



Culture, Heritage and Libraries Committee

Date: MONDAY, 5 MARCH 2018
Time: 12.00 pm **CITY VISITOR STRATEGY MEMBER WORKSHOP 11 AM**
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Vivienne Littlechild (Deputy Chairman)	Deputy the Revd Stephen Haines
Graham Packham (Chairman)	Graeme Harrower
Deputy John Absalom	Deputy Tom Hoffman
Munsur Ali	Ann Holmes
Alexander Barr	Deputy Wendy Hyde
Deputy John Bennett	Deputy Jamie Ingham Clark
Peter Bennett	Andrew Mayer
Deputy David Bradshaw	Jeremy Mayhew
Tijs Broeke	Wendy Mead (Chief Commoner)
Deputy Michael Cassidy	Sylvia Moys
Thomas Clementi	Barbara Newman
Deputy Kevin Everett	Judith Pleasance
Anne Fairweather	Deputy Richard Regan
Alderman John Garbutt	Deputy Dr Giles Shilson
Alderman Sir Roger Gifford	Jeremy Simons
Caroline Haines	Mark Wheatley

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Lunch will be served in Guildhall Club at 1PM

John Barradell
Town Clerk and Chief Executive

CITY VISITOR STRATEGY - MEMBER WORKSHOP - 11 am

Part 1 - Public Agenda – Meeting to commence 12 noon

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 22 January 2018.

For Decision
(Pages 1 - 8)

4. **MINUTES FROM THE BENEFICES SUB COMMITTEE**

To receive the public minutes and non-public summary of the Benefices Sub Committee on 12th February 2018.

For Information
(Pages 9 - 10)

5. **FINAL DEPARTMENTAL BUSINESS PLAN 2018/19 - DEPARTMENT OF COMMUNITY & CHILDREN'S SERVICES AND TOWN CLERK'S DEPARTMENT (CULTURAL SERVICES)**

Joint Report of the Directors of Community and Children's Services and Assistant Town Clerk (Culture Mile Director).

For Decision
(Pages 11 - 18)

6. **TOWN CLERK'S CULTURAL SERVICES BUSINESS PLAN PROGRESS REPORT**

Report of the Town Clerk

For Information
(Pages 19 - 30)

7. **CENTRAL GRANTS PROGRAMME – '*INSPIRING LONDON THROUGH CULTURE*': RECOMMENDATIONS TO THE CULTURE, HERITAGE & LIBRARIES COMMITTEE**

Report of the Assistant Town Clerk/Culture Mile Director.

For Decision
(Pages 31 - 62)

8. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE & LIBRARIES COMMITTEE**
Report of the Assistant Town Clerk/Culture Mile Director.
Visuals of shortlisted works have been circulated electronically to Members.
For Decision
(Pages 63 - 66)
9. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY SINCE THE LAST MEETING OF THE COMMITTEE**
Report of the Town Clerk.
For Information
(Pages 67 - 68)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
11. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**
12. **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**
13. **NON-PUBLIC MINUTES**
To approve the non-public minutes of the meeting held on 22 January 2018.
For Decision
(Pages 69 - 70)
14. **NON-PUBLIC MINUTES OF THE BENEFICES SUB COMMITTEE**
To receive non-public minutes of the Benefices Sub Committee on 12th February 2018.
For Information
(Pages 71 - 72)
15. **ARTIZAN STREET LIBRARY**
Report of the Director of Community and Children's Services.
For Information
(Pages 73 - 76)
16. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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CULTURE, HERITAGE AND LIBRARIES COMMITTEE 22 January 2018

Minutes of the meeting of the Culture, Heritage and Libraries Committee
held at Guildhall at 11 am

Members:

Graham Packham (Chairman)	Deputy Wendy Hyde
Vivienne Littlechild (Deputy Chairman)	Deputy Jamie Ingham Clark
Deputy John Absalom	Andrew Mayer
Alexander Barr	Jeremy Mayhew
Deputy John Bennett	Wendy Mead (Chief Commoner)
Peter Bennett	Sylvia Moys
Thomas Clementi	Barbara Newman
Anne Fairweather	Jeremy Simons
Alderman John Garbutt	Mark Wheatley
Prem Goyal	
Caroline Haines	
Graeme Harrower	
Deputy Tom Hoffman	

In Attendance

Officers:

Peter Lisley	-	Assistant Town Clerk (Culture Mile Director)
Nick Bodger	-	Town Clerk's
Julie Mayer	-	Town Clerk's
Mark Jarvis	-	Chamberlain's
Geoff Pick	-	Director of the London Metropolitan Archives
Lawrence Ward	-	London Metropolitan Archives (Town Clerk's)
Andrew Buckingham	-	Communications (Town Clerk's)
Sara Pink	-	Town Clerk's
Colin Buttery	-	Director of Open Spaces
Christopher Earlie	-	Open Spaces
Steven Chandler	-	City Surveyor's
Carol Boswarthack	-	Community and Children's Services

Lia Bowman and Liz Thornton – Tommy's (agenda item 9)

1. APOLOGIES

Apologies were received from Deputy David Bradshaw, Tijs Broeke, Alderman Sir Roger Gifford, Deputy the Revd. Stephen Haines, Ann Holmes, Judith Pleasance, Deputy Richard Regan and Deputy Dr Giles Shilson.

- Before the business of the agenda commenced, the Chairman congratulated Mrs Sylvia Moys for being awarded an MBE.

- Members noted that there would be a change in the running order of the agenda in order for Tommy's presentation on London Landmarks Half Marathon to be taken in public session, directly after agenda item 9 (Special Events on the Highway)

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

- Mark Wheatley declared a general, non-pecuniary interest in respect of agenda item 9 (Special Events on the Highway and London Landmarks Half Marathon Presentation) by virtue of his position as an independent (non-Trustee) Director of 'Baby Fun Trading'; a company associated with Tommy's.
- Mrs Vivienne Littlechild, Deputy Chairman, declared a general non-pecuniary interest in respect of agenda item 9 (Special Events on the Highway and London Landmarks Half Marathon Presentation) by virtue of being on Tommy's Guest List.
- Mr Jeremy Simons declared a general non-pecuniary interest in respect of agenda item 9 (London Landmarks Half Marathon Presentation) by virtue of being a Trustee of Dr Johnsons' House.
- Mr Jamie Ingham Clark declared a general non-pecuniary interest in respect of agenda items 5 & 6 (Culture Mile Pop Ups) by virtue of being a Member of the Licensing Sub Committee which had been convened, for 24 January 2018, to hear an application in respect of Beech Street Tunnel. Mr Ingham Clark would withdraw from the meeting during the discussion on these items.
- Mrs Vivienne Littlechild (Deputy Chairman) declared a general non-pecuniary interest in respect of agenda items 5 & 6 (Culture Mile Pop Ups) by virtue of being a Local Ward Member who would be attending the Licensing Sub Committee, which had been convened for 24 January 2018, to hear an application in respect of Beech Street Tunnel. Mrs Littlechild would withdraw from the meeting during the discussion on these items.

3. **MINUTES**

RESOLVED, that – the public minutes and non-public summary of the meeting held on 18th December 2017 be approved.

Matters arising

In respect of Revenue and Capital Budgets, Members noted that, since the last meeting, an assumed 2% inflation increase had been factored in. Furthermore, Members were reminded that, following the Resource Allocation Sub Committee meeting last week, there would be a new 'funding pot' for bids in respect of a proposed new service or demand. Notwithstanding this update,

the Chairman asked if future budget reports could give a full description of the consequences of proposed cuts.

Members noted that 'The Oyster Meal' had been returned to its rightful owner and a copy was on display at Mansion House. Members commended the City of London's quick response to this sensitive matter and suggested that a plaque be mounted in Mansion House, explaining the circumstances of the restitution.

4. THE NEW LONDON METROPOLITAN ARCHIVES CATALOGUE AND AN UPDATE ON BUSINESS PLAN DELIVERY

Members received a presentation from the Director of the LMA in respect of the new Archives Catalogue and received an update on how the Department was meeting its Business Plan objectives.

During the discussion and questions, the following points were raised/noted:

- There were still some uncatalogued collections and longer-term objectives for improving access to the collections.
- The LMA received around 50,000 physical visitors per annum, including individual researchers and school groups, with online visitors predominantly from the UK and USA. of circa 2 million
- Approximately 5% of the collection has been digitised (with some 22 million views annually) which is in line, with that achieved by the British Library and The National Archives, and Members recognised that this was a very large job. The base cost of digitisation was significant, with the majority done so far had been achieved through a commercial agreement.
- The LMA provided a record keeping service for City of London Corporation Departments in Guildhall as well as offering advice on record keeping to the whole organisation.
- While charging for access to LMA was not under consideration for several reasons, and was not in place for any local authority archive service in the UK or at The National Archives, there were many opportunities for income generation which were being pursued, including the storage of archives and provision of access for other institutions e.g. the Royal College of Surgeons while they are refurbishing their premises at Lincoln's Inn Fields. Members noted that providing this, and similar services, would generate more income than charging for access.
- The LMA worked with The National Archives, the British Library and colleagues in other London Boroughs to share good practice and achieve economies of scale. The LMA were also mindful that some archiving organisations were struggling financially and the LMA could

provide an alternative store for their collections, providing a suitable funding package could be agreed.

- Members noted that there were 17 years remaining on the current lease of LMA's existing site in Clerkenwell and all options for its future location were being considered, including any potential for working more closely with the Museum of London and its relocation project. Members noted that, as the future of archiving changed and became more digitally based, there would be less need for an archive to occupy just one site.

In concluding, the Chairman and Members thanked the LMA for an interesting and insightful presentation.

5. **CITY ARTS INITIATIVE RECOMMENDATIONS**

Members considered a report of the Assistant Town Clerk (Culture Mile Director) which sought agreement to the recommendations of the City Arts Initiative (CAI) which had met on 14 December 2017.

Members noted that, in respect of Culture Mile Pop Ups, the CAI report before them today concentrated on the cultural aspects, whereas the decision taken by the Projects Sub Committee (at the next item on the agenda) had concentrated on the delivery and management of the project. Given the time constraints on Committee cycles, the report had been presented to the Projects Sub Committee last week, and subsequently approved, but the project would not proceed if Members were minded not to accept the CAI's recommendation.

RESOLVED, that:

- a. **The London Tea History Association Monument: *from Bush to Cup*:** reject - with an invitation to resubmit on the grounds that there is no agreed site in place for the work; noting the current proposed plinth may pose accessibility issues and need to be reviewed and that more information is required on the proposed label text to accompany the work.
- b. **Orla O'Connor: *Sleeping Rough*:** reject - on the grounds that the sites proposed in the application are not in the City of London and that City sites may not be suitable due to restrictions on advertising.
- c. **NSPCC: The Great Gnome Hunt:** approve - the installation of at least six gnomes across the City with the City Information Centre acting as an information hub for the trail.
- d. **Culture Mile – Public Realm Pop-Ups Phase 2:** approve - the installation of the proposed temporary artistic interventions from in and around the Culture Mile area, subject to agreement with road safety and public highways teams where appropriate.

6. **CULTURE MILE POP-UPS**

Members received a report of the Director of the Built Environment in respect of Culture Mile Pop ups, which had been approved by the City of London Corporation's Projects Sub Committee on 17th January 2018.

RESOLVED, that – the report be noted.

7. **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

7.1 **Guildhall Library Centenary Fund**

Members received a report of the Chamberlain and Assistant Town Clerk (Culture Mile Director) which provided the Guildhall Library Centenary Fund Trustees Annual Report and Financial Statements for the year ended 31 March 2017.

Members noted that the Centenary Fund was being grown from an endowment, which could take some time to mature, and were reminded of the decision taken last year, by the Culture Heritage and Libraries Committee, to keep the fund operational for the time being. The Chairman asked if plans for the future could be more explicit in future reports by including target dates and, if there was no tangible progress, Members should again consider closing the fund. Members noted that a 'Friends' scheme and collection boxes had recently been introduced and were proving successful.

