illuminated River, a new public art initiative for the bridges between Albert and Tower, will transform central London by using the structures as canvases for light and enlivening the riverscape at night. An innovative design team including American light artist Leo Villareal and renowned British architects and urban planners, Liftschutz Davidson Sandilands, has been selected to realise this vision.

Initially led by the Rothschild Foundation and the Greater London Authority (GLA), a new charity – the Illuminated River Foundation – has been set up to provide ongoing management of the project.

The Foundation will raise the funds needed to realise the project (estimated to be £20m) and announced first pledges in November 2016 totalling £10 million. In addition, a contribution of £500,000 from the City Corporation was made towards delivery of the first phase of the installation. This funding derives from its Bridge House Estate bridge maintenance budget and will be spent on London Bridge to upgrade it to the necessary standard for the lighting.

This report seeks to brief Members on progress since the City Corporation pledged its funding in September 2015 and to provide background information on the project ahead of a presentation being made by the Illuminated River Foundation to your Culture, Heritage and Libraries Committee.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. In September 2015, the City Corporation received a request from the then Deputy Mayor for London, Munira Murza, to your Chairman of Policy and Resources Committee soliciting support for the Illuminated River Project.
2. Initially led by the Greater London Authority (GLA) in partnership with the Rothschild Foundation, the Illuminated River is a new public art initiative for the bridges between Albert and Tower that seeks to transform central London by using the structures as canvases for light and enlivening the riverscape at night. Together, the newly-illuminated structures will create a unified and inspirational ribbon of light, transforming the Thames into a visual and vibrant visitor attraction after dark which celebrates one of London's most recognisable features.
3. In addition, it will help to sustain London's momentum as a world centre for creativity and enterprise, providing the opportunity for growing London's night time economy, reducing its energy consumption, and inspiring visitors and Londoners alike.
4. Committing £500,000 from its Bridge House Estate bridge maintenance budget, the City Corporation's contribution to the project is set to be spent on London Bridge, upgrading it to the necessary standard for the lighting. It is expected that this will form part of phase one of the project's realisation in 2018.

Current Position

5. In 2016, a new charity – the Illuminated River Foundation – was set up to provide ongoing management of the project, including raising the funds needed to realise the project in full (estimated to be £20m). This support will be sought from private and philanthropic sources rather than the public purse.
6. To select a design appropriate for a project of this magnitude and profile, Malcolm Reading Associates were appointed to manage an international design competition and your City Arts Initiative elected the Head of Guildhall Art Gallery and London's Roman Amphitheatre to sit on the design assessment panel which shortlisted the entries received.
7. As a significant stakeholder in the project and owner of five of the bridges being considered under the scheme, the City Corporation was also represented on the competition's technical assessment panel through your Assistant Director Engineering and Assistant Highways Director from the Department of the Built Environment (DBE).

8. A shortlist of six entries was agreed by the above groups. These were:
 - a. **Blurring Boundaries** by Adjaye Associates with Chris Ofili, Thukral & Tagra, Doug Aitken, AKTII, HPF (Hurley Palmer Flatt), Four Communications, DP9, Plan A and DHA Designs;
 - b. **The Eternal Story of the River Thames** by AL_A with Asif Kapadia, Simon Stephens, SEAM Design and GROSS.MAX;
 - c. **Synchronizing the City: Its Natural and Urban Rhythms** by Diller Scofidio + Renfro with L'Observatoire International, Arup, Transsolar, Jennifer Tipton and Oliver Beer;
 - d. **A River Ain't Too Much to Light** by Les Éclairagistes Associés with ecqi, ewo, Federico Pietrella, and GVA Lighting Europe Limited;
 - e. **Current** by Lifschutz Davidson Sandilands with Future\ Pace, Leo Villareal, Pentagram, Price & Myers, Atelier Ten, Beckett Rankine and Core Five; and
 - f. **Thames Nocturne** by Sam Jacob Studio and Simon Heijdens with Electrolight, Daisy Froud and Elliott Wood.
9. A public exhibition of the shortlisted entries was hosted at the Royal Festival Hall in November 2016. At the same time, the Illuminated River Foundation announced first pledges of support totalling £10 million.
10. In December, following assessment by a grand jury, **Current** (item e in the above list) was announced as the winner by Mayor of London Sadiq Khan at a reception at the Tate Modern. The innovative design team delivering this project includes renowned lighting designer Leo Villareal who delivered the Bay Lights scheme in San Francisco.
11. Going forward, design development, project management and stakeholder engagement will be led by the Illuminated River Foundation, with your Head of Cultural and Visitor Development representing City Corporation interests on the Illuminated River Project Board, and representatives from your DBE sitting on the Bridge Owners Group which will assess technical requirements for each bridge and how the system is controlled at both a local and London-wide level. Presentations from the Foundation to your City Arts Initiative have and will continue to be received as the design and installation progresses. It is expected that at least four bridges across London will be complete and working by the end of 2018.
12. Given the variety of other considerations to this project, including highways, visual amenity, ecology, suicide prevention, residential amenity, river traffic, and potential listed building impacts amongst others, material planning considerations will need to be addressed as part of a potential planning application in due course.
13. Significant recognition for the City Corporation's support of this project has been received with credits appearing on all print, exhibition and digital collateral throughout the competition period, on all press releases relating to the project and through name checks given by a number of high-profile speakers at launches and receptions – these include Hannah Rothschild and Sadiq Khan.

Corporate & Strategic Implications

14. The City Corporation's support of this project aligns with the strategic aims of its corporate plan by providing "valued services, such as education, employment, culture and leisure, to London and the nation" and with Key Policy Priority 4 in that it helps to "maximise the opportunities and benefits afforded by our role in supporting London's communities".

Implications

15. The contribution of £500,000 from the City Corporation's Bridge House Estates maintenance budget was already assigned to upgrading lighting on London Bridge but brought forward in its maintenance plan to meet with the timeframe necessitated by this project.

Conclusion

16. The delivery of a cohesive and consistent lighting scheme for London's bridges help to sustain London's momentum as a world centre for creativity and enterprise, providing the opportunity for growing London's night time economy, reducing its energy consumption, and inspiring visitors and Londoners alike.

17. The City Corporation's contribution to the scheme aligns with its supporting London agenda and demonstrates its commitment to the continued promotion of the message that "London (and the City) is open".

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Committees	Dated:
Culture, Heritage and Libraries – For Information	6 February 2017
Subject: Draft Business Plans for Culture, Heritage & Libraries	Public
Report of: Joint report of Director of Open Spaces, Director of Children & Community Services and the Assistant Town Clerk and Cultural Hub Director	For Information
Report author: Esther Sumner - Business Manager, Open Spaces Lorraine Burke - Head of Policy, Projects and Programmes, Community and Children’s Services Paul Debus - Head of Business Support, Town Clerks	

Summary

Business plans are reviewed annually and cover a three year period. Following the changes made to the services managed by your Committee on 1 February 2017, this report presents draft summary business plans from the Director of Open Spaces, the Director of Community and Children’s Services and the Assistant Town Clerk and Cultural Hub Director for 2017/18.

The draft plans reflect the changes being made corporately to business planning, in particular the renewed focus on outcomes.

The objectives proposed for 2016/17 by the Open Spaces Department have been slightly amended to reflect the increased scope of the department, particularly in respect of visitor services. The Children & Community Services Department and the Town Clerk’s Department have provided draft high level business plans for elements of their service relating only to the newly incorporated elements of their departments.

Members’ comments on these draft plans are welcomed. Officers will undertake further work and staff consultation on the draft business plans during the purdah period and will report back to your Committee in May.

Recommendations

Members are asked to:

- Note the draft business plans from the Director of Open Spaces, Director of Community and Children’s Services and the Assistant Town Clerk and Cultural Hub Director and provide feedback.

Main Report

Background

1. Following the retirement of the Director of Culture, Heritage & Libraries, it was decided to integrate the various functions of the CHL Department into other parts of the Corporation. London Metropolitan Archives, Guildhall & City Business Libraries, Guildhall Art Gallery, and Cultural and Visitor Services are now the responsibility of the Town Clerk's Department. The Director of Community & Children's Services is responsible for the Barbican & Community Libraries, while responsibility for Tower Bridge, Monument and Keats House have transferred to the Open Spaces Department.
2. As some Members will be aware, a new framework for corporate and business planning is currently being developed, led by Kate Smith, the Head of Corporate Strategy and Performance. The aims of this new approach include:
 - To align departmental business plans with outcomes in the strategic corporate plan;
 - To lay a "golden thread", such that everything we do and develop is well thought through, aligned with the corporate plan, and included within a departmental business plan, team plan, or individual work plan;
 - To have corporate strategy driving business planning and resource allocation, and
 - To support a culture of continuous improvement, challenging ourselves about the effectiveness of our services and the value they provide.
3. As this new approach involves in-parallel changes to a number of high-level processes, it will take 2-3 years to be fully implemented. Because of this, 2017/18 is very much a year of transition. Work has started on preparing the revised corporate plan, based on outcomes identified by the People, Place and Prosperity Strategic Chief Officer Groups. This will be brought to Members post-election for further development, leading to full Member approval of the plan before the start of the 2018/19 financial year. Revised departmental business planning documentation is being introduced to address Member concerns over the consistency of presentation across the organisation, and a desire to see a succinct statement of key ambitions and objectives for every department.
4. In the initial phase, departments have been asked to produce a high-level departmental plan, to a standard template, for discussion with their Service Committees, prior to the Common Council elections in March, where Committee meeting dates permit. The template for these high-level plans has been developed through consultation so far to date with Chief Officers, their business planners, and Service Committee Chairmen. As well as key information on ambitions, budget and planned outcomes, the template includes scope for departments to report key projects, development needs, and known a horizon-scan of future events that will influence shape future service delivery. It should be noted that the format for these plans has not been finally determined; therefore Members are invited to comment on the format of the high-level plans presented to you today, as well as the content.

5. Following the elections in March, Chief Officers have been asked to present the final draft of their high-level plans to their Service Committees for approval, supported by more detailed plans for 2017/18, in the previously used format. The departmental ambitions agreed at this time will then be used to inform budget setting for 2018/19, and for the development of the 2018-23 Corporate Plan. During 2017/18, consultation will also take place on the format of the more detailed departmental plans, with a view to a standard format being introduced for 2018/19 onwards.

Open Spaces & Heritage

6. A working title of “Open Spaces & Heritage” for the Open Spaces Department’s Business Plan has been adopted to reflect the widening of the department’s activities to include Tower Bridge, Monument and Keats House. Colleagues across the Department have enthusiastically welcomed their new colleagues and the teams are looking forward to closer collaboration and exploring the synergies that exist across the department. It was therefore thought to be helpful to draw the activities of the whole department into a single business plan.
7. A series of performance indicators were developed to support last year’s Open Spaces Business Plan. The relevant indicators for Tower Bridge, Monument and Keats House have been drawn into this year’s plan. Work is being undertaken to move from output based monitoring to outcomes.

Children & Community Services

8. Barbican Library and the community libraries at Shoe Lane and Artizan Street have become part of the Department of Community and Children’s Services. This merger will enhance the services that the department delivers to all ages within our communities and support the improvement of departmental outcomes. A draft high level plan for Barbican and Community and Community Libraries can be found in appendix 2.

Town Clerk’s Department

9. A provisional title of ‘Town Clerk’s – Cultural Services’ has been adopted to describe the activity which is now the responsibility of the Assistant Town Clerk and Cultural Hub Director. A draft high level business plan has been produced to outline the aims and objectives for the coming business plan period in this area, which can be found at Appendix 3.

Corporate & Strategic Implications

10. Business Plans identify how the department’s activities and improvement activities will support the aspirations of the organisation, as reflected in the Corporate Plan.

Conclusion

11. This report presents an early draft of the high level business plans for the Director of Open Spaces, the Director of Community and Children's Services and the Assistant Town Clerk and Cultural Hub Director in order that Members can feed into the plans at an early stage, prior to the elections. Following the discussions at your Committee and further consultation with staff, revised plans will be submitted to your Committee in May.

Appendices

- Appendix 1 – Open Spaces & Heritage draft high level business plan
- Appendix 2 – Community and Children's Services draft high level business plan
- Appendix 3 – Town Clerk's Cultural Services draft high level business plan

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We protect our treasured green spaces for people & wildlife and ensure our outstanding heritage assets are protected, accessible & welcoming

Our ambitions are:

- Ecologically thriving, diverse habitats
- Provide places for play, learning, tranquillity, cultural experiences, enjoyment, wellbeing and exercise
- To share the story of London through our spaces and buildings
- To be a world leading, and innovative Cemetery & Crematorium
- To provide exemplary services

What we do is:

- Manage, protect and conserve our places for people
- Welcome users and promote access to green space and recreation
- Enrich experiences through learning, volunteering and community engagement
- Provide high quality visitor experiences and operations at Tower Bridge, Monument and Keats House
- Provide valued and affordable burial and cremation services in a beautiful heritage environment

Our budget is:

Service Objectives:

- Protect and conserve the ecology, biodiversity and heritage of our sites.
- Embed financial sustainability across our activities by delivering identified programmes and projects and continuously developing income generating endeavours.
- Enrich experiences by providing high quality and engaging, visitor, educational and volunteering opportunities.
- Improve the health and wellbeing of the community through access to green space and recreation.

