



Open Spaces and City Gardens

Date: MONDAY, 15 JULY 2019

Time: 11.30 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Graeme Doshi-Smith
Oliver Sells QC
Alderman Ian Luder
Wendy Mead
Barbara Newman
Jeremy Simons
Deputy John Tomlinson
Deputy Philip Woodhouse (Ex-Officio Member)
Karina Dostalova (Ex-Officio Member)
Anne Fairweather (Ex-Officio Member)
Caroline Haines

Enquiries: Richard Holt
Richard.Holt@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

N.B. Part of this meeting could be the subject of audio/visual recording.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
 2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
 3. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council dated 25 April 2019 appointing the Committee and setting its Terms of Reference.

For Information
(Pages 1 - 2)
 4. **ELECTION OF CHAIRMAN**
The Committee are invited to elect a Chairman in accordance with Standing Order 29.

For Decision
 5. **ELECTION OF DEPUTY CHAIRMAN**
The Committee are invited to elect a Deputy Chairman in accordance with Standing Order 30.

For Decision
 6. **MINUTES**
To agree the public minutes of the previous meeting of the Open Spaces and City Gardens Committee held on 8 April 2019.

For Decision
(Pages 3 - 12)
 7. **BREXIT UPDATE**
Director of Open Spaces to be heard.

For Information
 8. **APPOINTMENT OF A REPRESENTATIVE TO THE STREETS AND WALKWAYS SUB COMMITTEE**
The Committee are invited to appoint one Member as an Open Spaces and City Gardens Committee representative on the Streets and Walkways Sub Committee. The next Streets and Walkways Sub Committee meeting is scheduled to take place on 22 July 2019.

For Decision
- City Gardens**
9. **CITY GARDENS UPDATE**
Report of the Director of Open Spaces.

For Information
(Pages 13 - 18)

10. **FINSBURY CIRCUS REINSTATEMENT**

Report of the Director of Open Spaces.

For Decision
(Pages 19 - 36)

11. **CYCLICAL WORKS PROGRAMME BID - 2020/21**

Report of the City Surveyor.

For Information
(Pages 37 - 42)

Open Spaces

12. **OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2018/19 - YEAR END PERFORMANCE REPORT**

Report of the Director of Open Spaces.

For Information
(Pages 43 - 58)

13. **REVENUE OUTTURN 2018/19 - OPEN SPACES & CITY GARDENS**

Joint report of the Chamberlain and the Director of Open Spaces.

For Information
(Pages 59 - 90)

14. **HEALTH & SAFETY IN THE OPEN SPACES DEPARTMENT**

Report of the Director of Open Spaces.

For Information
(Pages 91 - 102)

15. **PROPOSED DEVELOPMENT AND SUBMISSION OF A PARTNERSHIP FUNDING BID TO HEATHROW AIRPORT LIMITED**

Report of the Director of Open Spaces.

To be read in conjunction with a non-public appendix at item 23.

For Information
(Pages 103 - 108)

16. **CENTRAL GRANTS PROGRAMME (CGP) - ANNUAL REPORT**

Report of the Chief Grants Officer (CGO) and Director of City Bridge Trust.

For Information
(Pages 109 - 140)

17. **GENDER IDENTITY POLICY**

Report of the Town Clerk.

For Information
(Pages 141 - 198)

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

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

Part 2 - Non-Public Agenda

20. **EXCLUSION OF THE PUBLIC**

MOTION: 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 I of Schedule 12A of the Local Government Act.

For Decision

21. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting of the Open Spaces and City Gardens Committee held on 8 April 2019.

For Decision
(Pages 199 - 200)

22. **CROSSRAIL REINSTATEMENT: FINSBURY CIRCUS BRIEFING NOTE**

Report of the Director of Open Spaces.

For Information
(Pages 201 - 210)

23. **NON-PUBLIC APPENDIX: PROPOSED DEVELOPMENT AND SUBMISSION OF A PARTNERSHIP FUNDING BID TO HEATHROW AIRPORT LIMITED**

Non-public appendix to be read in conjunction with item 15.

For Information
(Pages 211 - 218)

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

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

Agenda Item 3

ESTLIN, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
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OPEN SPACES & CITY GARDENS COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the following ex-officio Members:-
 - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
 - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee
2. **Quorum**
The quorum consists of any five Members.
3. **Membership 2019/20**
 - 7 (4) Jeremy Lewis Simons
 - 7 (3) Barbara Patricia Newman, C.B.E.
 - 3 (3) Oliver Sells, Q.C.
 - 3 (3) John Tomlinson, Deputy
 - 9 (2) Ian David Luder J.P., Alderman
 - 6 (2) Graeme Martyn Smith
 - 2 (1) Caroline Wilma Haines
 - 9 (1) Wendy Mead, O.B.E.

together with the ex-officio Members referred to in paragraph 1 above.
4. **Terms of Reference**
To be responsible for:-
 - (a) The allocation of grants in relation to Open Spaces taking account of any views or recommendations expressed by the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee as relevant;

Open Spaces

 - (b) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (e.g. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and
 - (c) the appointment of the Director of Open Spaces (in consultation with the Port Health and Environmental Services Committee);

City Open Spaces

 - (d) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
 - (e) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
 - (f) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and
 - (g) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

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OPEN SPACES AND CITY GARDENS Monday, 8 April 2019

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 8 April 2019 at 11.30 am

Present

Members:

Graeme Smith (Chairman)
Oliver Sells QC (Deputy Chairman)
Alderman Ian Luder
Wendy Mead
Barbara Newman
Deputy John Tomlinson
Caroline Haines

Officers:

Richard Holt	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Philip Saunders	- Remembrancer's Department
Alison Elam	- Chamberlain's Department
Colin Buttery	- Director of Open Spaces
Martin Rodman	- Superintendent of Parks & Gardens
Andy Barnard	- Superintendent, The Commons
Gerry Kiefer	- Department of Open Spaces
Lucy Anne Murphy	- West Ham Park Manager
Martin Falder	- Department of Open Spaces
Vincent Dignam	- Department for Built Environment

1. APOLOGIES

Apologies were received from Jeremy Simons.