RESOLVED, that the report be noted.

7.2 **Keats House**

Members received a report of the Chamberlain and Director of Open Spaces in respect of Keats' House Trustees Annual Report and Financial Statements for the year ended 31 March 2017.

Members noted that the £226,000 reserve fund included a £100,000 valuation for the Keats' Love letter. The new Director of Open Spaces advised that the next report would demonstrate more expenditure on maintenance.

RESOLVED, that the report be noted.

8. **CITY OF LONDON CORPORATION POCKET BOOK**

Members considered a report of the Town Clerk in respect of the provision of better quality sleeves for the City of London Corporation's Pocket Book, following a resolution from the Policy and Resources Committee, reflecting the Minutes of the Privileges Sub Committee. The report set out quotations and three options for Members' consideration and an example of the higher quality sleeve was available for inspection.

When the Committee had last considered the future production of the City of London Corporation Pocket Book, they had postponed a decision to abolish a printed version, pending growing Member confidence in the City Corporation's IT systems. The Chairman of the IT Sub Committee was in attendance and advised that all Members had been upgraded and were using Outlook for all calendars. However, whilst 30% of Members had not collected their printed pocket books in 2016 and 2017, it was noted that some Members preferred the printed pocket book for both convenience and archiving value.

RESOLVED, that – all Members of the City of London Corporation be offered a new sleeve for their pocket books.

9. **SPECIAL EVENTS ON THE HIGHWAY**

Members considered a report of the Director of the Built Environment in respect of special events planned for 2018, which had been agreed by the Policy and Resources Committee on 18 January 2018.

Members noted that the Department of the Built Environment had been working with Transport for London to ensure that local arrangements were respectful of residents; i.e. the City Race had been moved to a night earlier in the week. There was generally a move toward more culture based events; i.e. London Landmarks Half Marathon, which showcased the City's historic offer and provided considerable marketing and media opportunities. However, Members were keen for the number of events to be kept to a reasonable level and officers welcomed this steer.

Members noted that there would be a Licensing Hearing later this week in respect of an event planned for Beech Street Tunnel. Whilst road closures fell outside the remit of the Licensing Sub Committee, Members of the Policy and Resources Committee had given a clear message, to the Department of the Built Environment, that Beech Street Tunnel should be closed for less than the currently proposed 6 days in preparation for this event.

Members noted that the Assistant Town Clerk (Culture Mile Director) was responsible for security and worked closely with the Department of the Built Environment in respect of hostile vehicle mitigation. However, such measures were costly and therefore officers were looking at re-useable equipment. Officers had also taken on Board Members' comments about some of the measures being somewhat unsightly and were seeking to build in more sympathetic designs, including reinforced planters.

In concluding, there was a consensus that Members still supported staging cultural events on the streets of the City and the continued threat of terrorism should not prevent these being staged in the future.

RESOLVED, that – the events outlined in Appendix 1 to the report be supported.

London Landmarks Half Marathon

Members received a presentation from Tommy's in respect of the London Landmarks half Marathon. Tommy's representatives advised that the event was planned for 25 March 2018, with 10,000 runners and 40,000 spectators expected and aimed to raise £4m for charities. Thirteen celebrities were signed up to support the event, with coverage from ITV, ITN and News 5, in addition to Facebook and Twitter. One major newspaper would have an exclusive in respect of the historical activations and race day entertainment and Tommy's were working closing with the Communications Team in respect of the PR and Media Campaign.

One member suggested that there might be other venues, outside of the City, which might welcome the uplift from this kind of event but accepted that the returns, in terms of showcasing the City's historic and cultural offer, made it very relevant. Members generally were very positive about the benefits the event will bring but asked the organisers to be sympathetic to inconvenience to residents in respect of road closures etc.

In concluding, the Chairman and Members congratulated Tommy's on an exciting presentation and forthcoming event and wished them every success.

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

In respect of a question about London Lumiere On-line, Members noted that the City had not joined in primarily because of the high cost and reduced officer capacity.

11. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

Members noted that the City Information Centre had been recognised with a 2017 Certificate of Excellence, based on the consistently great reviews it had earned on 'TripAdvisor' and commended the work of the Head of Cultural and Visitor Development and his team.

12. EXCLUSION OF THE PUBLIC

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

Item No.

Paragraph No.

13 – 17

3

13. NON-PUBLIC MINUTES

RESOLVED, that – the non-public minutes of the Meeting held on 18th December 2017 be approved.

14. LONDON LANDMARKS HALF MARATHON UPDATE

This item was taken in public session.

15. CHARITIES RISK REGISTERS

Members considered a joint report of the Chamberlain, the Assistant Town Clerk (Culture Mile Director) and the Director of Open Spaces in respect of the Risk Registers for the Guildhall Library Centenary Fund and Keats House.

RESOLVED, that – the two risk registers be approved as they satisfactorily set out the risks faced by each charity.

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

There were no questions.

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

Members noted that the Monument Visitor Centre paper had been approved by the Policy and Resource Committee last week. The Head of Tower Bridge advised Members of a forthcoming accreditation for the Monument, but the full details were embargoed until the end of February 2018. Members commended the work of the Head of Tower Bridge and his team in raising awareness and promoting the Monument.

The meeting ended at 13:05 pm

Chairman

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BENEFICES SUB (CULTURE, HERITAGE & LIBRARIES) COMMITTEE

Monday, 12 February 2018

**Minutes of the meeting of the Benefices Sub (Culture, Heritage & Libraries)
Committee held at Guildhall, at 5.00 pm**

Present

Members:

Andrew McMurtrie (Chairman)
Alderman Gregory Jones QC (Deputy Chairman)
Deputy Tom Hoffman
Ann Holmes
The Lord Mountevans
Vivienne Littlechild (Ex-Officio Member)
Graham Packham (Ex-Officio Member)

Officers:

Julie Mayer (Town Clerks)

1. APOLOGIES

Apologies were received from Jamie Ingham Clark and James de Sausmarez, who was engaged in City of London Corporation business with the Lord Mayor.

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

There were no declarations.

3. MINUTES

The public minutes and non-public summary of the meeting held on 5th October 2017 were approved as a correct record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no items.

6. 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 of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12 (A) of the Local Government Act.

Items	Para no
7-11	1,2 & 3

7. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5th October 2017 were approved.

8. **VISITS TO THE VARIOUS BENEFICES**

Members were heard in respect of their recent visits to the various Benefices.

9. **UPDATE ON VACANCY**

The Chairman was heard in respect of the recruitment process to a City Benefice.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

There were no questions.

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

There was one item of business discussed while the public were excluded.

The meeting closed at 6.20 pm

Chairman

**Contact Officer: Julie Mayer tel. no.: 020 7332 1410
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Committee:	Date:
Culture, Heritage and Libraries Committee	6 March 2018
Subject: Final Departmental Business Plan 2018/19 – Department of Community & Children’s Services Town Clerk’s Department (Cultural Services)	Public
Report of: Town Clerk and Director of Community & Children’s Services	For Decision
Report authors: Simon Cribbens, Department of Community & Children’s Services Sarah Blogg, Town Clerk’s Department	

Summary

This report presents for information the final high-level business plans for 2018/19 for the Department of Community & Children’s Services and the Town Clerk’s Department (Cultural Services).

Recommendation

Members are asked to approve and provide feedback on the final high-level business plans for 2018/19 for the Department of Community & Children’s Services and the Town Clerk’s Department (Cultural Services).

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side business plans for the first time in 2017/18. These were presented as drafts to Service Committees in January/February and as finals for formal approval in May/June 2017. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2018/19, departments were again asked to produce high-level plans in draft, which were presented to Service Committees in November and December 2017 alongside the departmental estimate reports, so that draft ambitions could be discussed at the same time as draft budgets. This represented the first step towards integrating budget-setting and priority-setting.
3. Discussions are also taking place on aligning other key corporate processes with business planning, such as workforce planning and risk management. Achieving this will represent a significant step towards the City Corporation being able to optimise its use of resources. The next step will be the presentation of the budget

alongside the refreshed Corporate Plan at the Court of Common Council on 8 March.

4. With these key documents in place, and a new corporate performance management process in development, the City Corporation will be able to drive departmental activities to deliver on corporate priorities and allocate resources in full knowledge of where it can achieve most impact on the issues and opportunities faced by the City, London and the UK.
5. Following the presentation of draft high-level business plans to Service Committees in November and December, a further refinement was made to the format to update departmental ambitions to refer to the Corporate Plan outcomes. Members should therefore start to see closer alignment between the departmental business plans and the Corporate Plan outcomes.
6. Work is also taking place on reviewing the content and format of the supporting detail that will sit beneath the high-level business plans. This includes: information about inputs (e.g. IT, workforce, budgets, property and assets); improved links to risk registers; value for money assessments, and schedules of measures and key performance indicators for outputs and outcomes. This will be a key element in the move towards business planning becoming a joined-up service planning process that links directly to Corporate Plan outcomes.

Final high-level plans

7. This report presents at Appendices 1 and 2 the final high-level plans for 2018/19 for:
 - Department of Community & Children's Services
 - Town Clerk's Department (Cultural Services)

Department of Community & Children's Services

8. The Department of Community and Children's Service (DCCS) has responsibility for all the people, housing, education, social care and community services of the residential community in the Square Mile, estates in six other London boroughs and for public health, leisure, community libraries and adult education for residents and people who work in the City.
9. The department is also responsible for building new affordable homes, and for the maintenance and repairs programme of existing properties. The housing development delivery programme currently includes proposals to expand homes on social housing estates and to provide extra homes on development sites across London. Our ambitions for the academies expansion programme involve exploring the opportunities to expand the City's education portfolio and influence education across London.
10. The departmental mission is to provide care, support and guidance to our diverse communities. Our ambitions are to support our communities so they:
 - Feel safe and have good health

- Are able to achieve their potential
- Are able to exercise choice and feedback on the services they use

11. The corporate outcomes we aim to have an impact on are:

- **Contribute to a flourishing society** – supporting our communities so they feel safe, have good health, have opportunities to enrich their lives and reach their potential and develop our communities.
- **Support a thriving economy** – support our communities to nurture their skills and achieve their potential.
- **Shape outstanding environments** – ensure our homes and community spaces are accessible and well-maintained.

Town Clerk's Department (Cultural Services)

12. The high level 2018-19 Business Plan for the Cultural Services division of the Town Clerk's Department is presented at Appendix 2. This has been developed in consultation with departmental senior managers and their teams.

13. The objective of the Cultural Services Business Plan is to support and closely align the departmental ambitions and objectives with those of the Corporate Plan. The delivery of this plan will focus on accomplishing the projects and targets summarised.

Conclusion

14. This report presents the final high-level plans for 2018/19 for the Department of Community & Children's Services and the Town Clerk's Department (Cultural Services), and asks Members to approve them and provide feedback.

Appendices - Final high-level business plans 2018/19

- Appendix 1: Department of Community & Children's Services
- Appendix 2: Town Clerk's Department (Cultural Services)

Tom Conniffe

Corporate Performance Manager

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The corporate outcomes we aim to impact on are:

- **Contribute to a flourishing society** – supporting our communities so they feel safe, have good health, have opportunities to enrich their lives and reach their potential and develop.
- **Support a thriving economy** – support our communities to nurture their skills and achieve their potential.
- **Shape outstanding environments** – ensure our homes and community spaces are accessible and well-maintained.

What we do is:

People:

- Adult Social Care, Children's Social Care, Education & Early Years, Homelessness and Rough Sleeping.

Commissioning & Partnerships:

- Performance monitoring and analysis, strategic planning, policy development and service commissioning.

Housing and neighbourhoods

- Community Development, Housing Benefits, Housing Estate Management and Sheltered Accommodation and Tenancy Support.

Barbican and Property Services

- Barbican Estate Management, Property Services and Housing Development.

Education Unit:

- Academy Development, Adult Learning, Apprenticeships and Employability.

Barbican and Community Libraries / Information Services:

- Community Libraries and Information and Advice.