Corporate programmes and projects

- Efficient use of property and reduction in maintenance costs from the Operational Property Review
- New ways of working, including the move of the directorate to Guildhall
- Development of asset management plans for each of the sites

What we'll measure:

Service outcomes

- Visitor satisfaction levels
- Green Flags and Green Heritage awards
- Knowledge of learning participants
- Intention of learning participants to visit again
- Volunteering participation and experience

Departmental programmes and projects

- Improved management capability from the Open Spaces Bill
- Increased participation and improved management to be delivered by the Sports Programme
- Increased income generation, appropriate and transparent charging to be delivered by the Promoting our Services Programme
- Reduction in energy usage and new energy generation capacity from the Energy Efficiency Programme
- Reduced fleet operating and maintenance costs to be delivered by the Fleet Programme
- Protection of open spaces and income generation from Wayleaves Programme
- Fundraising options to be delivered by the Fundraising Board
- Renewed focus on equalities – staff and service users
- Continuously develop the visitor offer at the department's heritage attractions in terms of content, processes, technology and customer service

How we plan to develop our capabilities this year

- New department – develop our synergies, improve practices, welcoming new comers
- Culture – focusing on departmental collaboration and sharing of expertise
- Review of departmental policies
- Review our approach to consultation and engagement
- Improve our understanding and demonstration of impact, including improving the collection and utilisation of appropriate and informative data
- Embrace and implement new technologies to modernise and enhance business processes

What we're planning to do over the following two years

- Develop and implement a fundraising strategy for the parts of the department operating as Charitable Trusts
- Develop a sustainable model for delivering learning
- Explore and develop options for Wanstead Flats and Bunhill Fields
- Conclude the process of land registration
- Utilisation of GIS for management of sites and enhancing visitor information
- Establish a fully accessible education facility at Tower Bridge
- Achieve a stand-alone visitor centre at the Monument
- Develop the cultural profile of the department's heritage attractions

What we'll measure:

Service outputs

- Number and market share of burials and cremations
- Amount of sport played: tennis, golf, football
- Customer service standards

Operational

- Accreditations
- Staff satisfaction
- H&S accident investigation
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement

Financial

- Income

We improve peoples' lives & outcomes

Our ambitions are:

- To support and promote learning, reading and literacy, facilitate participation in community and cultural life and meet the needs of all our customers – current and potential

What we do is:

- Contribute to the art and culture offer of the City by supporting free / low cost access to culture, the arts, the very best literature and music and music making in the City
- Provide access to a range of books, reading materials, CDs/DVDs and e-resources for customers of all ages
- Provide access to the intranet to tackle digital exclusion within our communities
- Support the development of skills and learning through a range of activities and resources for customers of all ages
- Provide a key resource hub to support the development of stronger and thriving communities
- Provide an enquiries and information service delivered by specialist staff

Our budget is:

2017/18 – local risk budget - £,000:

- £239 - Artizan Street
- £254 – Shoe Lane
- £237 – Lending libraries unallocated
- £1,150 - Barbican

Our top line objectives are:

- **Safe** – People of all ages live in safe communities, safe accommodation and are protected from harm
- **Potential** - People of all ages can achieve their ambitions through education, training and life-long learning
- **Independence, involvement & choice** - People can live independently and exercise choice over their services
- **Health & Wellbeing** - People of all ages enjoy good health and wellbeing
- **Community** - People of all ages feel part of, engaged with and able to shape their communities

Departmental projects & programmes:

- Work with Education & Early Years to offer a range of children's centre activities for parents / carers of the under 5s
- To offer a range of activities in the library services that positively impact our customers' health and wellbeing

What we'll measure:

- Increased take up of the libraries offer of e-books, e-audio and e-magazines
- Maintain high levels of satisfaction in feedback from service users
- Maintain high levels of satisfaction & participation in health and wellbeing activities
- The service level agreements for the early years programme

Departmental projects & programmes:

- Facilitate and deliver cross-departmental and partnership customer events / programmes
- Use technology to increase and transform the activities we offer to realise improved customer engagement and service and departmental efficiency and effectiveness
- To ensure libraries play an important role in informal learning, self-help and skills development

How we plan to develop our capabilities this year

- Communicating and supporting staff through change in moving to another department
- Run user satisfaction surveys across all three lending libraries for adult and children services users to inform the future development of our services
- Submit a bid to the Arts Council's Grants for the Arts Libraries Fund to support the Barbican Library's exhibition programmes
- Ensure staff are fully trained on, and encourage customers to make better use, of the libraries self service facilities
- Develop our partnership with the Barbican Centre
- Ensure staff are trained / skilled to undertake their jobs and particularly around working with the under 5s.

What we'll measure:

- Feedback on role library services have played in impacting on service users health & wellbeing
- What service users say on the role libraries play in encouraging them to read / developing their reading
- What service users say about the role libraries play in helping them to access digital services & resources
- A range of SOUL (soft outcomes universal learning) outcomes around the City libraries childcare
- Deliver the Portsoken Health and Community Centre SLA

What we're planning to do over the following two years

- Explore options to on how to make best use of library spaces to deliver community programmes and activities with partners – supporting the governments Libraries First agenda to provide low cost spaces for community use
- Development of long term action and implementation plans to address service development issues arising from the customer surveys



We educate, engage and inform, through discovery of our culture, heritage and unique range of services and resources.

Our ambitions are:

- The City of London is a must see destination with global resonance.
- Its archives, libraries, heritage and art collections are accessed by audiences the world over and recognised as an unrivalled resource for research, learning and enjoyment of London’s history as well as business information and advice.

What we do is:

- Provide information and library services for residents, City workers and members of the general public through the Guildhall Library, City Business Library, and City Information Centre.
- Develop and promote the City of London as a cultural and visitor destination, through the delivery of the City Corporation’s Visitor and Cultural Strategy.
- Provide visitor attractions and access for all to City Corporation collections through the Guildhall Art Gallery, City of London Heritage Gallery, London’s Roman Amphitheatre, City of London Police Museum and Billingsgate Roman Bathhouse.
- Support, connect and enable London’s cultural and tourism sectors through the delivery of local and London networks, the City Arts Initiative, the Central Grants Programme [Inspiring London through Culture] and contributions to London-wide and national programmes and campaigns.
- Provide cultural engagement with City of London communities through the delivery of the Guildhall Yard Public Programme, a City-wide outdoor arts programme [the newly-imagined City of London Festival], and City celebrations and anniversaries.
- Preserve and make accessible London’s recorded memory – 100km of archives covering 1000 years of the City’s and region’s history through London Metropolitan Archives
- Deliver enterprise and entrepreneurship strategies through supporting SMEs and business hubs through the provision of business information, incubator space, seminars and national and international trade briefings.

Our budget is:

Section	£000
Guildhall Library, Services Assistants and CBL	1,415
Guildhall Art Gallery	357
London Metropolitan Archives	1,895
City Records Services	1,066
Visitor Services and City Information Services	587
Outdoor arts programme (new City of London Festival)	357
Total	5,677

Programmes and projects:

- Transform the perception and experience of the City as a destination and its services.
- Deliver a new Visitor Strategy for the City (2017-22).
- Work towards full accessibility in the Guildhall Library of all collections through a programme of cataloguing, preservation and promotion.
- Ensure the City of London Police Museum is a major attraction for visitors to the City.
- LMA to retain Archive Service Accreditation by successfully completing the review stage (three years post award)
- Facilitate City Corporation support for the Mayor’s London Borough of Culture Programme.
- Establish strategic tourism partnership between City and Greenwich.

What we’ll measure:

- Deliver a refreshed Visitor Strategy by July 2017.
- Ensure that at least 70% of any un-catalogued material is indexed by quarter 4.
- Achieve 30,000 visitors to the Police Museum by the end of year 1.
- Archive Service Accreditation retained
- MOU agreed with the GLA and working group established by May 2017
- Performance targets for partnership agreed by May; first phase targets achieved by year end



Programmes and projects:

- LMA to mark the 950th anniversary of the City of London's extensive archives through a programme of celebratory events and further widening of digital access.
- Transition City Business Library to a membership only library through the introduction of a tiered membership scheme offering varying access to paid for services whilst maintaining free access to business information.
- Continue to expand the accessibility of the City Business Library through increased remote access to more databases to support business start-ups and business growth.
- Develop options for LMA's accommodation, particularly in relation to the Cultural Hub.
- Build on Guildhall Library's success in events and exhibitions; deliver a spectacular series of events in partnership with Tower Bridge, Guildhall School of Music & Drama, Close up Opera and other partners as appropriate.
- Develop and promote a Guildhall Library subscription-based Friends scheme.
- Ensure the 2016 bequest of the Richard Whittington Collection undergoes a programme of conservation, promotion and digitisation.
- Establish the new model for the City of London Festival.
- Join up the City's Roman offer to deliver greater footfall to relevant assets.
- Deliver new exhibition facility for Guildhall Yard to showcase City collections for Yard users.
- Facilitate the Tommy's London Landmarks half marathon for delivery in March 2018.

How we plan to develop our capabilities this year

- Implement the City Corporation apprenticeship scheme across our services to deliver learning for participants and capacity for teams
- Provide training in upselling for City Information Centre casual staff to drive increased revenue.
- Establish a volunteer scheme at Guildhall Art Gallery and the City of London Police Museum to improve visitor welcome.
- Develop staff in the best use of technology, community engagement and collaborative partnership throughout the services.
- Develop staff with the appropriate skill set in Guildhall Library to fundraise effectively and contribute to a fundraising strategy, in order to recognise increased income generation and future endowment for the City's collections.

What we'll measure

- 60k new digitised images to be made available publicly
- Launch membership scheme by Dec 2017
- Expand remote access to enhance worldwide market research, company information and statistics by June 2017.
- Options appraisal completed and future pathway identified
- Deliver 2 events by Dec 2017
- Deliver 2 Friends events by the end of Dec 2017.
- The collection will be fully accessible to the public, in both digital and hard copy formats by the end of Dec 2017
- Delivery team and partners established by June 2017 (City of London Festival)
- Londinium Romanum festival delivered Aug to Oct 2017, Bathhouse, Amphitheatre and Museum of London joint tours established by Oct 2017; increase in Bathhouse and Amphitheatre footfall of 5% by year end.
- Delivery of stands by April 2017; delivery of two major exhibitions in the Yard by Dec 2017.

What we're planning to do over the following two years

- Facilitate delivery of the 'Illuminated River' project for the City's bridges
- Deliver 'Fields of Battle: Lands of Peace and Reconciliation' an exhibition for 14-18 Now in Guildhall Yard in 2018, following the significant success of 'Somme 100' in the Yard in 2016
- Contribute to the national celebration of Dickens' sesquicentenary in 2020, working title 'Waking Dickens'.
- Consolidate and develop LMA's services to support good public governance through records management, Data Protection and Freedom of Information
- Lead a London wide celebration of 600 years of Guildhall Library (the UK's first public library) in 2020, comprising special events, lectures and exhibitions, in partnership with other institutions.
- Seek to transform City Business Library into a multi-functional space by offering more customers access to flexible workspace whilst in the City.

Committee(s)	Dated:
Culture, Heritage and Libraries Committee	06/02/2017
Subject: London Metropolitan Archives: digital transformation update	Public
Report of: Assistant Town Clerk and Cultural Hub Director	For Information
Report author: Director of London Metropolitan Archives	

Summary

This report summarises progress made since January 2016 in the digital transformation of LMA's services to improve public access to the 100 kilometres of archival collections that it manages. This includes the digitisation of archival material, the overhaul of its public online presence, key academic partnership projects and the development of a more robust technical infrastructure.

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. LMA has been steadily improving its digital offer for a number of years but 2016 has seen a step change in the way people in London and across the world can engage with the richness of the archival collections that it manages. The key successes are noted below as well as high profile improvements that will be introduced in 2017.

Current Position

Digitisation

2. The current commercial digitisation agreement with the online genealogical service Ancestry.co.uk continues with several new collections scanned during the year, including membership records of the London Stock Exchange and nineteenth century school registers. The first package of new material was published on the Ancestry.co.uk website in January, adding 385,000 digital images and the names of 270,000 Londoners. Further newly scanned material will be added to the service throughout 2017 and it is estimated that over 70 million names of Londoners will have been added from the collections at LMA by the time that the final digital images are published. This will mean that since the start of the project in 2008 some 150 million names will have been made publicly available through this partnership.

3. Following a period of market testing, senior LMA staff continue to work with colleagues from Chamberlain's and Comptroller's departments on a new agreement for an online genealogical service provider to replace the current agreement with Ancestry.co.uk when it terminates later in 2017. Detailed negotiations are in hand.
4. Alongside commercial partnerships, formal discussions have also taken place with both the Heritage Lottery Fund (HLF) and the Wellcome Trust over the potential for them to fund larger scale digitisation projects. With the Wellcome, LMA has recently been successful with a bid for some £58,000 to conserve and digitise the medical records of the Foundling Hospital. These records provide a detailed and complete account of the health and medical treatment of the children in the Hospital's care from the 18th to the 20th centuries. With the HLF, discussions have centred around the digitisation of the huge quantity of material that LMA holds on the lives of children and young people in London from the thirteenth century to the present day. A key question from HLF is how such a project will fit in with the long term future plans for LMA, not least its physical location. A piece of work on LMA's present and future accommodation led by City Surveyor's and working with consultants who have a great deal of experience in this field, is due to begin very shortly and the report is due before Easter.

Collage

5. The Collage image website was re-launched on 21 July 2016 as 'Collage – The London Picture Archive'. The website, which had been in essence the same one as had been introduced in the 1990s, was completely redesigned and rebuilt, particularly taking into account the views of users and a review of current industry standards.
6. Over 80,000 photographs and prints from the collections were digitised to provide high quality 'deep zoom' images within the new website viewer. New collections were added for the launch, including a unique set of photographs of the construction of Tower Bridge, images of the Great Fire of 1666 and a set of compelling photos of Victorian street life. The website now provides free access to over a quarter of a million images of London dating from 1450 to the present day – probably the largest collection of images of the capital in the world.
7. Among the new features of the site, the London Picture Map provides a unique way to access images of buildings and places which no longer exist, presenting a searchable vision of a lost London which allows visitors to view pictures of their neighbourhood on a contemporary Google map. Commercial processes have also been improved, reducing the number of 'clicks' necessary to make a purchase and providing online calculators for image licensing enquiries. Film material has also been added to the site for the first time.
8. The launch of the new website was widely reported in both local and national media, with pieces filmed at LMA for BBC London News, ITV London News and London Live. Online and print coverage included the Evening Standard, The Guardian, Time Out and The Londonist. In the wake of this publicity in the month

following the launch, visitors to the website increased by 2400% to 83,091 while image views increased by 1000% to 1,350,937. Usage has remained very high since then.

Collections catalogue

9. A programme of work to improve the LMA Collections Catalogue (the public online version of the catalogue to the archive collections) is currently underway. Given the size of LMA's holdings, this is inevitably a very large and long term enterprise but during the first quarter of 2017/18 a new more accessible 'front end' will be launched to give both the casual visitor and the dedicated researcher much better ways to navigate through the mass of information available on the collections.

One key strand will be the linking of catalogue entries to digital images of the document (s) described. Technical systems to deliver this are being developed with the Wellcome Trust and a further partnership is currently being started with Google. The launch this year will see 950 'Digital Documents' (around 12,000 digital images) made available via the online catalogue for the first time This is designed to link to *950 years of London's archives*, a year-long promotion and celebration of the archive collections based on the 950th anniversary in 2017 of the oldest document in our collections (the 1067 charter of William I to the City). More information about *950 years of London's archives* is provided in a separate report to this Committee today. Some of the City's finest treasures, including the deed signed by William Shakespeare and Magna Carta, will be available to view anywhere in the world for the first time.

Trusted Digital Repository

10. A Trusted Digital Repository (TDR) is the technical term used for a system that supports the long term preservation and integrity of digital records. This is an increasing requirement for all organisations as they manage material that was born digitally and needs to be kept and accessed in the same way. LMA has been working with the software provider of its archival catalogue to introduce an integrated TDR package and it is currently being tested by LMA staff before existing digital deposited archive collections are processed. As well as providing assurances on the long term integrity of digital records, the TDR will also provide the public with direct access to born digital archives via the Collections Catalogue.

British Library Unlocking the UK's Sound Heritage Project

11. The British Library (BL) is working on the first stage of a £9 million Heritage Lottery Fund (HLF) project to save unique and at risk sound recordings kept in archives across the UK. These recordings are those still stored on an analogue, not digital basis; their formats are at risk of decay within the next ten to fifteen years and the equipment needed to play them is equally vulnerable.

12. As part of this project ten Hub Partners across the UK are needed to work on a regional basis in their areas to digitise local materials from archives, museums and other cultural institutions (sending them to the BL to make them available) and run outreach and education programmes and events. LMA is the preferred Hub Partner for the London region in this project and for the last year has been supporting the BL and the other nine Hub Partners as the BL has prepared to submit the second part of their HLF application. This was sent to HLF in December 2016.
13. The BL expect to hear in the spring of 2017 if their application has been successful. If it has, LMA will start work on the project in 2018 with three fixed term staff being recruited to do final selection; digitise; clear rights where necessary and start to plan the London outreach programme.
14. The project will be an opportunity for LMA to play a major role in this UK wide project and bring the service into contact with some cultural partners which it has not worked with in the past. It will also enable LMA to support London Borough archives that hold relevant sound archives by including them in the project. It will of course be possible for some of the LMA's own holdings, particularly those owned by the City of London, to be digitised and made available to the general public.

University of London *Layers of London* project

15. The Institute of Historical Research, part of the University of London's School of Advanced Study, received initial support from the Heritage Lottery Fund (HLF) in 2016 for the '*Layers of London: mapping the city's heritage*' project and LMA, along with the British Library and The National Archives, will be a key player in the developing this multi-partner project to create a new interactive website for London's heritage which will be at the heart of extensive public engagement and schools programmes across the London boroughs.
16. The website and mobile app, will allow the public to create and interact with many different 'layers' of London's history from the Roman period to the present day. These include historic maps, images of buildings, films as well as information about people who have lived and worked in London over the centuries. Volunteer, internship and schools education programmes in the London boroughs will allow individuals and groups to create and upload new content, including photos, film clips, personal memories, and audio recordings.

Working alongside the project team at the Institute of Historical Research, LMA is contributing digital copies of images, maps and films as well as taking a leading role in developing the public engagement and schools programmes.

OCR and HTR

17. Research into the development and application of OCR (Optical Character Recognition) and HTR (Handwritten Text Recognition) technologies is currently ongoing at LMA as new methodologies are developed to make digitised archives from the collections more accessible and fully searchable online. Earlier in 2016,

LMA joined the EU funded Recognition and Enrichment of Archival Documents (READ) program as a memorandum of understanding partner and gained access to the Transkribus service platform. Transkribus provides access to automated recognition, transcription and searching of historical documents, training computers to read handwritten text in a way that could revolutionise access to archives. An LMA pilot focussing on mid seventeenth century City of London records started in December and we hope to have a good indication of the usefulness and potential application of Transkribus later in 2017.

Public access infrastructure

18. A new public Wifi service was installed at LMA in October. The service is part of the City's contract with O2 (Telephonica) and provides a significant upgrade to the previous Wifi service, enabling visitors to use our digital services on site without dependence on the public network (PUBNET) and public computer terminals.
19. The public computer network (PUBNET) will be upgraded in January/February as part of the overall programme to improve the system across the City's library and archive services. Once installed, it is expected that the new service will provide a significant upgrade and enable visitors to experience greatly improved (and robust) access to our digital services via the public computer terminals at LMA.

Corporate & Strategic Implications

20. The programmes outlined in this report align with the City of London Corporate Plan 2015-19. The proposals support the strategic aim *to provide valued services, such as education, employment, culture and leisure to London and the nation* as well as Key Policy Priority 5 *increasing the outreach and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation*.

Conclusion

21. Significant improvements in LMA's digital presence have been introduced during the last year and this will continue during 2017. These cover both new initiatives as well as developments to ensure that support systems are both robust and sustainable.

Appendices

None

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Committee(s)	Dated:
Culture, Heritage and Libraries Committee	06/02/2017
Subject: 950 Years of London's Archives - a Programme of Events for 2017	Public
Report of: Assistant Town Clerk and Cultural Hub Director	For Information
Report author: Geoff Pick - Director of London Metropolitan Archives	

Summary

This report summarises the key events that will take place during 2017 to celebrate 950 years of London's extraordinary archive collections, the best of any city in the world and a tribute to the City of London's long stewardship of London's written memory.

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. 2017 marks the 950th anniversary of London's archives and the oldest document in the collections at London Metropolitan Archives – the Charter of William 1 to the City of London, written in 1067. The Charter, written in English, confirmed the legal rights of the citizens of London and was a key part of William's policy to win their support. It also reflects London's already established international character, and its position as a vital centre for international trade, by addressing both the French and English residents and treating them with equal status. In 2010 the document was inscribed to the UNESCO UK Memory of the World Register as being of outstanding national importance.
2. The anniversary of this tiny but extraordinarily important document provides the opportunity to celebrate and promote the outstanding archival collections in the City's care. LMA's collections as a whole have been designated of national importance and it is the largest archive of any kind in the UK after The National Archives at Kew, holding some 100 kilometres of material from 1067 to the present day. Alongside this the anniversary also provides an opportunity to highlight and publicise LMA's services to the public, both to people in London and the south-east, and across the rest of the UK and overseas, and to draw in new audiences.

Current Position

3. The William Charter itself has gone on public display in the Heritage Gallery at Guildhall for the first time in its history. It is there until 27 April and has already generated much press interest, including interviews on ITN London news and BBC Radio London and articles in the Guardian and Time Out.
4. On 6 February ***The Londoners: Portraits of a Working City, 1447 to 1980*** opens at LMA. This exhibition will bring together an extraordinary range of photographs, prints and drawings from the collections. As well as displaying a selection of images of well-known faces, such as Charles Dickens, Isambard Kingdom Brunel and Oliver Cromwell it will include portraits of lesser known Londoners including
 - London's Last Night Watchman - prior to the appearance of the first Metropolitan Police constables in 1830, Londoners were protected by the watchmen. The exhibition includes a rare photograph of Charles Rouse, reputedly the last night watchmen still on duty in London in the middle of the 19th century.
 - Street Trades – an 1830 lithograph of a crossing sweeper, the 'Old Commodore of Tottenham Court Road', appears alongside match sellers, boot blacks and an 18th century procuress.
 - The Roaring Twenties - a number of beautiful photographs shot by George W F Ellis in the mid-1920s, a period of significant change in the working world. Portraits include Dora Russell, a feminist and socialist campaigner standing for the Labour party in Chelsea in the 1924 General Election.
5. At the end of April folios of the Great Parchment Book will go on display in the Heritage Gallery. The project to conserve, transcribe and digitise the Book has been a significant project at LMA for a number of years but it has not yet been on sustained public display. It is also worth noting that LMA's partners at University College London announced just before Christmas the publication of a major academic paper on the project. Published in Oxford University Press's ***Digital Scholarship in the Humanities*** journal, it presents a complete overview of the project, detailing the conservation, digital acquisition, and digital reconstruction methods used. It is freely available on open access (the web link is in Members Briefing which came out at the end of January). April is also likely to see the launch of Digital 950, the new version of LMA's collections catalogue.
6. For the late spring and early summer activities and events are planned around regional and national initiatives. On May 31 Historic England is promoting the first ever London History Day across the capital. As this falls in what will be the half term holiday for most schools, LMA plans to run family events and activities, drawing inspiration from the 1067 William Charter and its time. LMA's longest single item, a twenty-two metre hand coloured copy of the Bayeux Tapestry dating from the nineteenth century will be on display and there will be Norman themed events and activities for a younger audience. In June to celebrate National Volunteering Week LMA will celebrate the contribution of volunteers. LMA currently has some sixty volunteers who have given over one thousand hours of their time (April – November 2016 figures).

7. Major events over the summer include the launch in July of an exhibition at LMA on theatres. This currently has a working title of ***Life on the London Stage***, and will concentrate on telling the stories of the people who have worked in London theatres. In August: the City of London's 1199 Grant of Shrievalty will go on display in the Heritage Gallery: this will be the first time it has been available for the public to see for a sustained period. This document is one of the City of London's key charters, along with the 1067 William Charter, the 1215 Mayoralty Charter and the 1297 Magna Carta, which provide such a solid base for the rights and privileges of the City and its citizens.
8. In September LMA plans to open for ***Open House London***, the capital's major festival celebrating architecture and design with a focus on opening up buildings and places to the public. On Saturday 16th September LMA will run special tours of strong rooms and the conservation studio to show people something of how the City manages its 100KM of archives. This will be a new and exciting initiative for LMA which should showcase the service as a major public resource in London.
9. At the end of the year LMA will take part in the national ***Explore Your Archive*** programme launch. In December some of the global links of LMA's archives will be highlighted. For the final display of the year in the Heritage Gallery the City's letters from the American colonists at the time of the War of Independence will return to public display, showing the City's particular involvement in this conflict. At LMA itself a new exhibition will examine the impact of the transportation of criminals from London to Australia in the eighteenth and nineteenth centuries with ***Digital Panopticon: the Global Impact of London Punishments, 1780-1925***.