Public Health

- Business Healthy, Health Planning and Pan-London Sexual Health.

Our budget 2018/19 is:

(£,000)	Local risk	Central risk
People	7,276	474
Commissioning & Partnerships	1,875	(111)
Housing Revenue Account (HRA)*	(1,697)	(450)
Housing (non - HRA)	813	67
Barbican Estate	(2,063)	(1,035)
Education	764	800
Community Libraries	1,647	334

*HRA total income is £15,092,000
Public Health grant = £1,614,000

Our top line objectives / outcomes are:

Safe - People of all ages live in safe communities, our homes are safe and well maintained and our estates are protected from harm.

Potential - People of all ages can achieve their ambitions through education, training and lifelong-learning.

Independence, Involvement and Choice - People of all ages can live independently, play a role in their communities and exercise choice over their services.

Health and Wellbeing - People of all ages enjoy good mental and physical health and wellbeing.

Community - People of all ages feel part of, engaged with and able to shape their community.

What we'll measure:

A departmental Outcomes Framework provides a basis for outcomes-based commissioning and delivery

Key Performance Indicators (KPIs) have been identified for each of the departmental objectives to support the monitoring and tracking of progress.

To contribute to corporate programmes and projects – this includes:

1. Delivering an outstanding education offer through the City of London family of schools
2. Securing efficiencies and better outcomes through the integration of health and social care commissioning across the City of London and Hackney (and with other partners)
3. Promoting effective transitions and progression through education and fulfilling employment
4. Promoting equality in health through outreach to all the City communities
5. Increasing access to and effectiveness of pan-London sexual health services through the mobilisation of e-healthcare services
6. Delivering more homes and better meet social housing needs.

What we'll measure:

1. Ofsted ratings and attainment scores
2. Delayed transfer of care; placement costs; effectiveness of reablement
3. Apprenticeship and adult skills performance
4. "Health in all policies" impact
5. Service take up and outcomes
6. Consents; starts; completions

To deliver departmental programmes and projects – this includes:

7. Improving outcomes and services for children and young people with special education needs and disabilities
8. Improving the breadth and quality of youth services, and developing our children and young people's access to our open spaces and cultural offering
9. Improving outcomes and experience for adult social care users
10. Safeguarding children, young people and adults at risk
11. Delivering and enhancing "accommodation pathways" and health services for rough sleepers
12. Delivering a programme of major works to maintain and improve our existing homes
13. Maintaining safe homes that comply with advances in fire safety requirements
14. Supporting City businesses and the Corporation to improve their employee's health and wellbeing and participation in health and wellbeing activities
15. Supporting the development of skills and learning for all ages in the community through a range of activities, resources and support and enhance the art and culture offer in the City.
16. Promote and champion inclusion, diversity, accessibility and social mobility for all of the communities we support.

What we'll measure:

7. Special Educational Needs and Disability dashboard indicators
8. Participation and reach of service; reduced young people Not in Education, Employment or Training
9. % of adult care users / carers having as much social contact as they would like
10. Making Safeguarding Personal satisfaction levels
11. Level of long term rough sleeping
12. % non-decency; residents satisfied with their neighbourhood as a place to live
13. % compliance
14. Number of participants in the exercise on referral programme
15. Courses completed / passed
16. Adult learning enrolments / completions

How we plan to develop our capabilities this year:

- Developing commissioning capabilities and strengthening relationships with partners
- Development of internal recording, monitoring systems and processes to ensure robust departmental risk mitigation
- Delivering needs assessment and analysis, and strengthening performance monitoring to inform service design and delivery
- Identifying options for departmental cross working across key projects and programmes

What we're planning to do in the future:

- Respond to the impacts of devolution and public sector reform, developing more efficient partnerships and system based approach
- Identify options to further increase housing supply within the City and across London
- Expand the range and level of cultural and education opportunities offered through our apprenticeships programmes and the City family of schools
- Enhance and improve the range of services delivered through our community libraries to increase efficiency and effectiveness.

We educate, engage and inform, through the discovery of our culture and heritage.

APPENDIX 2

The corporate outcomes we aim to impact on are:

2. People enjoy good health and wellbeing.
3. People have equal opportunities to enrich their lives and those of others and reach their full potential.
4. Communities are cohesive and have suitable housing and facilities.
6. We have the world's best regulatory framework and access to global markets.
7. We are a global hub for innovation and enterprise.
8. We attract and nurture relevant skills and talent.
11. Our spaces are digitally and physically well-connected and responsive.
12. Our spaces inspire excellence, enterprise, creativity and collaboration

What we do is:

- Provide information and library services for the public, nationally and internationally.
- Provide the strategic framework for the development and promotion of the City as a cultural and visitor destination.
- Provide visitor attractions and access for all to City Corporation collections.
- Support, connect and enable London's cultural, heritage and tourism sectors.
- Engage with the diverse communities we serve through compelling cultural events and activities.
- Collect, preserve and make accessible London's archive collections, on site and digitally.
- Deliver enterprise and employability strategies through supporting SMEs and business hubs.

Our budget is:

Section	£000
Guildhall Library, Police Museum and City Business Library	1,369
Guildhall Art Gallery	358
London Metropolitan Archives	1,895
City Records Services	1,083
Visitor Services and City Information Services	601
Outdoor arts programme	361
Total	5,667

Our top line objectives are:

- Establish officer networks and groups to deliver a robust monitoring and evaluation process for the City's new Cultural Strategy 2018/22; manage action plan.
- Deliver a new Visitor Strategy for the City (2018/23).
- Deliver a shared thematic campaign and standalone events for *Women: Work and Power*, a cultural programme of activities in response to the centenary of women's suffrage and other related anniversaries.
- Support England's wider tourism offer and maximise exposure for City assets through our partnership with England's Historic Cities (EHC) and the Discover England Fund.
- Execute agreed efficiency measures at Guildhall Art Gallery to deliver increased savings, income and footfall.

What we'll measure:

1. Alignment of *Women: Work and Power* programme with golden thread principles.
2. Extent to which City product is featured in national promotions as part of EHC campaign.
3. Footfall, savings and income at Guildhall Art Gallery.

- Work towards full accessibility across Guildhall Library collections through a programme of cataloguing, preservation, digitisation and promotion.
- Ensure the City of London Police Museum is a recognised attraction for visitors to the City.
- Review operations and resourcing at City Business Library to ensure a robust and relevant business model going forwards.
- Broaden access to the City's and London's archives and heritage by developing partnerships with London archive services, particularly the London boroughs; and by ensuring that changing public usage is reflected in service provision.
- Extend digital access to LMA's collections and services.
- Continue to develop service models for LMA's long term future, particularly in relation to its accommodation needs and to Culture Mile.
- 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 and other partners as appropriate.
- Continue to promote the Guildhall Library subscription-based Friends scheme.

How we plan to develop our capabilities this year

- Develop the skills of our staff at Guildhall Art Gallery and Guildhall Library to enable monetisation of the assets to deliver increased income generation and future endowment for the City's collections.
- Continue to provide training in upselling for City Information Centre casual staff to drive increased revenue.
- Establish a volunteer scheme at 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.
- Implement the City Corporation's apprenticeship scheme to deliver learning for participants and capacity for teams.

What we're planning to do in the future:

- Facilitate delivery of the 'Illuminated River' project for the City's bridges.
- Contribute to national celebrations for the 400th anniversary of the Mayflower, promoting the City's role in the story.
- Consolidate and develop LMA's services to support good public governance through records management, Data Protection and Freedom of Information.
- Lead London wide celebrations of anniversaries related to the collection holdings of Guildhall Library, the Police Museum and LMA comprising special events, lectures and exhibitions, in partnership with other institutions.

4. Amount of uncatalogued material indexed and discoverable on the online library catalogue (target at least 70%).
5. Number of visitors to the Police Museum (target 30,000) and feedback from attendees.
6. Expansion of accessibility of the City Business Library (increased remote access resources and reduced printed stock).
7. Delivery of year 1 of two HLF funded projects: *Unlocking the UK's Sound Heritage* and *Layers of London*.
8. Number of new digitised images made available publicly (target 50,000).
9. Attendance at events and feedback from attendees.
10. Public accessibility of collections, in both digital and hard copy formats.

Committee:	Dated:
Culture, Heritage and Libraries	5 March 2018
Subject: Town Clerk's Cultural Services Business Plan progress report	Public
Report of: Assistant Town Clerk and Culture Mile Director	For Information
Report author: Sarah Blogg, Head of Business Support	

Summary

This report updates Members on the progress made towards achieving the objectives set out in the Town Clerk's Department (Cultural Services) business plan for 2017/18.

Key highlights are:

- City of London Culture Strategy 2018 -2022 approved by Court of Common Council in December 2017
- The Guildhall Library Friends scheme launched in June 2017
- Appointment of Apprentices under the Apprenticeship scheme
- LMA retained its Archive Service Accreditation
- The City's Outdoor Arts Programme delivered 38 events in collaboration with 27 external partners and six internal partners in 2017/18

Recommendation

Members are asked to note the report.

Main Report

Introduction

1. The 2017/18 Business Plan for the Town Clerk's Department (Cultural Services) was approved by the Cultural, Heritage and Libraries Committee on 30 May 2017.
2. The functional areas of the Town Clerk's Cultural Services within the remit of this Committee are:
 - The City Business Library and Guildhall Library
 - London Metropolitan Archives
 - Guildhall Art Gallery and London's Roman Amphitheatre
 - City Information Centre
 - City Outdoor Arts Programme
 - Cultural and Visitor Development Team

Current Position

3. Good progress has been made towards achieving the actions detailed in the plan. Key highlights are shown below.

The City Business Library and Guildhall Library

4. Guildhall Library has liaised with Opera Close Up and identified the ideal time to run a programme of opera events is 2019, which will coincide with the Library's exhibition programme based on its music collection.
5. The Guildhall Library events programme continues to be successful with all afternoon events nearly selling out and evening events generating good levels of numbers and engaging new people. Highlights included John Clark's *Geoffrey of Monmouth's Roman London*, which was featured in the London Archaeology magazine. Guildhall Library marked Black History Month with *Crime and Punishment: Black People at the Old Bailey 1674-1913*, a talk by Avril Nanton, tour guide and historian. Miranda Kauffman, historian and author, gave a lecture based on her new book. *Black Tudors: the untold story*, looking at black people in London during the Tudor period. It took place on 30 November and was sold out.
6. The Guildhall Library Friends scheme was launched in June 2017. It presently has 33 members with further promotional events planned for this year. The first event was held in June 2017. It was open to the public and successfully recruited 20 members. The next event, Bloods and Penny Dreadfuls: A Tale of Sensational Victorian Fiction, was held on 14 December and had 40 attendees. Guildhall Library Friends attend free of charge, non-Friends pay the full amount. The event acted as a promotional event to recruit more Friends. Another Friends event is planned for April 2018.
7. Guildhall Library worked with the Cultural and Visitor Development Team to deliver a programme as part of the Londinium festival. This included an exhibition of material from the Guildhall Library's collections, 19th century excavation journals and objects borrowed from the Museum of London. This told the story of the early archaeologists who saved parts of Roman London from destruction. The exhibition was featured on the Londonist website, in its "Things To Do Today" section. The events programme included a series of evening and afternoon talks on the history of Roman London, all of which were sold out. In addition, a series of innovative wine tasting events, based on Roman wine took place in the Roman Amphitheatre and the Chief Commoner's Parlour.
8. The Guildhall Library has worked towards full accessibility, the target of cataloguing at least 70% of un-catalogued material has already been exceeded and is expected to reach nearer 95%.
9. The Whittington collection has now been fully catalogued, a conservation survey completed and a report produced. The material is already fully accessible in hard copy with some material requiring supervision. Parts of the collection are being

photographed and made digitally accessible through Pinterest and links have been added from the catalogue entries to the digitised images.