Corporate & Strategic Implications

10. The programmes outlined in this report align with the City of London Corporate Plan 2015-19. The proposals support the strategic aim *to provide valued services, such as education, employment, culture and leisure to London and the nation* as well as Key Policy Priority 5 *increasing the outreach and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation*.

Conclusion

11. The 950th anniversary of the City of London's 1067 William Charter gives an opportunity to celebrate and showcase the City's archives and archive services to London and the world.

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Committee(s)	Dated:
Education Board – For Information Community and Children’s Services Committee – For Information Culture, Heritage and Libraries Committee – For Information	12 January 2017 17 February 2017 6 February 2017
Subject: Barbican and Community Libraries services for children and families	Public
Report of: The Director of Community and Children’s Services	For Information
Report author: Carol Boswarthack – Culture, Heritage and Libraries	

Summary

Barbican and Community Libraries comprises the City’s three lending libraries; Barbican Library, Shoe Lane Library and Artizan Street Library and Community Centre. Our libraries all do far more than simply loan books. They also provide a range of innovative activities and services for children and families which positively impact education and literacy, socialisation/social isolation, health and wellbeing/child development and fun and play. Many of these services and activities are the product of successful partnership working and they also provide a variety of opportunities for the City’s communities to engage in volunteering. City parents consistently rate the services provided by the libraries very highly and consequently, the Department of Community and Children’s Services has commissioned Barbican and Community Libraries to deliver a range of Children’s Centre services on its behalf.

Recommendation(s)

- Members are asked to note the report.

Main Report

Background

1. The Society of Chief Librarians (SCL) comprises the head of service of every library authority in England, Wales and Northern Ireland. SCL has endorsed “The Children’s Promise” which sets out the experience children and young people should have through public library services i.e.:
 - Every child and young person visiting a public library is inspired by an exciting accessible environment which makes reading for pleasure irresistible.
 - They have the opportunity to engage with imaginative digital opportunities through public libraries, building their skills, knowledge and creativity.

- They will find a range of inclusive and diverse fiction and non-fiction books and other information resources to support growing confidence in literacy and formal and informal learning.
- They are able to take part in a wide range of literacy and cultural experiences including reading and book-based activities.
- They are actively involved in decisions about service developments and are offered opportunities to volunteer.
- They are supported through library services and activities to improve their health and wellbeing.

The full Children's Promise is attached at Appendix 1.

Current Position

2. The Mission Statement of Barbican and Community Libraries is:
 - To support and promote learning, reading and literacy, facilitate participation in community and cultural life and meet the needs of all our customers – current and potential.
 - Barbican Library houses a dedicated Children's Library and there are children's sections in the two smaller libraries. Services to children from all three libraries are coordinated by the Children's Services Librarian who is professionally qualified.
3. In addition to comprehensive fiction and non-fiction stock for children of all ages and all abilities, our libraries offer a range of innovative and successful services to support children and their families to enjoy, achieve and live healthy lives. Currently, there are 2892 Children's Library members.
4. Barbican and Community Libraries has recently been commissioned by The Department of Community and Children's Services to offer a range of Children's Centre services from all our libraries. These are listed at Appendix 2.
5. **Support for Education (including cultural education) and Literacy.**
Our libraries support children's formal and informal learning in the following ways:
 - Barbican Children's Library currently provides 25 teachers from local schools with project loans to support National Curriculum subjects. The Libraries also visit/receive scheduled visits from 12 school classes and 9 under 5s groups.
 - ***Read to Succeed***, our own literacy support programme for primary school aged children, operates from Barbican Library and partners children with a trained volunteer who will listen to the child read once a week. The volunteers are recruited from all sections of our local communities including City Workers. Currently, there are 17 children enrolled in the scheme and they are supported by 9 volunteers. Since its inception in 2012, 84 children and 44 volunteers have taken part.
 - All of our Libraries operate the national Summer Reading Challenge. This is run in partnership with (among others) Arts Council England and The Reading Agency. Children aged 4 – 11 years are encouraged to read six books throughout the school holidays. They are rewarded with small prizes along the way and completers are invited to a ceremony at the Great Hall where they receive a medal and certificate from a published author. In 2016, we recorded 5% more finishers than in 2015.

- A STEM (Science, Technology, Engineering and Maths) club operates from Barbican Children's Library during the summer holidays. It is run by a STEM Ambassador who is also a Barbican resident. This year, children enjoyed participating in a range of different experiments linked to the Summer Reading Challenge and learnt about a number of concepts such as exploring density, size and perspective whilst making lava lamps, rod puppets and creating rainbows.
- Barbican Children's Library runs a weekly, term-time Code Club in partnership with the national Code Club organisation <https://www.codeclub.org.uk/>. 2 volunteers from City firms teach children the coding languages Scratch and Python and this term they are experimenting with Micro:bits <http://microbit.org/> One young participant recently won a Google award for the design of a new app.
- Barbican Children's Library partnered with Sparks <http://www.sparks-ignite.com/courses>, an organisation which runs film and media courses for children and teenagers. Funded by a successful Lottery bid, 14 workshops have been run to date, each one attended by 15 children. 14 films based on books and reading were made by the children, 2 of which were animated films. Two of the courses were for 5 – 7 year olds, the rest were aimed at children aged between 8 – 10 years and 11 – 14 years. A grant application for further funding has recently been submitted.
- Barbican Children's Library provides a monthly creative writing workshop for 10 children aged 8 and above, run by a volunteer who is a published author and journalist.
- Every month, the Barbican Children's Library provides 4 one-hour book groups for children aged 7–9 years, 10-11 years, 12 – 13 years and 14 – 16 years of age.

6. Socialisation/tackling social isolation

The City can be a very lonely place for new parents, especially if their support networks are far away - in many cases, in other countries. Our libraries all offer a variety of fun, social activities for children aged under 5 and these activities also give parents and carers the opportunity to make friends, create support networks and socialise. Regular activities include:

- Barbican Children's Library and Artizan Street Library and Community Centre staff provide weekly Rhymetime sessions for under-fives and their parents/carers. They comprise 30 minutes of stories and songs. Attendance is particularly high at Barbican Library where it is not unusual to have more than 40 children attending (numbers are growing at Artizan Street) and staff responded by introducing a second weekly session.
- Stay and Play sessions comprising 1 hour (2 hours at Shoe Lane Library) of stories, songs and play with age-appropriate toys and crafts are provided at Artizan Street and Shoe Lane Libraries.
Baby Bounce, a similar session for children aged 2 and under, is also provided at Shoe Lane Library.
Artizan Street Library also provides a monthly 1.5 hour Stay and Play session specifically for nannies and au pairs

- Monthly 1 hour Messy Play sessions are provided at Shoe Lane Library. These sessions give young children the opportunity to play, be creative and get messy in the library. Activities usually include sand play, painting, and a range of different fun, sensory experiences (e.g. large trays of cornflakes, jelly, cold porridge) for children to explore.
- Weekly 30 minute Storytime sessions take place at Barbican and Shoe Lane Libraries.
- Once a month, Barbican Children's Library provides a Dads' Saturday morning Rhymetime session. This is particularly popular with fathers who do not live with their children but have weekend access to them and seek activities which are entertaining, low cost and safe.
- Shoe Lane parents (who are particularly isolated as residential accommodation in the locality is very fragmented), set up their own babysitting circle having met at the Library's Stay and Play sessions.

7. Health and Wellbeing/Child Development

Our libraries regularly provide events and services to support the health and wellbeing of children and families. These include/have included:

- Dental examinations in libraries in partnership with a City dental practice.
- Toddler Talk – sessions designed to improve speech development in 2 year olds.
- Paediatric first aid for parents sessions in libraries.
- Talks for parents in libraries, most recently on the new City Primary Academy.
- Staff from the Department of Community and Children's Services' Family and Young People's Information Service attending library Stay and Play/Rhymetime sessions to offer parents support and advice and/or early intervention.
- Treasure Baskets – a collection of sensory items to help babies learn and discover in all libraries.
- Comprehensive bookstock in all libraries, covering all aspects of child development and parenting skills.
- Signposting to other services, internal and external, by staff who are trained in answering enquiries.
- All library staff are trained in safeguarding and are regularly updated on how to report any concerns.

8. Fun and Play

Throughout the year, our libraries provide multiple opportunities for children of all ages to have fun and play via a programme of staff-led craft activities, professional storytellers and children's entertainers.

In addition to those activities mentioned under other headings, there is also:

- A monthly Secret Film Club at Barbican Children's Library.
- Every summer, one major event takes place when staff from all of our libraries come together to provide the "Summer Reading Challenge Conservatory Event" (in partnership with the Barbican Centre). This year, 150 children accompanied by 130 adults enjoyed crafts, face-painting, a treasure hunt and storytelling.

- The Monster Club at Barbican Library. This is a weekly, 1 hour social club providing board games and art and craft activities for children aged 5 – 11 years.

9. Volunteering opportunities

Our services and activities provide multiple opportunities for volunteering. The following examples are in addition to the opportunities mentioned previously

- Reading Hacks - opportunities for 14 – 18 year olds, funded by the Cabinet Office's social Action Fund. Since 2015, we have benefitted from the efforts of 47 Reading Hacks who have gained valuable life skills and grown in confidence by assisting with events and running their own activities with children.
- Duke of Edinburgh volunteers gain work experience in our libraries.
- Work experience opportunities for young people. We give preference to applicants from the City's Academies.
- Headstart, The Challenge <https://www.headstart-thechallenge.org/> provides local volunteering opportunities for young people along with a guaranteed job interview to participants who give up 16+ hours of their time over a period of three months. Currently, we are supporting 8 Headstart volunteers.

Proposals

10. Our libraries will continue to work closely with colleagues in the Family and Young People's Information Service along with other internal and external partners, explore new opportunities and seek out new partnerships to enhance the current offer to children and their families.

Corporate & Strategic Implications

11. Our work with Children and their families supports the City of London Corporation's strategic aims:

- To provide modern, efficient and high quality local services, including policing, within the Square Mile for workers, residents and visitors.
- To provide valued services, such as education, employment, culture and leisure, to London and the nation.

12. It also supports the Department of Culture, Heritage and Libraries' strategic aim 1: To transform activities through best use of technology and community engagement, to improve customer service and increase efficiency and effectiveness.

Implications

13. The work outlined in this report makes good use of spaces, staff, volunteers, partnerships, commissioning and grant funding opportunities and is therefore cost-effective. Appropriate licences are in place, there is a Volunteer Policy which is strictly followed, risk assessments are in place and volunteers are DBS checked so it is also low risk.

14. There are no property implications.

Conclusion

15. Barbican Library, Shoe Lane Library and Artizan Street Library and Community Centre provide a wide and varied range of services and activities for children and their families which go far beyond the basic library functions and which enhance their lives and their opportunities. These services are innovative, cost-effective and offer people from all our communities a range of volunteering opportunities.

Appendices

- Appendix 1 – The Children’s Promise
- Appendix 2 - Services to Under 5s and families

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Children and Young People's Promise in Public Libraries

This Children's Promise sets out the experience children and young people should have through public library services

Vision:

- *Every child and young person visiting a public library is inspired by an exciting accessible environment which makes reading for pleasure irresistible.*
- *They have the opportunity to engage with imaginative digital opportunities through public libraries, building their skills, knowledge and creativity.*
- *They will find a range of inclusive and diverse fiction and non-fiction books and other information resources to support growing confidence in literacy and formal and informal learning.*
- *They are able to take part in a wide range of literacy and cultural experiences including reading and book-based activities.*
- *They are actively involved in decisions about service developments and are offered opportunities to volunteer.*
- *They are supported through library services and activities to improve their health and wellbeing*

Children's Library Journeys

Public Libraries welcome children from the very earliest months of life, helping parents and carers to support them as they grow and learn. Working with schools, school library services and school librarians, local and national partners, libraries provide a range of activities, programmes and initiatives which introduce, extend and refresh the library experience to children and support automatic library membership programmes. ASCEL have drawn these together into a single '[library journey](#)' that every child can enjoy– all focused on the best outcomes for the child.