London Metropolitan Archives

10. LMA was pleased to announce in November that it had retained its Archive Service Accreditation, the new UK quality standard which recognises good performance in all areas of archive service delivery. Retaining accredited status demonstrates that LMA continues to meet clearly defined national standards relating to management and resourcing; the care of its unique collections and what the service offers to its entire range of users.
11. The programme of celebration in connection with the 950th anniversary of the City of London Corporation's extensive archives launched on 3 April with an event in the Old Library at Guildhall to mark the 950th anniversary of the 1067 William Charter. A panel led by Professor Nicholas Vincent, Professor of Medieval History, University of East Anglia, with contributions from Professor Caroline Barron, Emeritus Professor of History, Royal Holloway University of London and Dr Nick Holder, Honorary Research Fellow, University of Exeter, discussed the importance of the Charter and attendees were able to see the charter on display in the Heritage Gallery.
12. Ancestry helped LMA to mark the 950th anniversary and to reflect on its on-going partnership with LMA to digitise its family history sources with their first ever Facebook Live event on 19 September featuring LMA director, Geoff Pick and Sir Tony Robinson to discuss London's history.
13. Exhibitions during the year have included *The Londoners: Portraits of a Working City, c.1447 to 1980* with, in a first for LMA, an outdoor extension displayed in Guildhall Yard; and in another new departure, in partnership with the academic project Digital Panopticon, *Criminal Lives, 1780-1925: Punishing Old Bailey Convicts* which traces the impact of punishment on individuals convicted in London. Key events have included the 2017 annual Spring Arts Festival *Word on the Street: Migration – Let's Talk About It!*; and a day exploring the histories of disability and people with disabilities featuring a breakfast as part of the Explore Your Archive campaign at which Geoff Pick, LMA Director and Chair of the Archives and Records Association, spoke about the strengths of the LMA collections and *Taking Stock: LMA's third LMA Disability History Conference*, at which the key note speaker Lord David Blunkett spoke about how figures from history can inspire people with disabilities.
14. LMA also participated in two London-wide events, the first ever London History Day, created by Historic England and supported by the Greater London Authority, celebrating the capital's extraordinary history and heritage; and Open House London - the world's largest architectural festival which gives free access to hundreds of buildings across the capital. Both days were a great success and attracted many visitors who had never been to LMA before.
15. A significant milestone this year has been the signing of a new contract between the City of London and Ancestry, LMA's commercial partner for the digitisation of family history sources, which will enable LMA to make even more of its name rich

sources accessible online. This year LMA has achieved its target to make available publicly an additional 60,000 new digitised images (see also below).

16. LMA's online catalogue was relaunched in November. This is the first stage of ongoing development to make the catalogue more accessible with improved functionality and user support. There is a new home page offering a range of pathways into the collections, not only through the usual search box, but via subject based searchable research guides and with direct access to digital documents, images and film, and online exhibitions. In connection with the 950th anniversary, 950 'Digital Documents' (around 12,000 digital images) have been made available via the catalogue including the 950 year old William Charter which started it all.
17. Steady progress has been made with developing options for LMA's accommodation, particularly in relation to Culture Mile. One of the key findings of the consultants is that while there is potential value in leaving the Clerkenwell site early, this would need to be balanced against the significant benefits of the current lease arrangements. The main driver is therefore finding the right long-term accommodation; work is ongoing.
18. LMA is delighted to be involved as a major partner with 2 major Heritage Lottery Fund funded projects aimed at improving digital access: the University of London's Layers of London project which is using digital mapping to show how London has changed over its history; and the British Library's Unlocking the UK's Sound Heritage as part of the Save our Sounds programme for which LMA is the hub lead for London.
19. At the Guildhall on 1 February 2018 LMA was presented with the National Archive Volunteering Award for its project Speak Out London – Diversity City. The award is made annually by the Archives and Records Association (UK and Ireland) in partnership with The National Archives, the Scottish Council on Archives and the Welsh Government. It was part of LMA's continued engagement with the LGBTQ+ community and volunteers from the community were critical to its success, acting as interviewers, exhibition curators and ambassadors.

Guildhall Art Gallery and London's Roman Amphitheatre

20. An initial review of operations at Guildhall Art Gallery (GAG) was agreed with Members in May 2017. The review saw the GAG shop moving from a salaried staff model to one run by volunteers, the appointment of a new Visitor Experience and Volunteer Manager and (at a later date) the installation of donation boxes which have already delivered higher than expected returns. A phase 2 report is currently being drafted and will be presented to your Committee in May 2018.
21. In September 2017, the Guildhall Art Gallery delivered its *Nature Morte* exhibition in collaboration with the Museum of Contemporary Art London (MOCA) and has secured its next exhibition – Sublime Symmetry – from the De Morgan Foundation at no cost (for the exhibition) to the Gallery; it continues to collaborate with Museum of London to deliver its schools programme.

City Information Centre

22. Training has been offered to staff throughout the year – with a focus on the CIC’s casual staff pool which has a higher than average turnover. However, there has also been a significant turnover of permanent and temporary staff this year and so it has been especially challenging ensuring that skills are embedded within teams at all times. That said, the book and souvenir sales business delivered around £30,000 in net income (profit) in quarters one and two of this financial year (2017/18), thus meeting target six months ahead of time. This news should be viewed with some caution, as diminishing footfall and sales figures in the second half of the year (across all sales including ticket sales which, historically, have been the staple of Centre income) will impact significantly on year-end totals. These reductions are not unusual to the Centre and align with the performance of many central London tourism businesses. They are likely to be a delayed result of the acts of terrorism London witnessed in spring and summer of this year and a summer of poor weather.
23. The City Information Centre has – this financial year – met efficiency savings of just over 50% of its budget (£105,000) through partnership. This includes through its foreign currency exchange concession, its leaflet rack rental agreements, centre takeovers and strategic contra-dealing with partners such as McDonald’s. It continues to partner with the GLA and other organisations to deliver training for ambassadors, volunteers and tourism operatives across London, driving footfall to the City and the centre as part of this.

City Outdoor Arts Programme

24. The new City Outdoor Arts Programme was launched in March 2017. Over the year, it achieved a collective footfall of over 57,000 visitors with both spring and autumn seeing major events in the Yard and ten other outdoor spaces. This included a significant event programme entitled *Londinium* which celebrated the City’s Roman heritage. All in all, 38 events were delivered while working with 27 external partners and delivering a media reach estimated at 382m. Of these events, seven were major new commissions. Next year’s programme – on the theme *Women: Work and Power* – has already been programmed and will include a major new commission for Aldgate Square, delivered by Artichoke (who provided the 350th anniversary commemoration of the Great Fire)
25. A significant community engagement programme working with Artichoke in the Aldgate area has been agreed for the 2018/19 City Outdoor Arts programme.

Cultural and Visitor Development Team

26. The City of London Culture Strategy 2018-22 was approved by Court of Common Council in December last year. An officer group is currently being set up to deliver the strategy’s action plan and ensure appropriate reporting against objectives. Development of the City of London Visitor Destination Strategy (2018/22) was suspended until the Culture Strategy and Corporate Plan had been approved to ensure that it could most effectively reflect the aims and

ambitions of both. A programme of Member, officer and external stakeholder meetings, workshops and focus groups is underway as part of the visitor strategy consultative process and will be completed by end April 2018.

27. Over the year, your officers have worked closely with the Mayor of London's Culture Team to identify how the City Corporation may best support the Mayor's London Borough of Culture (LBOC) initiative. This has resulted in the City Bridge Trust pledging £300k over two years as part of the LBOC funding award, and an officer working group, chaired by your Head of Cultural and Visitor Development, being established. The group is exploring how City Corporation resources may most appropriately be used in-kind to assist the winners when they are announced later in February. These resources include your cultural assets as well as other areas of the City Corporation's business operations. A letter outlining the City Corporation's in-principle commitment to support the LBOC was sent from your Chairman of Policy and Resources to the Mayor of London and the Chairman was invited to speak at the launch of the competition in June last year.
28. An alliance between Visit Greenwich and the City of London was agreed in late July 2017. Since then, both destinations have delivered promotions for one another within their marketing collateral and a number of cost-sharing initiatives have been realised. These include a joint stand at the world's largest travel trade expo World Travel Market, an opportunity previously denied to the City because of expense. Working with Greenwich, the City has also joined up with England's Historic Cities – a consortium of regional heritage destinations – to realise a successful £1.2m bid to the Discover England Fund that will deliver campaigns targeted at the North American market, driving footfall to regional destinations with the City Information Centre significantly promoted as part of London's gateway role.
29. The 'Illuminated River' project continues apace with the first four bridges due to be lit in Spring 2019, all being located within the City.
30. The London Landmarks Half Marathon (led by Tommy's) is on track, with an anticipated footprint of 40,000 spectators and 10,000 runners raising funds for over 100 charities; there will be 10 activation points and 17 themed charity cheer stations along the route.

Common objectives across the services

Volunteers

31. At the Guildhall Gallery, a scheme for volunteers working on the gallery floor has been up and running for some years. With the appointment of a Visitor Experience and Volunteer Manager – a new post – a recruitment drive was launched in September 2017 to find volunteers to work in the Gallery's shop

following the withdrawal of Tower Bridge from providing staffing to do this. This is now well established and a pool of 15 volunteers has been established.

32. Since the City of London Police Museum opened, 55 volunteers have volunteered approximately 81.5 days, which has included areas such as, giving walks and talks to the public, working with education groups and recording oral histories. Some of these volunteers have been serving City of London Police Officers. The volunteers continue to give tours and talks in the Museum for groups. Discussions with potential and previous volunteers have and are still taking place, assessing what is achievable in the initial period. From this, volunteer mini talks (30 minutes long) were arranged in the Museum for January and April. These have been advertised and aimed at a lunchtime audiences.
33. The volunteer pool is still small and it has been recognised in the HLF evaluation report to “Develop and implement a strategy for growing the volunteer base, in conjunction with the Police to ensure good reach and suitability of volunteers.” This is the next step with the aim of integrating volunteers with the museum visit.

Apprenticeships

34. Cultural Services (Town Clerk’s) has embraced the apprenticeship scheme. In September, a Customer Service Apprentice was appointed to work at the City Information Centre and, in November, a Cultural Heritage Apprentice was appointed to the Guildhall Art Gallery. An Apprentice (Culture/Events) will be sought for the new City Outdoor Arts Programme, but this role will not be open until the next application round.
35. LMA’s two apprentices started in December and are working in the Collections team as well as supporting learning activities such as conferences and seminars. The Apprenticeship Framework is the Cultural and Heritage Venue Operations (England). Level 2 Certificate in Cultural Heritage and the training provider is the National College Creative Industries.
36. Guildhall Library and the City of London Police Museum’s Public Programmes has shared an apprentice with the Guildhall Library’s Librarians team. She has assisted with social media, the Friends scheme, researching particular areas of the City of London Police’s history for blogging and new interpretation, assisting with distributing the Exhibition and Events programme and inputting evaluation data.

Financial Position at Mth 09 (Town Clerks)

Service (Local Risk only except*)	Latest Approved Budget 2017-18 £000	Actual to date Apr-Dec 2017 £000	Balance Remaining £000	% Spend (target 75%)	Forecast Outturn 2017-18 £000	Notes
Guildhall Library, Police Museum and City Business Library	1,472	1,058	414	72	1,392	1
Guildhall Art Gallery	373	301	72	81	414	2
London Metropolitan Archives	1,967	1,529	438	78	1,967	
City Records Services	1,102	837	265	76	1,102	
Visitor Services and City Information Services	610	421	189	69	610	3
Outdoor arts programme* (new City of London Festival) (Central Risk)	359	287	72	80	289	4
Total	5,883	4,433	1,450	75	5,774	

1. Following confirmation that the redundancy costs for the Service Assistants are to be met centrally, it is expected that this area will be under budget at year-end by around £80K.

2. The current overspend and forecast overspend of £41K for the year is owing to the maternity cover costs (£15K), Amphitheatre bookings cancelled by the Remembrancer because of other events (£8K) and lower sales figures from the Nature Morte Exhibition than anticipated (£18K), despite the Exhibition being a critical success and receiving good press coverage.