Appendix 1

At what stage in a Child's Journey?	What does this look like?	Outcome
Pre-natal to birth	Involvement in pre-natal projects and programmes. Inspiring parents to read with their baby	<ul style="list-style-type: none"> • Enhancing life outcomes for children aged 0-2 • Supporting attachment, resilience, emotional health and wellbeing, speech and language
Pre-school	<p>Inspiring parents to read and rhyme with their child and form a lifelong reading habit, Bookstart</p> <p>Giving parents space and time to spend time bonding with babies and building parental confidence</p>	<ul style="list-style-type: none"> • Enhancing life outcomes for children aged 0-2 • Supporting attachment, resilience, emotional health and wellbeing building resilience and character, speech, language communication development; early literacy and school readiness
Transition to primary school	Partnerships with schools, including class visits to libraries and digital offer	<ul style="list-style-type: none"> • Supporting literacy and language development, reducing the literacy gap in poverty hotspots. • Tackling rural isolation • Providing opportunities for looked after children/young carers
Out of school engagement with primary aged children	Children have the opportunity to take part in the Summer Reading Challenge and other reading, learning, digital and cultural activities throughout the year	<ul style="list-style-type: none"> • Supporting literacy and language development raising aspiration • Closing the literacy gap in poverty hotspots. • Tackling rural isolation • Providing opportunities for looked after children/young carers • Building community and family cohesion. • Reducing digital inequalities • Digital fluency –(citizenship, STEM Agenda and supporting combating extremism) • Supporting emotional and mental health and wellbeing
Transition to secondary school	<p>Supporting learning including new digital resource</p> <p>Helping nurture a lifelong love of learning that may impact positively on exam success.</p> <p>Providing an opportunity for young people to engage with libraries via a digital platform.</p>	<ul style="list-style-type: none"> • Need for young people to improve their technical skills – STEM agenda National Curriculum - IT curriculum / digital fluency • Tackling rural isolation • Contributes to raising young people's aspiration and achievement, supporting GCSE /A level success and has a long term economic impact • Supporting transition

Appendix 1

At what stage in a Child's Journey?	What does this look like?	Outcome
		<ul style="list-style-type: none"> • Character education
Out of school engagement with secondary school children	Participation in volunteering opportunities and accreditation, Reading Hack activities.	<ul style="list-style-type: none"> • Boosting self-esteem and aspiration, increasing confidence, improving employability skills and reducing NEETS • Reducing inequality and improving economic wellbeing • Community engagement /participation/social cohesion • Improving and supporting young people's mental health and wellbeing?

Our partners

Libraries work with a range of local and national partners to deliver the Children and Young People's Promise. National partners include The Reading Agency, Booktrust, National Literacy Trust, Arts Council England, The School Library Association and CILIP Youth Libraries Group and School Libraries Group and Inclusive Minds.

We work closely with the Society of Chief Librarians (SCL) and the Children's Promise links to SCL's Universal Offers:-

Reading Offer: Books and reading focused promotions for under-fives and older children linking to the calendar spikes of the reading offer

Learning Offer and Digital Offer: Space and resources for formal and informal learning including digital skills and creativity and e: safety

Health Offer: Health information and support for children's well-being, social and emotional development and children and young people's mental health lists

Information Offer: Access to Information and signposting for parents

Six Steps: Provision of accessible resources for children in public libraries

The Children and Young People's Promise also reflects the principles of Arts Council England's [7 Quality Principles](#) for work with children and young people.

- striving for excellence
- emphasising authenticity
- being inspiring, and engaging
- ensuring a positive child-centred experience
- actively involving children and young people
- providing a sense of personal progression

Appendix 1

- developing a sense of ownership and belonging

See Children and Young People's Promise in Public Libraries 2015 mapped against ACE 7 Quality Principles

Delivering on the Children's Promise

ASCEL's work to deliver on this promise includes:

Marketing and advocacy

Developing the skills of library staff

Sharing best practice

Research and development

In 2015 -2016 ASCEL will

- Develop a national marketing strategy linked to Children's Library Journeys
- Explore skills development for library staff
- Seek funding to develop digital offers
- Work with Society of Chief Librarians and The Reading Agency to develop the Children and Young People's Mental Health lists

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Barbican and Community Libraries Services for Under 5s and their families

Name of activity	Description	Location	Duration	Audience	Notes
Rhymetime	Stories and songs	Barbican Children's Library	30 minutes. 2 sessions pw	Friday session for children aged 0-18 months and their carers Monday session for children aged 18months – 3 years and their carers	The provision of Rhymetime is part of our contract with Bookstart http://www.bookstart.org.uk/
Rhymetime	Stories and songs	Artizan Street Library	30 minutes. 1 session pw	Under 5s and their carers	The provision of Rhymetime is part of our contract with Bookstart http://www.bookstart.org.uk/
Stay and Play	Stories, songs and play	1. Portsoken Health and Community Centre 2. Artizan Street Lib 3. Shoe Lane Lib	1. 1 hour. 1 pm 2. 1 hr 30 mins. 1 pw 3. 2 hours. 1pw	Under 5s and their carers	
Baby Bounce	Stories, songs and play	Shoe Lane Library	1 hour. 1 pw	Under 2s and their carers	
Messy Play	Sessions to give under 5s the opportunity to get creative and messy in the library	Shoe Lane Library	1 hour. 1 pm	Under 5s and their carers	

Appendix 2

	(sand/water/paint).				
Storytime	Storytelling	1. Barbican Library 2. Shoe Lane Lib	1. 30 minutes. 1 pw 2. As above	3 -5 year olds and their carers	
Dads' Rhymetime	Stories and songs	Barbican Library	30 minutes. 1 pm	Under 5s and their dads	
Nannies' Stay and Play	Stories, songs and play	Artizan Street Library	1 hour 30 minutes. 1 pw	Under 5s and their nannies/au pairs	DCCS run

All activities (above) are supported by a minimum of 2 library staff unless otherwise stated.

Purpose

To provide opportunities for young children to sing, listen to stories, play and socialise
 To provide children with an early introduction to culture and literacy (especially via rhyme)
 To provide parents and cares with opportunities to socialise and build community networks
 To provide children and their carers with an introduction to the library

Expected outcomes

Socialisation (children and adults)
 Improved co-ordination and motor skills
 Improved speech and language skills
 Introduction to reading for pleasure and a lifelong love of books
 Parents and carers feel they are part of a local community

Committee(s)	Dated:
Culture, Heritage & Libraries Committee Streets & Walkways Sub Committee Policy & Resources Committee	6 February 2017 14 February 2017 16 February 2017
Subject: Special Events on the Highway	Public
Report of: Director of the Built Environment	For Decision
Report Author: Ian Hughes Assistant Director of Highways	

Summary

This report outlines the major events planned for 2017. It provides Members with an opportunity to consider and comment on the appropriateness of these events, taking into account their nature, scale and impact, as well as the benefits they bring.

There are 15 major events planned for 2017 (the same number as last year), of which:

- 13 have taken place before
- 2 are new one-off events (International Association of Athletics Federations (IAAF) World Championship marathon and Open House)

The report also updates Members on the outcome of new or one-off events that took place in 2016, as well as other matters related to special events such as 'root & branch' reviews, changes to the road network and drones for filming.

Recommendation(s)

Members are asked to:

- Agree to support the events outlined in the report and detailed in Appendix 1.
- Note that a root and branch review is planned for Standard Chartered Great City Race and the City of London Mile Run Fast events for 2018.

Main Report

Background

1. This report provides an update to Members on those events that are currently planned for 2017, and looks back on new or changed events that took place in 2016. It also incorporates information on 'root & branch' reviews for regular events, highway activities that may have a significant impact on this year's event programme and the latest position regarding the use of drones in the City.

2. Many of the events held on City streets are aimed at promoting or raising money for charitable organisations, whilst others seek to promote specific Mayoral initiatives such as cycling. Some events support the City's Visitor Strategy to drive economic benefit to City businesses, or fit the City's Cultural Strategy, Community Strategy and Health & Wellbeing agendas. Even commercial events typically raise money for charity, either directly through charitable partnerships or as an opportunity for participants to raise sponsorship.
3. Whilst these social and community benefits are understood and acknowledged, it is also important to ensure the impact of each event on residents, businesses and traffic is contained to an acceptable level, and that demand for the overall number of events is managed in a consistent and transparent manner.
4. It is essential that the planning and assessment of each major event takes place well in advance, as the implications of road closures can have a significant impact on the day-to-day life of those working and living in the City. Highway officers from the Transportation & Public Realm Division (T&PR) of the Built Environment lead this process with a structured, documented application and approval process.

Significant External Events Group (SEEG)

5. Members are reminded that event applications are initially considered by officers of SEEG (the Significant External Events Group), which includes Highways officers and representatives from the Town Clerk's Department, the Remembrancer's, Cultural and Visitor Development and City of London Police.
6. The merits of each event application is considered by SEEG taking into account a range of factors such as traffic and residential impact, public safety and the capability of the event organiser. SEEG meets every month and the process is managed by officers in T&PR (Highways Division).
7. The Director of the Built Environment has delegated authority to make traffic orders to allow roads to be closed for special events. Therefore, Member approval for each major event is not required. However there are established guidelines for officers to follow in determining the suitability of events, which also set out the procedure for event approval and provide advice for organisers. The Guidelines were last updated and agreed by Members last year.

Events Calendar 2017

8. The following table summarises the major events due to take place this year. A timeline for events is also illustrated in Appendix 2. Those highlighted in red are covered in more detail later in the report.

Date	Day	Event	Detail
5 February	Sunday	Winter Run	Fun run
23 April	Sunday	London Marathon	Amateur & elite race raising funds for sporting initiatives
29 May	Bank Holiday Monday	Vitality 10K (formerly BUPA 10K) Race	Race raising funds for sporting initiatives
10 June	Saturday	Nocturne	High participant night-time cycling race
18 June	Sunday	City of London Mile – Run Fast	Fun run raising money for local and national charities
12 July	Wednesday	Cart Marking	Ceremonial event; Livery Company
13 July	Thursday evening	Standard Chartered Great City Race	Run with participants from City institutions and businesses
23 July	Sunday	London Triathlon	Sporting event on TfL streets within the City (lower route)
29 & 30 July	Saturday & Sunday	Prudential RideLondon	TfL mass participation cycling event promoting Mayoral initiatives
6 August	Sunday	IAAF Marathon	International sporting event
16/17 September	Saturday/Sunday	Open House	Series of animations promoting the City's architecture and building design
21 September	Thursday evening	Bloomberg Square Mile Run	Fun run with participants from City institutions and businesses
8 October	Sunday	Royal Parks Half Marathon	Charitable run for Royal Parks Foundation
11 November	Saturday	Lord Mayor's Show & Fireworks	City of London Corporation ceremonial event and fireworks display
31 December	Sunday	New Year's Eve	GLA & TfL sponsored firework display

Assessment Matrix

9. An Event Assessment Matrix is applied to each event to determine its benefits and dis-benefits (see Appendix 3), and it remains a highly useful tool to determine the merits (or otherwise) of any proposed event. Members approved the framework for the assessment matrix, which is summarised below.

Assessment Matrix Criteria

Disbenefit		Benefit	
Disruption & Impact	Past / Likely Complaints	Policy Aims & Objectives	Charitable / Community Support
Daytime major road closures / Major impact (-5)	Serious, numerous & political (-5)	City heritage / cultural 'difference' / Corporate Plan (inc visitor & cultural strategies) (5)	Not for Profit' / Large charitable contribution / Overwhelming stakeholder support (5)
Evening major road closures (-4)	Numerous & political (-4)	London / National / International significance (4)	Charitable contribution (4)
Extensive weekend road closures / Medium impact (-3)	Numerous non-political (-3)	CoL Partner / City stakeholder (3)	Significant City community non-charitable benefit (3)
Limited weekend road closures (-2)	Some political (-2)	CoL Community Strategy (2)	Small charitable contribution (2)
Traffic holds / bubble / minor road closures (-1)	Small number (-1)	Member-only support (1)	Small community benefit (1)
No road closures No impact (0)	None (0)	No policy objective / No Member support (0)	Fully commercial (0)

10. For most events this year, that assessment is unchanged, although this report includes specific assessments for the IAAF Marathon (as a new event) and the Nocturne (which changed its route in 2016). Overall, 12 of the 15 events for 2017 are considered 'Green', with two deemed 'Amber' (the IAAF Marathon and Great City Race) and none 'Red'. (The Open House proposal has yet to be confirmed.)

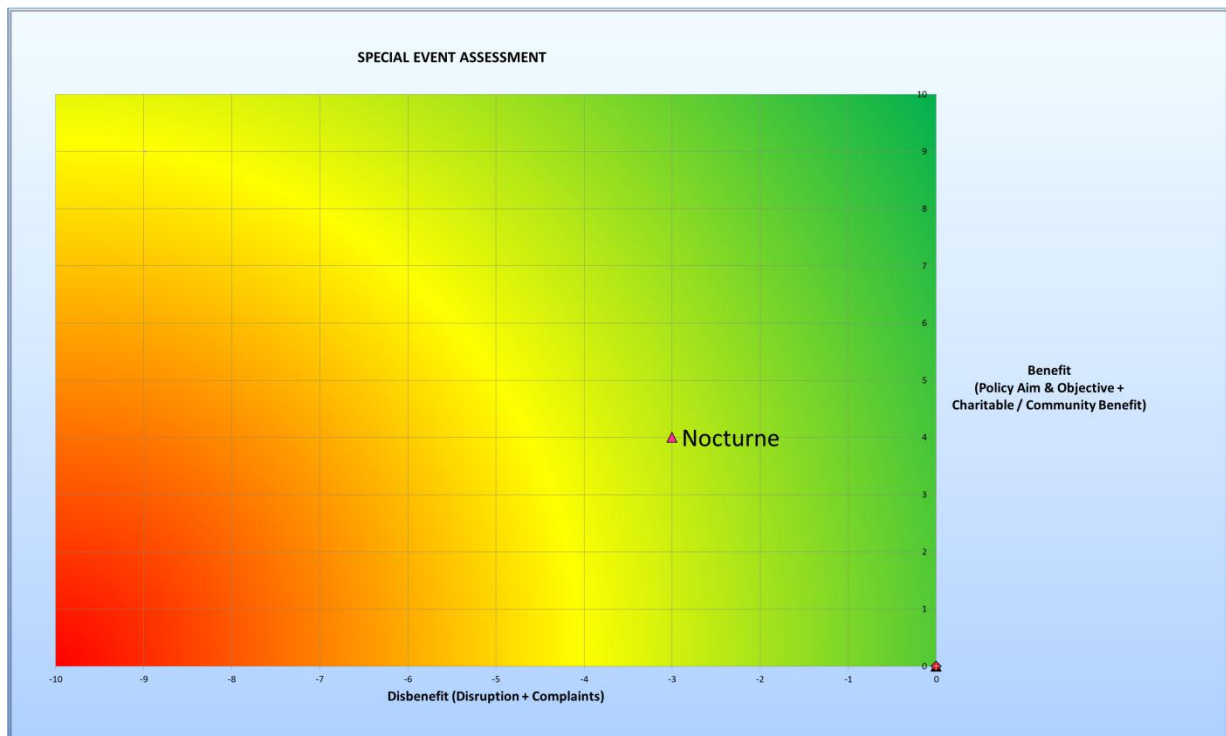
Review of Events from 2016

Nocturne: Saturday 4 June 2016

11. The Nocturne is an annual night-time cycling event attracting significant numbers of participants and spectators. Members will recall that this event had previously taken place at Smithfield Market. However the scale of the event had grown considerably leading to concerns about the suitability of it being held at this location.
12. Working with the organiser (Face Partnership), a new route was agreed for 2016. In summary the new route included a circuit that started and finished in Cheapside, taking in King Street, Gresham Street, Basinghall Street, Aldermanbury, Love Lane and St Martin's le Grand. The rider enclosure and pits were located in Bread Street, with road safety displays, 'Exchanging Places' lorries and cycling-related retail stalls in New Change.

13. The new route proved successful; with the event being delivered safely at a location better suited for the 500 participants and estimated 19,000 spectators. The event reached 1.2m viewers across 54 countries, including profiles of the City and Cheapside, with UK coverage including ITV's London News, City AM, the Evening Standard and TimeOut. The organisers proactively engaged with businesses and residents, and this, together with evening road closures, minimised disruption to City streets.
14. The event organiser is expected to use the same route this year (with minor changes around Guildhall to allow greater access to the Members' car park), and is explicitly targeting a much greater charitable fundraising initiative as part of the event's development. Taking this into account, the positive outcome and reduced disruption has moved the event into the green zone, with room for further improvement through a greater 'Charity Benefit' score this year:

Benefit / Disbenefit	Criteria	2016	
		Rating	Score
Benefit	Policy Aims & Objectives	CoL Partner	3
	Charity / Community	Small Community Benefit	1
Total Benefit			4
Disbenefit	Disruption & Impact	Limited weekend and o/night road closures	-2
	Likely Complaints	Small number	-1
Total Disbenefit			-3



Household Cavalry: Wednesday 20 April 2016

15. The Household Cavalry celebrated its Freedom of The City on 20 April 2016 with a military procession taking in a route via Fleet Street, Ludgate Hill, New Change, Cheapside, King Street to Guildhall. There was a week day road closure of around two hours to facilitate the event.

16. As with any weekday closures, even of small duration, there was inevitably some traffic disruption. However the event was delivered successfully as officers in T&PR (Highways) worked closely with the organisers and colleagues in the Town Clerk's and Remembrancer's departments to minimise disruption.

Great Fire 350: Friday 2 September – Monday 5 September 2016

17. Event organiser 'Artichoke' delivered a series of events in the City to commemorate the 350th anniversary of the Great Fire of London. Some of the programmed events involved extensive road closures, and were delivered without incident on the day.

18. Headline results include around 90,000 event visitors, a social media reach in excess of 90m, over 1,000 engagements with schoolchildren and young people, a global PR reach of 102m, and digital platform programming content viewed by more than 7m.

19. In all areas where it has been possible to measure impact, Artichoke exceeded the expectations of the City Corporation's objectives for sponsoring the event, generating significant economic and international PR benefit, positively changing perceptions of the City as a place to be, and engaging new audiences across events, education and training. In the current political environment, the programme has also helped to demonstrate and support the Mayor of London's worldwide message that London is open.

New Year's Eve

20. Since ticketing for this event on the Embankment was introduced, its footprint, timing and extent have remained largely similar, with manageable closures extending into the City as far as Farringdon, Blackfriars and Queen Victoria Street during the course of the evening.

21. Last month's event passed off without incident, but in the context of recent reports to Members, it was the first instance where the City Police requested the use of the 'contingent' Anti-Terrorism Traffic Regulation Order (ATTRO). This request was part of the pan-London policing of the event and was made in parallel to a similar request by the Metropolitan Police covering Westminster, Lambeth and Southwark following their assessment of the threat level to the event.

22. The ATTRO was approved by Members in November 2016 and the City of London Police can use it for anti-terrorism purposes only. As specified in the joint Protocol developed by the City with TfL and City Police, an annual review of the ATTRO will be undertaken, and it is proposed that the outcome of this review is reported to Members through this report in future.

New Events Planned in 2017

IAAF (International Association of Athletics Federation) World Athletics Championship Marathons – 6 August

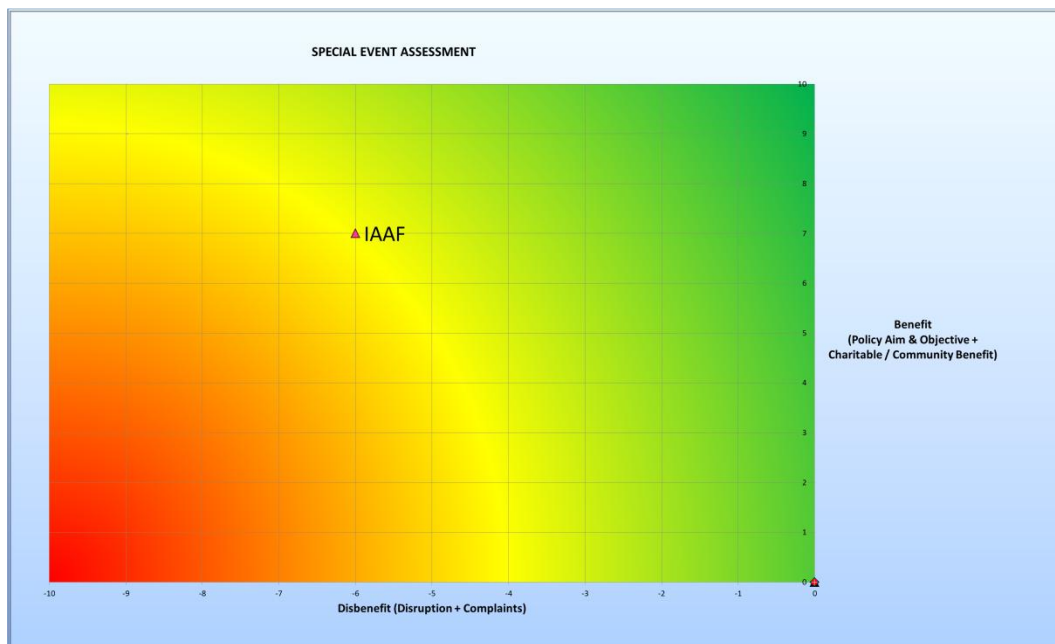
23. The Athletics World Championships are scheduled to be held in London in July and August 2017, and have a significant global reach and impact, attracting potential TV audiences in their billions.

24. Two events take place away from the Queen Elizabeth Olympic Park, namely the prestigious elite men's and women's marathons, held on the same day (Sunday 6 August) through the Square Mile. Delivering on a commitment to support a legacy event from 2012, the City will host a marathon route that starts and finishes at Tower Bridge, passing through Guildhall Yard and taking in the iconic sights of the Square Mile.

25. It will involve extensive road closures, and the organisers contracted by the IAAF are less experienced than some in organising major events in London. This accounts for the higher than ideal 'Complaint' risk noted below, but City officers are working with GLA, TfL, Westminster City Council, LB Southwark and the

organisers to address this, including the delivery of an extensive communications plan that will seek to reduce this risk. Further updates to Members (and the public) will be provided in due course.

Benefit / Disbenefit	Criteria	2017	
		Rating	Score
Benefit	Policy Aims & Objectives	International Significance	4
	Charity / Community	Significant Non-Charitable	3
Total Benefit			7
Disbenefit	Disruption & Impact	Weekend closures	-3
	Likely Complaints	Numerous non-political	-3
Total Disbenefit			-6



Open House – 16/17 September 2017

26. This year marks the 25th anniversary of Open House, which is a not-for-profit organisation that promotes public awareness and appreciation of London’s building design and architecture. To mark this occasion, Open House is considering a series of on-street animations that may require road closures, incorporating some of the City’s key cultural locations taking part in the festival. A particular focus will be Guildhall Yard and the streets nearby, but planning is still in its early stages and the exact details are not yet known.

“Root & Branch” Review of Major Events

Standard Chartered Great City Race and City of London Mile Run Fast

27. For new events taking place in the City, the following steps apply:
- approval is given for the first year initially (not in perpetuity);
 - a comprehensive debrief takes place afterwards
 - if deemed successful, approval is given to hold the event for the next three years (subject to successful delivery each year)
 - further three year cycles are subject to a full root & branch review.
28. This allows the opportunity for the competency of the organiser to be assessed to ensure the event is delivered successfully and to City standards. This principle equally applies to those events that have taken place in the City for a number of years.
29. Some events on the highway incorporate not only City streets but others in neighbouring authorities such as Westminster City Council. Whilst a root and branch review may not be appropriate for those events of national or international importance such as the London Marathon, it is applicable for those events where the route falls predominately within the City’s boundaries, which by their very nature (being more City centric) have the greatest impact on City businesses and residents.
30. Whilst planning for most events in 2017 is now underway, it is proposed that this year officers from T&PR (Highways) undertake a root and branch review with the organisers of the Standard Chartered Great City Race (London Marathon Ltd) and the City of London Mile Run Fast (Run Fast Ltd). This will include other key stakeholders such as TfL, and will seek to determine whether these events should continue to take place from 2018 to 2020. Members will be updated on the outcome of this review in future reports on Special Events.
31. Other events that fall within scope of the root and branch review include the Winter Run, the Vitality 10k Race, the Nocturne and the Bloomberg Square Mile, and it is proposed that a root and branch review of these events takes place over the following two years (for events in 2019 and beyond).

Other Considerations for Events in 2017

Thames Tideway

32. Work began on the construction of the Thames Tideway Tunnel (“super sewer”) in January 2017 on Victoria Embankment at Blackfriars. The Riverside Walk (Thames Path) between Blackfriars Bridge and Temple Avenue will be closed impacting on those events that utilise the lower route such as the London Marathon and Lord Mayor’s Show.

33. Officers in T&PR (Highways) will continue to work closely with Tideway and TfL to mitigate the impact of these construction works on the events programme in 2017, including how the new temporary traffic islands for the cycle super highway at Blackfriars can be safely removed to facilitate these events taking place.

Bank

34. With changes imminent at Bank junction in the short term, event officers are working with the Bank project team to ensure that events such as the Lord Mayor's Show can continue unaffected during the experimental period. In addition, the iconic nature of the Bank and the opportunities for the location to become an events space in its own right (as seen during the Great Fire's Domino Tip) will also be reviewed as part of the wider long-term project.

Use of Drones

35. Finally, to provide an update on drones mentioned in the last annual event report, the City's filming team (Town Clerk's Department) and City Police have confirmed they do not permit filming or use of drones over the public highway due to safety and security implications. There are no immediate plans to review this position until national guidelines are drafted taking into account prevailing legislation and best practice.

Conclusion

36. This report reviews the key points from last year's on-street events, and summarises the major events planned for 2017. The vast majority of events continue to be delivered successfully and safely, whilst City officers work with organisers to ensure the disruption they cause is minimised wherever possible.