3. The current underspend at the Visitor Services & CIC is wholly attributable to the City Visitor Trail and a planned (major) spring campaign (due to hit in March/April) having not yet been confirmed with suppliers. It is expected that this money will be committed by early-February and spent by end March with the budget being on target at year-end.

4. It is expected – as agreed with Members of the Culture Heritage and Libraries Committee in September – that the programme will deliver a £70K underspend over the year due to no activity taking place in spring 2018. It is hoped that this may be carried over to the 2018/19 budget year.

5. Although not under the control of the Assistant Town Clerk and Culture Mile Director, please note that DCCS expenditure is expected to be on budget and Open Spaces forecast a £150k overachievement of income at Tower Bridge.

37. A report to Finance Committee on 20th February on 'City Fund: 2018/19 Budget Report and Medium Term Financial Strategy' included a recommendation to the Court Of Common Council in March that allowances for pay and prices are factored in at 2% for 2018/19 and thereafter. The 2018/19 Revenue Budget report that came to this Committee on 18th December 2017 assumed there would be no inflation uplift. The revised budget figures including a 2% inflation increase is set out in the table below. This funding will be used throughout the FY to address areas of budget pressure which may emerge.

	Original Budget 2018/19 Total Net Expenditure	2 % Inflation (on local risk only)	Revised Budget 2018/19 Net Expenditure
	£'000	£'000	£'000
Town Clerks	(17,054)	(108)	(17,162)
Open Spaces	825	(40)	785
Community & Children Services	(3,502)	(42)	(3,544)
TOTAL	(19,731)	(190)	(19,921)

Appendices

- Appendix 1 – Town Clerk's Corporate and Member Services high-level business plan 2017/18

Background Papers

- Report to Culture, Heritage and Libraries 30 May 2017: *Departmental Business Plans 2017/18*

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We educate, engage and inform, through the discovery of our culture and heritage.

Our ambitions are that:

- The City of London is a must-see destination with global resonance.
- The City's archives, libraries, museum and art collections are accessed by audiences the world over and recognised as an unrivalled resource in a cultural and heritage context.

What we do is:

- Provide information and library services for the public, nationally and internationally.
- Provide the strategic framework for the development and promotion of the City as a cultural and visitor destination.
- Provide visitor attractions and access for all to City Corporation collections.
- Support, connect and enable London's cultural, heritage and tourism sectors.
- Engage with the diverse communities we serve through compelling cultural events and activities
- Collect, preserve and make accessible London's archive collections, on site and digitally.
- Deliver enterprise and employability strategies through supporting SMEs and business hubs.

Our budget is:

Section	£000
Guildhall Library, Police Museum and City Business Library	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

Our top line objectives are: To

1. Deliver a new Culture Strategy and a new Visitor Strategy for the City (2017-22).
2. Work towards full accessibility across Guildhall Library collections through a programme of cataloguing, preservation, digitisation and promotion.
3. Ensure the City of London Police Museum is a recognised attraction for visitors to the City.
4. Facilitate City Corporation support for the Mayor's London Borough of Culture Programme.
5. Establish strategic tourism alliance between City and Greenwich.
6. Review operations and resourcing at City business Library to ensure a robust and relevant business model going forwards
7. Review operations at Guildhall Art Gallery to ensure a robust and sustainable business model going forwards

What we'll measure:

1. Deliver a new Culture Strategy and New Visitor Strategy by Dec 2017.
2. Ensure that at least 70% of any un-catalogued material is indexed.
3. Achieve 30,000 visitors to the Police Museum by the end of year 1.
4. Support package agreed with the GLA and working group established by May 2017
5. Performance targets for alliance agreed by May; first phase targets achieved by year end

8. LMA to retain Archive Service Accreditation by successfully completing the review stage (three years post award)
9. 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.
10. Develop options for LMA's accommodation, particularly in relation to the Cultural Hub.
11. 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.
12. Develop and promote a Guildhall Library subscription-based Friends scheme.
13. Ensure the 2016 bequest of the Richard Whittington Collection undergoes a programme of conservation, promotion and digitisation.
14. Establish the new model for the City of London Festival.

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:

6. Transition City business Library to a membership only library through the introduction of a tiered scheme offering varying access to paid services by Oct 2017. Expand the accessibility of the City Business Library through increased remote access by Dec 2017
7. Proposals considered by Committee Dec 2017.
8. Archive Service Accreditation retained
9. 60k new digitised images to be made available publicly
10. Options appraisal completed and future pathway identified
11. Deliver 2 events by Dec 2017
12. Deliver 2 Friends events by the end of Dec 2017.
13. The collection will be fully accessible to the public, in both digital and hard copy formats by the end of Dec 2017
14. Delivery team and partners established by June 2017; Londinium Romanum festival delivered Aug to Oct 2017.

What we're planning to do in the future:

- Facilitate delivery of the 'Illuminated River' project for the City's bridges
- Facilitate the London Landmarks Half Marathon (led by Tommy's) in March 2018, promoting the City's cultural offer as part of this
- 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 London wide celebrations of anniversaries related to the collection holdings of Guildhall Library and the Police Museum comprising special events, lectures and exhibitions, in partnership with other institutions.

Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision	05/03/2018
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 Culture Mile Director	For Decision
Report author: Alex Hugo, City Culture Executive	

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 third-round closing date for applications under this theme was on 9 December 2017. Applications were assessed by a panel of expert officers and external assessors on 25 January 2018 following due diligence checks by the City's Central Grants Unit (CGU) which also oversees the scheme in consultation with the Head of Charity and Social Investment Finance in the Chamberlain's Department. This report recommends grant decisions following that meeting.

Recommendations

Members are asked:

- To note the Central Grants Programme assessment process and budget; and
- 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 19 May 2016, your Policy and Resources Committee agreed that the Culture, Heritage and Libraries Committee be appointed to approve grants falling under the 'Inspiring London through Culture' theme of the Central Grants Programme.

Central Grants Assessment Process

1. The Central Grants Unit (CGU) grant assessment process draws on City Bridge Trust's expertise in the field of grant-making and demonstrates good practice.
2. Prior to grant applications being submitted to this Committee for approval, each individual application 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 Head of Charity and Social Investment Finance within the Chamberlain's Department. All eligible applications are then considered by a panel of expert officers and external assessors.
3. The panel met on 25 January 2018 comprising City Corporation officers: the Head of Cultural and Visitor Development (Chairman); Director of Open Spaces; Head of Guildhall Art Gallery; Director of Arts, Barbican; and Strategic Partnerships Manager – Culture Mile, Barbican and Guildhall Creative Learning as well as external assessors: the Chief Digital Officer at London & Partners; and Head of Learning, Museum of London.
4. For this, the third *Inspiring London through Culture* funding application round, the City Corporation received 14 applications to a total value of £94,492. Of these, 11 applications were presented to the panel totalling £74,842, the others having withdrawn or having failed the grant criteria.
5. The budget for this round of *Inspiring London through Culture* is £73,483.
6. Apart from officer time handling enquiries, all resource implications are budgeted for within the *Inspiring London through Culture* grant fund.

Current Position

7. 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 Culture Mile Director.

Current Position

8. It is proposed that grants totalling £66,342 be awarded as per the recommendations outlined in the appendices. This leaves £7,141 from this year's allocation to be made available for the following grant round.

Corporate & Strategic Implications

9. 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.

10. 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

11. This report summarises the discussions of the *Inspiring London through Culture* grants assessment panel and presents recommendations in relation to the applications considered on 25 January 2018.

Appendices

- Appendix 1 – *Inspiring London through Culture*: Eligibility Criteria
- Appendix 2 – *Inspiring London through Culture*: Grant Recommendations
- Appendix 3 - *Inspiring London through Culture*: Grants Recommended for Rejection

Background Papers

Full details of the all applications to the *Inspiring London through Culture* grant scheme are available on request from the Assistant Town Clerk and Culture Mile Director.

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APPENDIX 1



Inspiring London through Culture

1. Introduction

The City of London Corporation (CoLC) aims to keep the Square Mile as the creative heart of a world-leading city of culture. It also wishes to fulfil its historic role as a steward of unique heritage of international importance. The City is one of the great cultural hubs of London, much visited from all around the world, with a wealth of things to see and do and a vibrant mix of artistic activity.

The CoLC is one of the UK's major funders of culture and heritage and directly supports a range of institutions and activities in these fields. It also recognises and welcomes the wide range of organisations, large and small, who further enrich the Square Mile's cultural offer and who may benefit from additional support or sponsorship to help initiatives to develop.

2. Types of projects and activity to be supported

The scheme deliberately seeks to be open-minded and imaginative in defining the kinds of activities or projects which can be supported. Proposals must meet one or more of the following criteria:

- Promoting access for all to participate in the City of London's cultural offer
- Investing in London's creative future through innovation and excellence
- Enhancing public benefit in the City of London through culture and heritage
- Supporting the development of the City of London's Culture Mile.

Successful schemes must deliver some or all of their benefits within the Square Mile itself – we do not have funds to support schemes which will be wholly delivered elsewhere in London. Without being prescriptive, we are likely to welcome proposals which demonstrate

- Some level of matched funding – we value opportunities where some City funding can help to lever in funding from other sources
- Partnership with one or more cultural/heritage providers already operating within the City.

This funding theme has a modest amount of funding and so large projects are beyond its scope. It is anticipated that individual grants will not normally exceed £7,500, though up to £10,000 may be considered for exceptional cases. The awarding Committee has the power to go above this ceiling, but the circumstances would need to be compelling.

Proposals will be considered by a small panel reporting to the Culture, Heritage and Libraries Committee of the City Corporation, where the funding decisions will be taken. There will be one more award round this year, with closing dates of 8th December (for decision in February 2018).

3. Who can apply for a City of London Corporation Grant?

The CoLC Central Grants Programme is open to individuals or organisations that fall into one of the following categories:

- Registered charity
- Registered Community Interest Company
- Registered Charitable Incorporated Organisation
- Charitable company (incorporated as a not-for-profit)
- Exempt or excepted charity
- Registered charitable industrial and provident society or charitable cooperative (Bencom)
- Constituted voluntary organisation

If you are an individual wanting to make an application, we ask that you apply for funding through a constituted group, organisation or charity who will be able to support and countersign your application and thus have “ownership” of the project.

Overview:

Minimum and maximum grant allowed	Opening date for applications 2016-2017	Closing date for applications 2016-2017	Decision timeframe	Geographical Boundary
£500 min £7,500 max (up to £10,000 may be considered for exceptional cases)	Applications can be received at any time	8 December 2017	12 weeks from closing date	Projects must have some or all benefits delivered within the City of London although applicants may be based outside the City.

4. How do you apply for a grant?

To apply for a CoLC grant you will need to complete an online application form by the corresponding deadline and submit this electronically with your supporting documents to the CoLC Central Grants Unit.

You should send your application to us well before the stated deadline to allow us to process your application in time. We will only consider one application from your organisation at any one time.

All application forms should be completed through the online CoLC grants web portal. Application forms in large print, Braille or audio tape will be offered to applicants by special request.

5. How are applications assessed?

Once the CoLC has received your online application and all supporting documents it will be passed to one of the CoLC's Grant Officers for assessment. As part of this process a Grants Officer may contact you for more information.

We will acknowledge receipt of your application within 10 working days of it being received. If your application is not complete it will be returned to you and you will have a further 10 working days to send us the missing information.

A Grants Officer may also arrange to visit your organisation as part of the assessment process. Once a full assessment has been completed your request will be referred to an appropriate Committee.

The timescale to process your application will vary; however, we will endeavour to ensure your application is assessed within 12 weeks of the closing date. You should take account of this when planning your project.

6. How do we monitor and evaluate grant recipients once an award has been made?

If we fund your project we will need you to complete an end of grant monitoring report to confirm how the grant has been spent and what you achieved. Please make sure that you keep receipts for all the items or services you buy with the grant and that you keep them somewhere safe as we may ask you to provide them.

We may also visit you to check how the grant has been spent.

Please keep us up to date if your project or any of your contact details change at any stage during the period of your grant.

7. If your grant application is successful

If your application is successful, an initial offer letter detailing the level of grant awarded will be issued. This may contain special conditions relating to the grant award or pre-agreement grant conditions.

Grant acceptance terms and conditions will be subsequently issued which should be signed and returned within 20 working days.

Once all documentation has been received and approved you would be asked to formally request payment of your grant award.

Note: You cannot start your project until we have received, checked and approved all information that we have requested.

8. If your grant application is unsuccessful

Due to the limited budget available and the number of applications for funding we receive, the CoLC unfortunately cannot provide funding to every applicant that applies for a grant. Grants are therefore issued on a discretionary basis, there is no appeal process and the decision of the CoLC is final.

9. Support with your application

We urge all applicants that are unsure about whether to submit an application to read all available eligibility criteria on our website and attend one of our Grants Officer led workshops; dates for which will be publicised on our website throughout the year.

If you have an enquiry that is not covered within the online guidance, please contact the CoLC Central Grants Unit direct, who will be able provide answers to general queries regarding the application process.

10. Can you reapply for funding?

You may reapply for funding to deliver a continuation of the same project however; organisations cannot hold more than one of our grants at any one time

If you are a current grant holder, you will need to have satisfactorily met all our grant monitoring requirements before applying again.

11. What do we not fund?

There are some things which we are unable to pay for and these are shown below.

- activities that have already taken place or start before we confirm our grant
- any costs you incur when putting together your application
- fundraising activities for your organisation or others
- items that are purchased on behalf of another organisation
- loans or interest payments
- projects that actively promote religious or political activities
- purchase of alcohol

12. Further information

If you have questions about how to apply or about the status of an application, you can contact us on 020 7332 3712, email us at grants@cityoflondon.gov.uk, or visit our website www.cityoflondon.gov.uk/centralgrantsprogramme to find out more.

APPENDIX 2

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY - Inspiring London through Culture

Amos Trust (Ref: 14482)

Amount requested: £7,000

Amount recommended: £7,000

Purpose of grant request: Deliver a portrait photography exhibition of teenage girls who have experienced abuse and exploitation called 'Me Too'. The exhibition will take place outside St Pauls during the month of October.

The Charity

The Amos Trust (AT) has operated for the last 32 years. A small creative Human Rights organisation they look to tell the stories of lost communities around the world. They currently run a range of international projects as well as work across London and the UK. They are currently based in the City at St Clements where they have just agreed with the Diocese of London to manage the building for the next 20 years.

Background and detail of proposal

'Me Too' is a portrait photography exhibition by London based photographer Tom Merilion. The exhibition will show portraits of teenage girls and young women who have been victims of abuse and exploitation from London, India, Burundi and Tanzania. The exhibition ties into an international conference the charity is organising in North Devon around the same topic.

Since the application was submitted AT have received in principal permission from St Pauls Cathedral to deliver the exhibition in the area outside the Cathedral. Original discussions were to put it on in the Cathedral itself however it was felt it would be seen by a wider audience outside the church which would promote access to all. Most of costs being requested through this grant are to pay for professional curator to set up the outdoor gallery with a further £500 being requested to support the design costs. Other funding and corporate support is being looked for with a grant already secured from the Imagine Foundation.

Financial Information

The organisation is currently in a period of transition as they have recently changed structure and become a Charitable Incorporated Organisation (CIO). On the Charity Commission they are running their registered Charity and CIO simultaneously as they transition from one structure to another. They anticipate the charity will be wound up in the next couple of years due to having a number of regular donors they are trying to track down. All funds received by the charity are transferred to the CIO.

Year Ended 31 December	2016 Audited accounts	2017 Audited accounts	2018 Forecast
Income	720,147	912,388	851,193
Expenditure	727,536	841,274	824,779
Surplus/deficit	(7,389)	71,114	26,414

Free reserves

As At 31 December (number of month's expenditure)	62,020 (1.5)	68,788 (1)	95,202 (1.4)
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Recommendation

AT applied to this programme last year for a similar exhibition project that would take place at the Charity's base in St Clements. It was deemed by your committee that this application would not demonstrate access for all. After taking feedback, the Charity has come back with a stronger proposal that will deliver a public gallery outside St Paul's Cathedral and will focus on issues of Abuse and Exploitation. This application meets the criteria of this programme and AT have demonstrated how they can adapt a project after feedback. Funding is recommended as follows:

£7,000 to support the curation and design costs for an outdoor exhibition in October that will show portraits exploring abuse and exploitation in partnership with St Paul's. Grant is conditional on AT raising the balance to deliver the exhibition.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Inspiring London through Culture

City Music Foundation (Ref: 14481)

Amount requested: £10,000

Amount recommended: £7,500

Purpose of grant request: To deliver an Opera performance of 'The Man that Mistook his Wife for a Hat' over three nights at the Pathology Museum in Bart's Hospital in June.

The Charity

The City Music Foundation (CMF) was formed in 2012 as an initiative of the previous Lord Mayor Sir Roger Gifford, with funding from the Lord Mayors Appeal. The Charity aims to help young professional musicians to get a foothold on their career. They provide a 2-year mentoring programme for young professional musicians to learn about business development, make connections in the city and have access to artist management services.

Background and detail of proposal

CMF provide a range of different performance opportunities for the young professional musicians that they work with. Most recently they developed and produced an Opera 'The Man that Mistook his Wife for a Hat' based on an Oliver Sacks Case History. This was performed in the Institute of Contemporary Arts (ICA) in November 2017 and received some good reviews. CMF would like to bring the Opera to the City and perform it at the Pathology Museum in Bart's Hospital over the course of three nights in June. Bringing the performance to the City is important for CMF as the Charity are moving their headquarters back to the City of London and would like to contribute to the delivery of the Culture Mile, they also wish for this performance to tie into the Smithfield Summer programme. Doing a performance in Bart's Hospital will also have poignancy as the Opera has Neurological themes and the Charity wish to target patients, their families and staff at the hospital to attend the performance.

Funding is being requested to cover the cost of the performances and rehearsal space beforehand. No additional grant funding is being sought, however CMF are in conversation with Corporate Sponsors to make up the shortfall in funding. Tickets will be sold for the performance, but they will be priced between £5 and £10 to ensure that the performances are accessible to all.

Financial Information

CMF was set up in 2012 with a large donation from the Lord Mayor's Appeal. Since 2012 they have overspent every year due to having a surplus of funds from the original donation. At assessment we discussed how they were improving their fundraising annually to start breaking even as an organisation. They have a fundraising strategy in place and plan to break even by 2019 with an improvement forecast in 2018.

Year Ended 31 July	2017 Examined Accounts	2018 Forecast
Income	109,581	170,000
Expenditure	208,100	209,000
Surplus/deficit	(98,519)	(39,000)

Free reserves

At 31 July (number of month's expenditure)	134,584 (7.8)	95,584 (5.5)
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Recommendation

This application looks to deliver an Opera performance over three nights in June that will contribute to the Smithfield Summer programme. During the assessment it was clear that this performance would contribute to the City's Cultural Offer and attract new audiences by targeting staff, patients and their families at Bart's Hospital. The performance has already been performed at the ICA and had good reviews. Access for all will be promoted by having mainly low-cost tickets for each performance. It was not clear at assessment how this application met the panels exceptional criteria, therefore funding can only be recommended at the threshold for this programme.

£7,500 to contribute to the rehearsal, performance and musician costs of a production of 'The Man that Mistook his Wife for a Hat' at the Pathology Museum at Bart's Hospital across three nights in June. Funding is conditional on the performance having disabled access.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY - Inspiring London through Culture

Dr Johnsons House Trust Ltd (Ref: 14478)

Amount requested: £7,150

Amount recommended: £1,500

Purpose of grant request: To support the staff time and outreach activities for the 'Curious Traveller' programme at Dr Johnson House.

The Charity

Dr Johnson's House (DJH) is a Grade 1 listed small historic town house in the City of London. An independent, fully accredited museum and a registered charity (no. 1122396). The house has two members of staff and a dedicated team of volunteers who together run a vibrant programme of education workshops, exhibitions and events.

Background and detail of proposal

Funding is being sought to cover the cost of two programmes of work that are planned to be delivered by the Charity in 2018. The first is an ESOL programme that will use the Museums unique position of being the only language/ dictionary museum in the UK to support people who may not speak English as a first language. Working with the City of London Community Education Centre the charity plan to deliver many accredited ESOL programmes to make the museum and its history more accessible to new communities. This part of the project is planned to commence in September in line with the academic year. At assessment the charity explained how the delivery of this work would benefit the museum as it would help them to generate additional resources, upskill staff and volunteers and provide an accessible legacy for DJH.

The second project that DJH are seeking funding for is to deliver the 'Curious Travellers' project. This project looks to explore the influence of Dr Johnsons works on travel writing. Through a range of events, exhibitions and educational programmes with local school children the project will allow visitors to engage with travel writing as a genre from the 18th Century to present day. This project will be delivered from September to December 2018.

Financial Information

The Charity have very significant reserves which equate to between 8 or 9 years of expenditure. This is well outside the realms of best practice and the Charity could easily afford to deliver both projects without your support. DJH is a current recipient of funding from the City Educational Trust. The projects being applied for are sufficiently different to the work already funded.

Year Ended 31 March	2017 Independently Examined accounts	2018 Budget
Income	146,642	147,250
Expenditure	125,012	140,230
Surplus/deficit	21,630	7,020

Free reserves

As At 31 March (number of years' expenditure)	1,119,881 (9)	1,126,901 (8)
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Recommendation

At Officer panel it was clear that only the Curious Traveller programme met the criteria of this programme. Within the budget for that programme it was only the staff time and outreach work that could be supported. It was also noted at assessment that Dr Johnson's House hold huge reserves equating to eight years of expenditure. The parts of the budget not supported could be paid for from the Charity's reserves. Part funding is recommended as follows:

£1,500 to support the cost of staff time and outreach activities for the 'Curious Traveller' programme at Dr Johnson House

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY - Inspiring London through Culture

Fields of Battle, Lands of Peace (Ref: 14472)

Amount requested: £7,500

Amount recommended: £7,500

Purpose of grant request: To deliver an outdoor photographic exhibition in the Guildhall yard between April and May that will reflect the four years of the 1st World War.

The Charity

Fields of Battle 14-18 is registered as a not-for-profit charity that creates a series of open-air exhibitions with supporting educational materials. The charities aim is to present the story of the First World War across the many states of Europe, to an audience unused to visiting museums and galleries. The Charity was founded after a conversation between a Historian and a photographer who were interested in the healed landscapes of Europe where historic battles of the First World War had taken place. Since its inception the Charity has taken their photographic exhibitions across Europe and exhibited in the Guildhall yard a number of times.

Background and detail of proposal

Last year the Charity delivered a photographic exhibition in the Guildhall yard that looked at the changed and healed landscapes of the Battle of the Somme one hundred years on. This exhibition has since toured the UK and is currently exhibiting in the United States. This application is looking to deliver another exhibition in the Guildhall yard from the end of April which looks to reflect the mood at the end of the First World War. The photographic exhibition will focus on the changed landscapes across Europe which will be supported by text and other smaller war based sepia photographs. The exhibition will be a free-to-view outdoor exhibition to allow access to all.

Funding is being sought for the delivery of the outdoor exhibition in the Guildhall Yard. Once the exhibition has taken place they are looking for other funding to transport the exhibition to around the UK. Funding to support the overall costs was requested from Heritage Lottery Fund but was unsuccessful.

Financial Information

The Charity plan to wind up their activity after October 2018 as they will have fulfilled their mission statement to commemorate the First World War one hundred years on. 2019 Budget is based on agreed grants and expected exhibition costs. They will then spend down their reserves or ensure any leftover reserves are transferred to another organisation or charity with similar objects.