Appendices

- Appendix 1 – Events Details for 2017
- Appendix 2 - Event Timeline for 2017
- Appendix 3 – Summary Assessment of Events for 2017

Background Papers

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APPENDIX 1 – EVENT DETAILS FOR 2017

EVENT	DAY & DATE	TIMES	ORGANISER	APPROVAL AUTHORITY	BENEFIT OF EVENT	NO.	EVENT HISTORY	CITY OF LONDON ROUTE
Winter Run	5 February	8 am – 2 pm	Human Race Ltd	City of London	Community event raising money for charity	1,000	3 rd year	City Streets, and Westminster (WCC)
London Marathon	23 April Sunday	7am-6pm	London Marathon Limited	Transport for London	Significant charity fund raising, plus surplus used to support specific sporting projects.	38,000	Established event of more than 20 years	Embankment & Upper / Lower Thames St
Vitality 10K Race	29 May Bank Holiday Monday	10am-12.30pm	London Marathon	Westminster / City of London	Funds from this race promote sporting initiatives to the City's resident and workforce population	10,000	9th year	WCC, Holborn, Holborn Viaduct, Cheapside to Bank area and back to WCC
Nocturne	10 June (Saturday)	Night	Face Partnership	City of London	High participant night-time cycling race	500	6 years but 2nd year for the new route	Cheapside, King Street, Gresham Street and immediate

								environs
City of London Mile – Run Fast	18 June Sunday	8am-midday	Run Fast Ltd	City of London	Raising money for local and national charities.	2,000	4th year	St Paul's, Cannon Street, Queen Victoria Street, Bank area, Cheapside
Standard Chartered Great City Race	13 July Thursday evening	7pm-8.30pm	London Marathon Ltd	City of London	Highly popular with City institutions & sponsored by a City company.	6,000	11th year	City Road, London Wall, Bank area & Cheapside.
Cart Marking	12 July Wednesday	7am-2am	Worshipful Company of Carmen	City of London	Historical City event to mark trade vehicles	1,000	Annual event	London Wall, Gresham St, Guildhall area
London Triathlon	23 July Sunday	7 am – 5 pm	IMG UK Ltd	TfL, Westminster City Council	Sporting Event	1,000	Annual event	Lower route (Victoria Embankment)
Prudential RideLondon	29/30 July Saturday /Sunday	7am-6pm	GLA/TfL	Transport for London, City of London & other highway authorities	Mass participation event to promote cycling, inc Mayoral initiatives.	75,000	4th year	Central CoL & Holborn, Holborn Viaduct
IAAF Marathon	6 August Sunday	TBC	GLA/TfL	Transport for London, City of London & other highway	International Sporting Event	1,000	New (one-off)	Route through the City from Olympic Park to

				authorities				Westminster
Open House	16/17 September Saturday & Sunday	TBC	Open House	City of London	Series of animations to promote City's architecture and buildings	TBC	New (one- off)	City of London
Bloomberg Square Mile Run	21 September Thursday evening	5pm- 8.30pm	Square Mile Sport	City of London	Participants drawn from City institutions raising money for charity.	5,000	More than 7 years	Gresham St only (rest of route on f/w)
Royal Parks Half Marathon	8 October Sunday	9am- midday	Royal Parks	Royal Parks and Transport for London	Charitable event for Royal Parks Foundation.	5,000	9 th year	Victoria Embankment west of Blackfriars.
Lord Mayor's Show & Fireworks	11 Nov Saturday	7am-4pm 5.15 pm	City of London	City of London / Westminster and Transport for London	Procession to facilitate the Lord Mayor's obligations to the Sovereign.	6,000	Ceremonial event.	City area west of Bishopsgate.
New Year's Eve Fireworks	31 December Sunday	From b/w 2-10pm until after midnight	GLA	Transport for London, Westminster & City of London	Focus of the UK's End of Year celebrations	120,000	Annual Event	Blackfriars area & Westminster near London Eye

NEEDS CHANGING
 APPENDIX 2 – EVENT TIMELINE FOR 2017

Date	Event	Disruption	Month	Week	Cumulative Disruption															
					1	2	3	4	5	6	7	8	9	10						
05/02/2017	Winter Run	-2	Dec/Jan	52																
23/04/2017	London Marathon	-3	Jan	1																
29/05/2017	Vitality 10k Race	-3		2																
10/06/2017	Nocturne	-3		3																
18/06/2017	City Run Fast	-3		4																
12/07/2017	Cart Marking	-1	Feb	5																
13/07/2017	Great City Race	-6		6																
23/07/2017	London Triathlon	-2		7																
29&30/7/2017	RideLondon	-3		8																
06/08/2017	IAAF Marathon	-6	Mar	9																
16&17/9/2017	Open House	TBC		10																
21/09/2017	Bloomberg Sq Mile	-1		11																
08/10/2017	Royal Parks Marathon	-2		12																
11/11/2017	Lord Mayor's Show	-5	Apr	13																
31/12/2017	New Years Eve	-4		14																
				15																
				16																
				17																
			May	18																
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				43																
			Nov	44																
				45																
				46																
				47																
			Dec	48																
				49																
				50																
				51																
				52																

	Embankment / Thames St only (w/e)
	Embankment / Thames St (Mon daytime)
	City (w/e)
	City (Mon-Fri, evening)
	City (Mon-Fri, daytime)

APPENDIX 3 – Summary Event Assessment for 2017

SPECIAL EVENT ASSESSMENT 2017



Committee(s)	Dated:
Culture, Heritage and Libraries	06 February 2017
Subject:	Public
Guildhall Library Centenary Fund	
Report of:	For Decision
Assistant Town Clerk and Cultural Hub Director	
Report Author:	
Sara Pink – Head of Guildhall Library and City Business Library	

Summary

Guildhall Library Centenary Fund is a registered charity with objectives to advance the education and training of the public through the provision and conservation of library, archive, museum and gallery collections.

Recommendation(s)

It is proposed that for the immediate future the strategy should be one of encouraging donations rather than expenditure, so as to build up endowment under the charitable status of the fund. The experience of other cultural and heritage services, many of whom are increasingly operating in this sphere, is that fundraising is a long-term activity in which quick results are rarely guaranteed, and where relationships with potential donors need to be cultivated over the long-term.

Main Report

Background

1. Guildhall Library Centenary Fund is a registered charity first set up in 1928 (marking the anniversary of the re-founding of Guildhall Library 100 years before) "for the purchase of works of art, books, prints, engravings and articles of historical, archaeological or literary interest for Guildhall Library". It was initially established with a gift of £500 from the Corporation (the sole trustee) and the expectation was that it would subsequently attract donations to provide a fund to supplement the acquisitions budget of the Library. There has not hitherto been a strong tradition of fundraising within the Corporation, although occasional sums have been added to the Fund over the succeeding decades.
2. In 2009, when a corporate review of CoL charities took place, the value of the Fund stood at £8,141. The opportunity was then taken to merge it with another small charity associated with the Library (the English Philological Endowment Fund) and redefine the objectives so as to make them broader, less focused on acquisitions specifically, and applicable to the archives and Art Gallery as well as Guildhall Library (registered charity no 206950). The current value of the Fund is

£23,453, of which £14,612 is held as an endowment fund in Charities Pool investments, and £8,841 in cash as an unrestricted fund.

Options

3. It was suggested at the December Committee that the Fund should be closed and the capital spent appropriately. A proposal to disband the Fund could be taken to the Charity commission. If it were to be disbanded, the funds generated to date could be spent on acquisitions or conservation pertaining to the charity's objectives and the expectations of donors.
4. The Fund could be retained and its potential benefits capitalised upon for the future conservation and care of the heritage collections, many donors giving for the purposes of a commitment to long-term conservation for future generations.

Recommendations for the future development of the Centenary Fund

5. The Centenary Fund can be used to run various campaigns that fall within the trust's aims and objectives, for example, a Whittington or Gresham Appeal, with specific outputs. Guildhall Library recently received a bequest of an extraordinary collection of books, pamphlets, prints and drawings relating to Richard Whittington. Representing probably the greatest private collection of Whittington material ever collected together, it features material from the 17th to the 20th centuries. Our benefactor, the American collector Ellery Yale Wood, felt Guildhall Library was the best home for her collection. Guildhall Library owes its original foundation directly to Whittington as money left to the City paid for the building of the first Library at Guildhall in the mid -1420s.
However, much of the exceptionally rare and fragile material that makes up the donation will require conservation work and research to preserve it and make it accessible to future generations. Unfortunately, this essential work is beyond the scope of our current budgets but running fundraising campaigns for specific outcomes such as this will be greatly benefitted by the continued existence of a charitable endowment fund. With the 600th anniversary of Guildhall Library in 2020, the existence of the fund will help us celebrate this milestone and prepare for the next 600 years.
6. Charitable trusts enable fundraising from grant making trusts, including liveries, and many only give to charities. The status afforded by the centenary fund will offer more opportunities to fundraise through donations, legacies and grants as well as being more efficient through gift aid and tax exemption. Our services are used by researchers over long periods of time and could generate the loyalty and gratitude to attract gifts.
7. An adopt-a-book scheme will be established in 2017 enabling funds to be donated towards the conservation of specific collections within our care. The donors name will be associated with the item on the library catalogue.

8. The Guildhall Library Friends scheme is expected to bring in an annual income from membership fees. Further income from donations, events and fundraising campaigns will be generated from the Friends which will be launched in 2017.

Conclusion

9. Based upon the options above it can be proposed to the Charity commission that the fund is disbanded, the charitable status afforded to Guildhall Library is removed and the funds are to be spent on acquisition. Alternatively, the fund can be retained under a framework of active fundraising in order to realise an endowment fund for the future care and conservation of heritage collections.

Sara Pink

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Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision	06/02/2017
Subject: City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee	Public
Report of: Peter Lisley – Assistant Town Clerk and Cultural Hub Director	For Decision
Report author: Nick Bodger, Head of Cultural and Visitor Development	

Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 12 January 2017. At this meeting, the CAI considered the following proposals:

- **Sculpture in the City:** a shortlist of sculptures that may be included in the 2017 programme for this initiative.
- **Unlimited Productions / Art Night:** two projects that will form part of the Art Night 2017 programme in the City of London:
 - **Do Ho Suh** (as a co-commission with Sculpture in the City);
 - **Gunes Terkol**, a new commission involving residents of Middlesex Street Estate which will see musical instruments and banners personalised by the residents and installed on the windows of The Cass, Metropolitan University on Whitechapel High Street; and a collaboration with residents and artist Karen Mirza to produce a permanent mural for the estate.
- **The 100 Bishopsgate Partnership:** a statue entitled “The Flesher” by Etienne Millner, to be permanently sited within St Helen’s Place, a private street under the ownership of The Leathersellers’ Company (which is also the commissioning body); and
- **Reignwood International UK:** in-principle permission sought for a new permanent sculpture depicting Samuel Pepys to be sited in Seething Lane Gardens – submitted by the City Corporation’s Open Spaces Department on behalf of the developer of the garden.

Recommendation(s)

Members are asked to:

- Ratify the City Arts Initiative’s recommendations in relation to the above proposals as follows:

- **Sculpture in the City:** approve all shortlisted sculptures, noting final selection will be made subject to logistics and availability and ratified by the Sculpture in the City Board on which your Committee Chairman sits;
- **Unlimited Productions / Art Night:** approve the Do Ho Suh installation as part of Sculpture in the City, and the temporary musical instruments and banners in the windows of The Cass; but reject the permanent mural request until further information regarding consultation with the City's Housing Team and a more detailed proposal for mural content have been received and considered by the CAI;
- **The 100 Bishopsgate Partnership:** approve with the recommendation that the proposed axis for the statue is reviewed but without changes being a condition of approval; and
- **Reignwood International UK:** approve the in-principle proposal for the subject of the statue on condition that a detailed application is made to the CAI for their consideration once the artist has been selected and the design progressed.

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 in the 2015/16 Committee year.
3. Apart from officer time handling enquiries and looking after the installations, there are no resource implications other than where specifically noted.

Current Position

4. The CAI met on 12 January 2017 to consider the proposals outlined below.
5. Full details of the all applications to the CAI are available on request from the Assistant Town Clerk and Cultural Hub Director.
6. At the meeting, the CAI also received updates on previously approved applications. These included:

- a. A presentation by the Director of the Illuminated River Foundation detailing the winning design for the bridge lighting scheme following an international design competition. This presentation will be received by your Committee under a separate agenda item; and
 - b. A paper of the Tideway Public Art Programme informing the CAI that artist Nathan Coley has been selected to develop the installation on the Blackfriars Embankment Foreshore. In response, the CAI has requested that they have ongoing representation with Tideway while the design is developed.
7. Other business relating to the work of the CAI was also considered, this included:
- a. A discussion regarding public art applications for works sited on private land and those requiring planning permission, with the CAI appointing a working sub-group to explore how a more efficient system might be established to solicit CAI recommendations ahead of planning applications being received; and
 - b. A vote of thanks to the outgoing chairman of the CAI, the Director of Culture Heritage and Libraries Mr David Pearson, for his significant contribution to the work for the group with agreement that the Head of Cultural and Visitor Development, Mr Nick Bodger, will succeed him as chairman.