Year Ended 28 February	2017 Independently Examined accounts	2018 Forecast	2019 Budget
Income	137,217	13,942	60,000
Expenditure	127,420	10,591	74,292
Surplus/deficit	9,797	3,352	(14,292)

Free reserves

As At 28 February (number of months' expenditure)	19,727 (1.9)	23,079 (26)	8,787 (N/A)
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Recommendation

Fields of Battle have a track record of delivering photographic exhibitions of this kind in outdoor spaces, having previously exhibited in the Guildhall Yard. This application is looking for funding for a final exhibition to take place in the Guildhall Yard in 2018. The Charity will be winding up at the end of 2018, so this will be their final opportunity to exhibit and coincides with the hundred-year anniversary of the end of WW1. The application showed how it fits elements of the criteria by providing an access for all exhibition which will allow all to participate and view the work. Funding is recommended as follows:

£7,500 to support the set up and delivery costs of a month long photographic exhibition in the Guildhall yard between April and May that will reflect the four years of the 1st World War.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY - Inspiring London through Culture

Huguenots of Spitalfields (Ref: 14470)

Amount requested: £7,750

Amount recommended: £7,750

Purpose of grant request: To deliver a weekend festival in October 2018 highlighting Huguenot women's roles in power and work.

The Charity

Huguenots of Spitalfields (HS) is a registered charity (Registered Charity Number 1151801) promoting public understanding of the Huguenot heritage and culture in Spitalfields, the City of London and beyond. HS arrange tours, talks, events and school's programmes to raise the Huguenot profile in Spitalfields and to raise funds for a permanent memorial to the Huguenots.

Background and detail of proposal

This application is looking to contribute to the City of London's 'Women, Work and Power' Campaign by highlighting the lesser-known role of Huguenot Women across History and their work. Spread over a weekend in October the festival will coincide with the edict of Nantes 1665 when 50,000 Huguenots sought sanctuary in England, with many settling in the City of London, Islington, Clerkenwell and Spitalfields. The festival will curate a number of talks from noteworthy speakers, walking tour and panel discussions focussing on Huguenot women of note through History. HS discussed possible partnerships with St John in Clerkenwell and the City of London Gin Distillery that would showcase drinks and food introduced to England by settling Huguenots.

Costs included in the budget are to cover the staff and coordination costs to deliver the weekend festival with contributions to venue hire, licensing and marketing. No match funding is being sought for this programme and the amount requested falls just above the £7,500 ceiling of most applications. It was also noted at assessment that the programme of activity was still at the ideas stage and a more developed schedule provided in February.

Financial Information

The Charity held reserves higher than their annual expenditure in 2017. They plan to overspend and use up some of these reserves in 2018 to keep reserves lower and within policy. At assessment it was clear that any funding awarded would be appropriately managed.

Year Ended 31 January	2017 Independently Examined accounts	2018 Forecast
Income	14,902	18,540
Expenditure	11,630	32,390
Surplus/deficit	3,272	(13,850)

Free reserves

As At 31 December (number of month's expenditure)	15,870 (16.3)	2,020 (0.7)
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Recommendation

HS have delivered a number of festivals with support from the City in the past and seem to have a good track record. At assessment it was clear that this project would tie into the City Cultural Programming later in 2018 and would complement it. It should also be noted that no match funding is being requested for this work. A full programme is still yet to be established however it was clear at assessment that some good progress had been made. Funding is recommended as follows:

£7,750 to support the costs of a weekend festival in October 2018 that will celebrate Huguenot Women through History. Funding is conditional on receipt of the festival programme and schedule.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Inspiring London through Culture

Open City Architecture (Ref: 14480)

Amount requested: £6,000

Amount recommended: £6,000

Purpose of grant request: To deliver an Open House Families festival in June that is inspired by the City of London's architecture in its most iconic cultural venues.

The Charity

Open City Architecture (OCA), formally London Open House, was formed in 1996 to improve public awareness and appreciation of architecture and the built environment. They deliver a range of programmes that enable communities and professionals to engage with the built environment including Open House London. They deliver a variety of education programmes in schools and universities across London.

Background and detail of proposal

OCA has delivered the Archikids Festival over the last 5 years supported by the City of London Corporation. The Festival is a weekend family festival offering free architecturally inspired activities and workshops in the Square Mile. After the success of the programme OCA have the ambition to evolve this work to be London Wide. They plan to deliver the Open House Families programme on the 9th and 10th of June. This London wide programme aims to educate Londoner about the amazing buildings and cultural opportunities that exist within their City and how they can contribute to London's future design and development. Funding is being sought to assist with the City based activities that will take place at the Museum of London, the Barbican and St Paul's Cathedral.

The programme will be advertised and marketed to families across London to encourage them to come and explore significant buildings and cultural institutions in the City. OCA will work with a number of partner schools that are based in the boroughs connected to the City, delivering architectural education in schools to promote the programme in June. Other funding for the programme has been sought as it will take place across London, your funding is being sought to contribute to the work taking place in the City. Included in the budget is funding for an evaluation to take place alongside the programme, as this is the first time OCA will be expanding their delivery for this programme they want to track its success to help them develop it in the future.

Financial Information

Year Ended 31 December	2016 Audited Accounts	2017 Draft Accounts	2018 Forecast
Income	776,913	841,798	906,383
Expenditure	703,766	830,024	758,305
Surplus/deficit	73,147	11,774	148,078

Free reserves

At 31 December (number of month's expenditure)	274,256 (4.7)	286,030 (4.1)	434,108 (6.9)
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Recommendation

This application looks to build on the previously funded Archikids festival that has taken place over the last 5 years in the City. This festival looks to broaden the appeal by delivering Open House Families in June with the aim of attracting more people to partake in the City of London's Cultural Offer. OCA will be working with key Cultural City Partners to deliver this work and will be providing free activities making it open and accessible to all. Funding is being sought for the aspects of the work that will take place in the City. This application meets the criteria and the Charity reported well on the previous funding received under this programme. Funding is therefore recommended as follows:

£6,000 to deliver the City of London elements of the Open House Families festival that will take place on the 9th and 10th of June.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Inspiring London through Culture

Quaker Court TMO (Ref: 14475)

Amount requested: £3,500

Amount recommended: £3,500

Purpose of grant request: Towards the costs of an Intergenerational community drama project using verbatim theatre to create a performance with younger and older members of the Golden Lane estate.

The Charity

Quaker Court Tenant Management Organisation (QCTMO) is a registered Industrial and Provident Society whose objects are to benefit the community in Quaker Court EC1 to carry on the business of providing, maintaining and managing housing and associated amenities and activities within the area of benefit. For this application Artists Lisa Hammond and Rachael Spence are applying to deliver a project that will be managed by QCTMO. The area of benefit of the project is within the objects of the organisation.

Background and detail of proposal

Both the Artists behind this application are either current resident of Quaker Court or grew up there. They have a track record of delivering similar projects on the estate which have been successful. This project is focused on delivering and developing an intergenerational performance programme that will bring young people from the Golden Lane estate together with adult performers who will act out their stories. The proposed project would start in May 2018 where the artists would work with young people to gather stories through outreach and a variety of interactive workshops. The young people will then work with adult performers to distil their stories and edit the script and production. Performances are planned throughout October to December. The artists are in discussion with delivering as part of Barbican 'Bite Size', another performance at Theatre Deli, with other performances planned in and around the Golden Lane Estate.

The Organisation are requesting a contribution to the overall funding of the programme with all other funding secured so far. Your funding would complete what is needed for the project to take place.

Financial Information

The Organisation holds large reserves due to the uncertain nature of some of the refurbishment work they carry out. Large reserves are kept for contingency on any major improvement projects. The Organisation concede that their reserves are still high in line with their expenditure and are planning to overspend over the next two years to bring this down.

Year Ended 31 March	2017 Audited Accounts	2018 Forecast
Income	74,022	74,479
Expenditure	70,914	90,465
Surplus/deficit	3,108	(15,986)

Free reserves

As At 31 March (number of month's expenditure)	199,065 (33.7)	183,079 (24)
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Recommendation

This application is seeking a small amount of funding to deliver an Intergenerational performance piece that will be performed at a number of City venues from October to December. Working with residents of City estates this project will deliver work that is based on the experiences of young people growing up on the Golden Lane Estate. The funding for this programme will be managed by QCTMO with the work being delivered by local artists Lisa Hammond and Rachael Spence. This programme fits well with the outcomes of the Inspiring London through Culture programme, funding is recommended as follows:

£3,500 towards the costs of an Intergenerational community drama project using verbatim theatre to create a performance with younger and older members of the Golden Lane estate.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Inspiring London through Culture

Safer Places (Ref: 14479)

Amount requested: £2,992

Amount recommended: £2,992

Purpose of grant request: To provide essential accommodation and childcare for performers in the production of 'Smack That (a conversation)' at the Barbican in June 2018. The performances will raise awareness of issues around domestic abuse.

The Charity

Safer Places is an independent charity which provides a comprehensive range of services to adults and children affected by domestic and sexual abuse who live in west Essex, mid Essex, east Hertfordshire and Southend. Rhiannon Faith, is a performance artist who delivers Independent Dance shows that usually work within communities or portray and explore issues effecting communities in the UK. This application is a partnership between Safer Places and Rhiannon faith with the Charity taking the lead and managing any funding they receive for this work.

Background and detail of proposal

'Smack That (a conversation)' is a performance piece that raises awareness of domestic abuse and encourages audiences to seek help or support people that they know who are currently victims. The piece has both performers and non-performers come together to tell their real stories of domestic abuse in a unique and empowering way. Rhiannon Faith has worked in partnership with Safer Places to ensure that the real voice of survivors is used within this performance piece. They have already worked intensively with female survivors over the last four months with support from Safer Places. A performance has been devised and 4 of the women that they worked with have agreed to perform. A performance has been planned at the Barbican in June and this application is to support some of the wrap around and pastoral costs required.

As the performances will focus on hard hitting issues that may be emotive for the performers or the audience the Charity would like to provide a counsellor to be on hand. Alongside this the 4 performers who are also survivors of domestic abuse will be travelling from Essex for the 5 performances in June and will require accommodation and childcare to ensure they can focus on the performance and preparation throughout the week. This application is to cover these elements that will make a big difference to the performers while also providing support to audience members who may be dealing with similar issues. The Counsellor and childcare will be provided by Safer Places and the people are trusted and well known to the women involved in the project. A review of safeguarding for the performances has been carried out for the performances by Safer Lives.

A legacy package is being developed as part of this project to train staff at the Barbican in how to spot signs of domestic abuse and to be accredited as a J9 venue. The J9 initiative is a new national programme providing contact points for victims of domestic abuse. The initiative aims to provide safe and secure opportunities for victims of abuse to disclose abuse and access support.

Financial Information

The Charity has large pension liabilities that are not fully covered by reserves. The organisation has also not provided a forecast for the current financial year. Funding will be made conditional on receipt of this further information.

Year Ended 31 March	2017 Audited accounts
Income	3,718,884
Expenditure	3,844,744
Surplus/deficit	(165,860)

Free reserves

As At 31 March (number of month's expenditure)	1,477,467 (4.6)
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Recommendation

The project itself will deliver 5 moving performances at the Barbican that provide stories and lived experience of domestic abuse from survivors. The performers will be a key part of this work being success. Your funding is sought to pay for Childcare, a counsellor's time and accommodation for the performers which will give piece of mind and allow them to focus on their parts. The rest of the funding has been secured for the overall project with this application being for the final key elements that will ensure the project is a success. Funding is recommended as follows:

£2,992 for the Counsellor, Childcare and Accommodation for performers involved in the 'Smack That (a conversation)' piece that will run over 5 nights in June. Funding is conditional on receipt of additional financial information for 2018.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY - Inspiring London through Culture

St Botolph Aldgate (Ref: 14473)

Amount requested: £7,500

Amount recommended: £7,500

Purpose of grant request: To support the cost towards a new piano for St Botolph Church which will equip the church for the next 100 years.

The Charity

St Botolph's, a Church of England parish in the Diocese of London, sits on the boundary of the City of London and the East End. As well as functioning as a Church to its local congregation the Church offers space to community organisations and hosts a weekly recital series.