Proposals

Sculpture in the City 2017

- 8. The CAI received a presentation detailing all works shortlisted for inclusion in the 2017 programme of Sculpture in the City.
- 9. Noting final selection will be made subject to logistics and availability and ratified by the Sculpture in the City Board on which your Committee Chairman sits, the CAI recommended that the full shortlist be approved.
- 10. In addition, the CAI acknowledged the growing success of the programme and the international recognition it has achieved in recent years, thanking all those involved in its delivery.

Unlimited Productions / Art Night

- 11. Art Night is a free contemporary arts festival that transforms London for one summer night. Each year, a leading cultural institution and curator are invited to work in a different area of London, exploring its history, culture and architecture.

12. Art Night 2017, curated by Fatos Ustek with the Whitechapel Gallery, will take place in the City of London and the East End, activating 10-12 iconic or unusual venues. The trail will connect the busy areas of Brick Lane, Spitalfields and Tower Bridge through Aldgate and Whitechapel, to create a stronger sense of destination and highlight their extraordinary history and heritage.
13. The CAI received a proposal for two projects that will form part of the Art Night 2017 programme in the City of London. A significant number of additional works situated in the East End were also detailed in the application. These works were not considered by the CAI given they fall beyond the scope of the group.
14. The first proposal was for a co-commission with Sculpture in the City by artist Do Ho Suh. This is recommended for approval by the CAI as part of the Sculpture in the City programme detailed above.
15. The second proposal is a new commission for artist Gunes Terkol. The commission is made up of two parts:
 - a. Through workshops with residents of Middlesex Street Estate, and in collaboration with the City Play East Team, Terkol will produce musical instruments and banners that workshop participants will personalise. These will then be installed in the windows of The Cass, Metropolitan University on Whitechapel High Street. The installation is temporary, for the duration of the festival only;
 - b. The second part of the commission sees Terkol collaborate with estate residents and artist Karen Mirza to produce a permanent or long-standing mural for the estate.
16. The CAI recommends for approval the first part of the commission as detailed in item 15a above, noting the very short timeframe that the installation is displayed (1 July 2017 only).
17. The CAI expressed significant concerns regarding the second part of the commission (the mural) and requested that officers investigate as to whether discussion has been had with the City Corporation's Housing Team and, if so, whether this project was viewed as a welcome addition to the estate environment.
18. In addition, the CAI requested that details of the subject for the mural and an outline of the process for developing it with residents be received, noting that a permanent mural would require planning permission.
19. The CAI therefore recommends that the mural element of the commission be rejected until this information is received and can be considered.

The 100 Bishopsgate Partnership

20. An application for the installation of a statue entitled “The Flesher” by leading figurative sculptor Etienne Millner to be permanently sited within St Helen’s Place was received through the City Corporation Planning Team, following a request for planning permission from GVA Grimley Ltd on behalf of The 100 Bishopsgate Partnership.
21. The proposed location – the eastern end of St Helen’s Place – is a private street under the ownership of the Leathersellers’ Company (which is also the commissioning body) and falls within the St Helen’s Conservation Area. However, neither the courtyard nor any of the adjoining buildings are listed.
22. The statue is cast bronze on a Portland Stone plinth and depicts the traditional process of producing leather from animal hides. With “fleshing” now a mechanical process, the statue seeks to provide recognition of the tradition of the man as worker and maker, acknowledging a craft no longer carried out by hand commercially.
23. The statue complements the two existing statues on St Helen’s Place, which are set on either side of the entrance to the Livery Hall of the Leathersellers’ Company and also relate the trade of leather-selling.
24. The CAI expressed concern over the axis on which the statue was being installed, favouring a position that would see the sculpture facing the street. While it was not considered that this should be made a condition of approval it was suggested that this concern be communicated to the applicant.
25. The CAI also expressed concern over the number of figurative sculptures that have been installed in the City depicting ancient trades but felt that this particular work was on a subject and of a quality appropriate to the area.
26. The CAI therefore recommends this application for approval.

Reignwood International UK

27. An application seeking in-principle approval for a new permanent sculpture depicting Samuel Pepys in Seething Lane Gardens was submitted by the City Corporation’s Open Spaces Department on behalf of the developer of the garden. The proposal will be fully funded by the developer Reignwood International UK.
28. The new sculpture will replace the former sculpture on the site, a bust of Pepys (bronze, Karin Jonzen, installed 1983) which has been installed in the nearby St Olave’s Churchyard, Hart Street for continued public display during the current major site works at Seething Lane Garden.
29. This bust has been a much appreciated addition to the churchyard, in keeping with the intimate scale of the site, and Members of your Open Spaces & City Gardens Committee supported the suggestion that it remain there indefinitely.

30. The new sculpture is proposed to be sited as a centrepiece to the refurbished Seething Lane Garden, part of which is the site of the Navy Office where Samuel Pepys lived and worked. It will seek to draw on the historic link with Pepys and give prominence to the heritage of this part of the City. The initial suggestion is that in contrast to the bust, the new sculpture should depict Pepys as a younger man about town or with his diary.
31. The CAI recommends Members approve the in-principle proposal for the subject of the statue on condition that a detailed application is made to the CAI for their consideration once the artist has been selected and a design progressed.

Corporate & Strategic Implications

32. The City Arts Initiative was formed to support the City's management of public art which supports the delivery of the City's Cultural and Visitor Strategies.

Conclusion

33. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the public art application considered on 12 January 2017.

Background Papers

Full details of the applications received by the City Arts Initiative are available on request from the Assistant Town Clerk and Cultural Hub Director.

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Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision	06/02/2017
Subject: Central Grants Programme – <i>Inspiring London through Culture</i> : recommendations to the Culture, Heritage & Libraries Committee	Public
Report of: Peter Lisley, Assistant Town Clerk and Cultural Hub Director	For Decision
Report author: Nick Bodger. Head of Cultural and Visitor Development	

Summary

The *Inspiring London through Culture* funding theme, which forms part of the Central Grants Programme (CGP), opened to applications on 15 August 2016.

The first closing date for applications under this theme was on 3 January 2017. Applications were assessed by a panel of expert officers and external assessors on 13 January 2017 following due diligence checks by the City’s Central Grants Unit (CGU) which also oversees the scheme and the Chamberlain. This report recommends grant decisions following that meeting.

Recommendations

Members are asked:

- To review and approve the recommendations for applications received under the *Inspiring London through Culture* funding stream, a part of the City Corporation’s Central Grants Programme.

Main Report

Background

1. On 7 March 2016, your Committee delegated authority to the Town Clerk, in consultation with your Chairman and Deputy Chairman to agree the sub themes and eligibility criteria (see appendix 1) for the proposed grant giving theme of *Inspiring London through Culture*, subject to your Policy and Resources Committee approving that theme, which they agreed at their meeting on 19 May 2016.
2. Overseen by the City’s Central Grants Unit (CGU), the grant assessment process for this and other themes in the programme draws on the Unit’s expertise in the field of grant-making and demonstrates good practice.

3. Prior to grant applications being submitted to this Committee for approval, each has undergone a series of due diligence checks by the CGU to ensure compliance with the established eligibility criteria, this includes a financial assessment by the The Head of Charity and Social Investment Finance within the Chamberlain's Department. All eligible applications were then considered by a panel of expert officers and external assessors.
4. The Director of Culture, Heritage and Libraries appointed your Head of Cultural and Visitor Development to chair this panel and appoint panellists with appropriate knowledge.
5. The panel met on 13 January 2017 comprising City Corporation officers: the Head of Cultural and Visitor Development (chairman); the Open Spaces Business Manager; the Acting Head of Guildhall Art Gallery; and the Director of Arts, Barbican, as well external assessors: the Chief Digital Officer at London & Partners; and the Senior Culture Officer at the Greater London Authority.
6. For this, the first *Inspiring London through Culture* funding application round, the City Corporation received 16 applications totalling £120,217. Of these, 13 applications were presented to the panel totalling £87,717, the others having withdrawn or having failed the grant criteria.
7. The budget for *Inspiring London through Culture* is £95,574 for 2016/17. If this whole budget was spent it would leave a total of £20,425 funding for the two grant rounds in £2017/18. The panel therefore proposed that they spend a maximum of £57,500 in this round to ensure they have the same funding available for the next financial year.
8. Apart from officer time handling enquiries, all resource implications are budgeted for within the *Inspiring London through Culture* grant fund.

Current Position

9. Summary assessment reports of the all recommended applications to the *Inspiring London through Culture* grant scheme are given in the appendices with details of all available on request from the Assistant Town Clerk and Cultural Hub Director.

Current Position

10. It is proposed that grants totalling £54,832 be awarded as per the recommendations outlined in the appendices. This leaves £40,742 from this year's allocation to be carried forward to the 2017/18 budget year, enabling an approximately equal level of grants to be awarded in that year.

Corporate & Strategic Implications

11. The Central Grants Programme *Inspiring London through Culture* funding stream was created to promote a fair system of grant giving by the City Corporation in the cultural context.
12. The recommendations of the panel support the funding criteria and, in turn, the City Corporation's Corporate Plan by "maximising the opportunities and benefits afforded by our role in supporting London's communities" as well as the delivery of the City's Cultural and Visitor Strategies.

Conclusion

13. This report summarises the discussions of the *Inspiring London through Culture* grants assessment panel and presents recommendations in relation to the applications considered on 13 January 2017.

Appendices

- Appendix 1 – *Inspiring London through Culture*: criteria for funding
- Appendix 2 – *Inspiring London through Culture*: project outlines and recommendations to the Culture, Heritage and Libraries Committee
- Appendix 3 - *Inspiring London through Culture*: table of grants declined, deferred or withdrawn

Background Papers

Full details of the all applications to the *Inspiring London through Culture* grant scheme are available on request from the Director of Culture, Heritage & Libraries.

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<p>Committee: Culture, Heritage and Libraries Committee</p>	<p>Date: 7th February 2017</p>
<p>Subject: Decision taken under Delegated Authority since the last meeting of the Committee</p>	<p>Public</p>
<p>Report of: Town Clerk</p> <p>Report Author: Julie Mayer</p>	<p>For Information</p>

Summary

This report advises Members of action taken by the Town Clerk since the last meeting of the Committee, in consultation with the Chairman and Deputy Chairman, and in accordance with Standing Order No. 41.

Recommendation:

Members are asked to note the following decisions, taken under delegated authority, since the last meeting:

City Arts Initiative (CAI): recommendation to the Culture, Heritage & Libraries Committee: *Marie Curie, 'Garden of Light'*: a proposal by Hope and Glory on behalf of Marie Curie.

Main Report

Background

Shortly after it met on 10 November 2016, the CAI received a proposal from David Stitson of Hope and Glory for a temporary artwork, to be installed in St Paul's Churchyard Festival Gardens. The CAI therefore considered the proposal via email, with a consensus reached by Thursday 1st December 2016. All Members of the CAI were supportive of the proposal, provided that the relevant paperwork was in place, the installation would not contravene City advertising policy and an agreement would be reached over the use of power.

This proposal was then raised at December's meeting of the Culture, Heritage and Libraries Committee and Members agreed to delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee to consider the recommendation of the CAI.

Delegated authority was sought because formal consideration of the proposal, at February's meeting of the Culture Heritage and Libraries Committee, would be too late to make the necessary preparations for the project.

Proposal

1. An installation of daffodils, to be developed by a designer and produced in resin, to sit within the St Paul's Churchyard Festival Gardens for a period of 7-10 days in March 2017.
2. The display to coincide with an appeal launch, for the Marie Curie Charity, with the daffodils being auctioned off at the end of the installation and all proceeds going to the Charity.
3. The CAI noted the City's 'No Advertising' Policy and asked that this be observed. The CAI also noted the requirement for indemnity and power supply issues to be agreed and resolved prior to installation.

Implications

- Apart from officer time handling enquiries and looking after the installations, there are no other resource implications.
- The City Arts Initiative was formed to support the City's management of public art, which supports the delivery of the City's Cultural and Visitor Strategies.

Action taken

The Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, agreed to:

1. Support an application from David Stitson, of Hope and Glory for a temporary artwork to be installed in St Paul's Churchyard Festival Gardens, subject to the caveats at item 3 and 4 above and noted that;
2. the installation would comprise of a bed of daffodils, produced in resin, to sit within the gardens for a period of 7-10 days in March 2017. The display is scheduled to coincide with an appeal launch for the Marie Curie Charity, with the daffodils being auctioned off at the end of the installation and all proceeds going to the Charity.

Julie Mayer
Committee and Member Services
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tel: 020 7 332 1410

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