Background and detail of proposal

This application is to support St Botolph Church with a contribution to the overall cost of a new grand piano for the Church. The current piano is in bad condition and would require a lot of work to repair it. The Church have done extensive research and settled on fundraising to purchase a Schimmel K218Tx, which they have reserved if they can raise the funds. The new piano will allow the Church to host more recital events throughout the year.

The Church has raised around £15,000 so far with the £35,680 the total required for the piano. The Church has approached the Arts Council for the balance and will find out at the end of January whether this has been successful.

Financial Information

Year Ended 31 December	2016 Independently Examined accounts	2018 Forecast
Income	143,075	278,765
Expenditure	136,556	255,528
Surplus/deficit	6,519	23,237

Free reserves

As At 31 December (number of month's expenditure)	85,941 (7.5)	109,178 (5.1)
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Recommendation

At assessment and at the Officer Panel the applicant demonstrated how the purchase of the piano would have sufficient community benefit. The Church is near to Aldgate Square and will be part of the programming when the square re-opens. The Church serves a diverse community from the City and Tower Hamlets. Funding is recommended as follows:

£7,500 contribution to the purchase of a new Piano for St Botolph Aldgate.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Inspiring London through Culture

Thames Festival Trust (Ref: 14469)

Amount requested: £7,500

Amount recommended: £7,500

Purpose of grant request: Exhibitions and events in the Guildhall yard that celebrate the history of the Doggett's Coat and Badge Race that will take place in September 2018.

The Charity

The Thames Festival Trust (TFT) was incorporated in June 1998. The Trust provides public benefit through delivering the Thames Festival in September each year. Totally Thames takes place over the month of September and brings the river to life with a season of art, culture and river events across the full stretch of the Thames. Alongside this the Trust delivers a number of Education and engagement programmes throughout the year.

Background and detail of proposal

TFT embarked on a heritage project two years ago looking at different historical and cultural aspects to the River Thames. The first looked at the communities of people who lived and worked on the river, the second at the changing face of the Thames Boat Yards. This project will deliver the third element of this project and will focus on the history of the Doggett and Coat's Boat race, one of the oldest sporting contests in the world. TFT are working in partnership with the Fishmongers, the Company of Waterman and Lighterman and the London Metropolitan Archive (LMA) to deliver a heritage project that celebrates the boat race and raises its public profile.

Funding is being sought to deliver an exhibition and events in the Guildhall Yard as part of the wider project. TFT will engage a professional curator to display photographs from the LMA and Fishmonger's archive alongside a contemporary commission of the boat race. 20 volunteers will be trained in delivering oral histories and spend time engaging with partners on the project to become experts in the Boat race and its origins. Over the course of the week in September the volunteers will be on hand to talk to the public about the exhibition. TFT will also be using a KinoVan at the Guildhall Yard to screen historic footage from the archive. Permission has already been secured

Financial Information

The Charity recorded a surplus in 2016 which demonstrates an improvement on their position in 2015. However, a deficit is expected in 2017 and the Charity will need to use a substantial amount of reserves to cover the deficit, which will significantly reduce reserves. At assessment your officer was re-assured that the Executive team and Trustees were putting strategies in place to ensure they begin to build reserves in 2018.

Year Ended 31 December	2016 Independently Examined accounts	2017 Budget Accounts	2018 Forecast
Income	876,032	566,179	675,000
Expenditure	818,477	625,425	615,000
Surplus/deficit	57,555	(59,246)	60,000
Free reserves (number of month's expenditure)	78,040 (1.2)	18,794 (0.4)	78,794 (1.5)

Recommendation

TFT is an established organisation that has delivered a number of City of London funded projects over the years. The last grant awarded under this programme was a success and good monitoring information was provided. This application will enhance benefit in the City of London through culture and heritage. The Waterman's race tells the story of the history of an event that is closely intertwined with the City and Livery Companies. The exhibition that will be put on in the Guildhall Yard has come about through collaboration with the LMA and in partnership with the Fishmongers and Lighterman and Waterman Livery Companies. The exhibition will be publicly available in September with volunteers enhancing the public's experience. It is therefore recommended that funding is awarded as follows:

£7,500 for the costs associated with putting on a public exhibition about the Doggett and Coat's Boat race in the Guildhall Yard which will include workshops, public talks and the hire of a Kino Van to show historical footage of the race.

CENTRAL GRANTS PROGRAMME

ASSESSMENT CATEGORY – Inspiring London through Culture

The De Morgan Foundation (Ref: 14474)

Amount requested: £7,600

Amount recommended: £7,600

Purpose of grant request: To support and Education Programme to maximise engagement with the Sublime Symmetry exhibition that will be held at the Guildhall Art Gallery in 2018.

The Charity

The De Morgan Foundation is a registered independent charity that was established in 1967. The Charity owns a collection of ceramics and oil paintings by William and Evelyn De Morgan, a husband and wife duo who were key proponents of the Arts and Crafts Movement in the late 19th and early 20th Century. The Foundation cares for the collection and enables access to work through a programme of loans and exhibitions.

Background and detail of proposal

From May to October 2018 the De Morgan Foundation are providing artwork from their collection for an exhibition called 'Sublime Symmetry: The Mathematics behind De Morgan's Designs'. The exhibition will focus on the mathematical designs in Victorian Arts and Crafts. The exhibition and its tour around the UK are fully funded by the Esme Fairbairn Foundation. Funding is being requested to provide an additional educational programme for school groups and families that will complement the exhibition. As the exhibition has a focus on mathematics the Charity see this as a great opportunity to explore the educational nature of the work, tying mathematics to the creation of arts and crafts. The Exhibition will also focus on the development of trades and Liveries providing historical context to the City of London.

Funding is being sought to deliver 10 workshops for schools that will be developed and delivered by a range of freelance artists, comedians and performance artists. Schools will be targeted from neighbouring boroughs using the CoLC database and an agreement has been reached with TFL to offer free travel for the groups wishing to attend. Additional to the schools programme a series of Educational walks will be promoted and organised at weekends to Postman Park where a number of De Morgan art works are still displayed. At assessment the applicant talked about delivering one late event which would target young people between 16 and 25 to access the gallery for free. This was yet to be agreed as part of the programme and would only be delivered depending on funding.

Financial Information

All the Charities income goes towards managing the care of the De Morgan Collection, loans, tours and research and educational activities. The Charity hold

large designated funds of £10.5 million that cover the value of the assets they have in the collection. They also have an endowment fund of £1.3 million. Draft accounts and forecast do not include net gain on investments nor transfers between funds. The charity has a plan in place to adopt a more sustainable operating model, reducing costs and increasing revenue over the next 5 years.

Year Ended 31 December	2016 Examined accounts	2017 Draft accounts	2018 Forecast
Income	122,397	74,092	72,000
Expenditure	(183,015)	(105,992)	(99,000)
Net Gain on Investments	122,393	Not known	Not known
Surplus/deficit	61,775	(31,900)	(27,000)

Free reserves

As At 31 December (number of month's expenditure)	17,785 (1.7)	(14,115)	(41,115)
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Recommendation

This application is seeking to add an additional Educational Programme to a fully funded Exhibition that will be taking place at the Guildhall Art Gallery in 2018. The Education programme will offer schools from neighbouring boroughs the opportunity to engage with the Exhibition in interesting and creative ways by using artists to facilitate sessions. Further walks and a possible late event for young people are planned which will make the Exhibition and the De Morgan work more accessible to a wider audience. This programme will clearly compliment the Exhibition and provide additionality, attracting new audiences who may not have accessed the City's cultural offer before. Funding is recommended as follows:

£7,500 to support an Education Programme to maximise engagement with the Sublime Symmetry exhibition that will be held at the Guildhall Art Gallery in 2018.

Appendix 3

Inspiring London through Culture					
Applications Recommended for Rejection					
ID	Request Date	Organisation Name	Status	Request Amount	Rejection Reason
14476	08/12/2017	Music Sales Charity	Recommended for Rejection	£7,500	<p>An application to fundraise for the transformation of the Beech Street Tunnel into an immersive audio-visual space.</p> <p>The organisation will not be delivering or managing the grant. Funding will be passed onto the Barbican to deliver this project. This application is therefore ineligible for funding as they are fundraising on behalf of another organisation.</p>
14471	02/12/2017	City of London Academy, Shoreditch Park	Recommended for Rejection	£5,000	<p>An application to give disadvantaged students the opportunity to experience live musical theatre performances.</p> <p>This application is from an Educational Establishment that is not eligible under this programme. They will be provided feedback to apply for the Education and Employment round in the new financial year.</p>
14477	08/12/2017	Film London	Recommended for Rejection	£7,500	<p>'Seen on Screen' will promote the City's rich film and TV history and its locations to Londoners and visitors to the City by creating a website that maps where famous film moments were filmed.</p> <p>It was felt that Film London were the wrong body to produce this resource as they were not consumer focused. It was also deemed that the budget was unrealistic.</p>

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Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision	05/03/2018
Subject: City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee	Public
Report of: Peter Lisley – Assistant Town Clerk and Culture Mile Director	For Decision
Report author: Alex Hugo, City Culture Executive	

Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 31 January 2018. At this meeting, the CAI considered the following presentation:

1. **Sculpture in the City:** a shortlist of sculptures that may be included in the 2018 programme for this initiative.

Recommendation(s)

Members are asked to:

- Ratify the City Arts Initiative's recommendations in relation to the above proposal 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.

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 Mrs Barbara Newman to sit on the City Arts Initiative.
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 31 January 2018 to consider the proposal outlined below.
5. Full details of all the applications to the CAI are available on request from the Assistant Town Clerk and Culture Mile Director.

Proposals

Sculpture in the City: 2018 shortlist

6. The CAI received a presentation detailing all works shortlisted for inclusion in the 2018 programme of Sculpture in the City. Visuals of shortlisted works are contained within the document electronically circulated to Members with this report.
7. 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.
8. In addition, the CAI acknowledged and thanked all those involved in the delivery of the programme.

Corporate & Strategic Implications

9. 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

10. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the public art applications considered on 31 January 2018.

Appendices

- None

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. Visuals of shortlisted works have been circulated electronically to Members.

Alex Hugo

City Culture Executive

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Committee:	Date:
Culture Heritage and Libraries Committee	5 th March 2018
Subject: Decisions taken under Delegated Authority or Urgency since the last meeting of the Committee	Public
Report of: Town Clerk	For Information
Report author: Julie Mayer, Town Clerk's Department	

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, in accordance with Standing Order No. 41(A) in respect of :

City Arts Initiative (CAI) – ‘Chubby Hearts Over London’ – a proposal by Anya Hindmarch, in partnership with the Greater London Authority and Bloomberg.

‘Chubby Heart Takeover’ launched on Valentine’s Day 2018 and ran to the end of London Fashion Week (20th February 2018). The project was supported by the Mayor of London, as part of his ‘*London is Open*’ Campaign and it was also supported by the British Fashion Council. As this was a temporary installation, fixed to a moveable structure, and only in situ for one day, it did not require planning permission.

The 6.5m heart balloons floated above prominent locations over London, including Battersea Power Station, and ‘visited’ for a day between 7.45am and 5pm, before moving to another location the following day. The balloons were scheduled to visit between 14 and 21 February, with a contingency held up to 28 February in the event of delays.

Recommendation

Members are asked to note the report.

Main report

Reason for Urgency:

The City Arts Initiative (CAI) considered and agreed the above proposal at their meeting on 31 January 2018. An urgent decision was sought because formal consideration of the proposals, at the Meeting of the Culture, Heritage and Libraries Committee on 5 March 2018 would be too late for the project to be realised.

Action Taken

Given that the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee also serve on the City Arts Initiative; the Town Clerk, in consultation with the two most senior Members of the Culture, Heritage and Libraries Committee, agreed to ratify the City Arts Initiative's recommendation in respect of a temporary artwork installation of 'Chubby Hearts Over London'.

Contact:

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Committee and Member Services Officer, Town Clerk's Department

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