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

There were no declarations.

3. MINUTES

The Committee considered the public minutes and non-public summary of their last meeting on 10th of December 2018.

The Director of Open Spaces informed Members that the Worshipful Company of Brewers had resubmitted an application for the development of Brewers Hall which included a redesigned second entrance on Aldermanbury Square.

RESOLVED- That the public minutes and non-public summary of the meeting held on 10th of December 2018 be agreed as an accurate record.

4. **NOTE OF THE INQUORATE MEETING**

Members received the public note of the inquorate meeting of the Committee held on the 4th of February 2019. Replying to a Members query the Town Clerk clarified that the update on the City's Visitor Destination Strategy had been provided to Members via email and confirmed that this would be resent for information.

RESOLVED- That the public note of the inquorate meeting of the Committee held on the 4th of February 2019 be noted.

5. **PLANNING AND TRANSPORTATION COMMITTEE**

Members received the response from the Planning and Transportation Committee to the resolution from the Open Spaces and City Gardens Committee on the Finsbury Circus.

A Member highlighted the continued delay to the delivery of Crossrail and request further information on Finsbury Circus. Replying to this point the Deputy Chairman explained the matter had been deferred to the Streets and Walkways Sub-Committee where Members had the view that the closure of the highway represented good sense and would advance the issue. The Director of Open Spaces added that the City of London Corporation's highways team had investigated the issue further on an officer level. The Chairman commented that it would be helpful for progress on this project to be provided at future meetings.

RESOLVED- That the response from the Planning and Transportation Committee be noted.

6. **BREXIT UPDATE**

The Director of Open Spaces was heard in relation to an update on Brexit and the implications for the City of London Corporation's Open Spaces department. The Director explained that the given the lack of clarity on the process he was unable to provide a substantive update to Members on the future implications of Brexit but noted that the City was in discussion with the Department for Environment, Food and Rural Affairs (DEFRA) to mitigate issues which could be caused by lose of European Union funded grants. In addition, it was noted that the proposed Agriculture Bill would include funding details to cover the loss of income from the European Union grants.

RESOLVED- That the update be noted.

7. **FINAL DEPARTMENTAL HIGH-LEVEL BUSINESS PLANS 2019/20 - OPEN SPACES DEPARTMENT**

The Committee considered a report of the Director of Open Spaces on the department's final high-level business for 2019/20.

A Member commented that the departmental business plan did not have the required funding the for the projects which the department was required to

undertake specifically highlighting Oak Processionary Moth (OPM) and the *Branching Out* education scheme. Further to this the Member raised that the Pests and Diseases summary risk relating to the OPM be recategorised as red risks. Members discussed the potential reputational risk and the impact on the public using the City of London Corporation's Open Spaces that OPM could have. The Director of Open Spaces informed the Committee that funds had been agreed in the Open Spaces departmental budget for the education programme including the *Branching Out* scheme. In addition, the Director explained that strategies were in place for to limit the impact of OPM. The Chairman commented that despite the strategies the Open Spaces department had in place to mitigate the risks caused by OPM it was inevitable that it would present a substantial long-term risk for the department. Members agreed that the OSD 005 Pests and Diseases summary risk be recategorised as a red risk and the likelihood be increased to more accurately represent the actuality of the impact on the department.

RESOLVED- That the Open Spaces Department's high-level Business Plan 2019–20 be approved.

8. **ENJOYING OPEN SPACES AND THE NATURAL ENVIRONMENT - AWARD OF GRANTS AND REVIEW OF GRANT AID CRITERIA**

The Committee considered a report of the Director Open Spaces on the Award of grants and review of grant aid criteria in the Central Grants Programme. The Director of Open Spaces introduced the report and highlighted to Members the proposed changes in paragraph 17 of the report including the lowering of the minimum grant value from £8,000 to £2,000.

RESOLVED- That: -

- I. The allocation of grant aid for 2018/19 approved under delegated authority to the Open Spaces and City Gardens Chairman and Deputy Chairman be agreed; and
- II. That the proposed amendments to the current Enjoying Green Spaces and the Natural Environment funding criteria as referenced in paragraph 17 be agreed.

9. **2019/20 EVENTS FEES AND CHARGES - CITY GARDENS**

The Committee considered a report of the Director of Open Spaces on the 2019/20 Events Fees and Charges in the City Gardens. The report proposed an increase of approximately 5% to the fees and charges for events that are held in City Gardens sites throughout the 2019/20 financial year.

A Member of the Committee asked for clarification on the Open Spaces department's policy regarding events held within the City of London's open spaces on whether the City of London Corporation aimed to maximise the number of events held or not. The Director of Open Spaces explained that the City of London Corporation policy was to agree the maximum number of events while considering a strict selection criteria.

RESOLVED- That the proposed 2019/20 fees and charges be approved.

10. **FINSBURY CIRCUS GARDEN REINSTATEMENT**

The Committee considered a report of the City Surveyor on the Finsbury Circus Garden Reinstatement project. The Director of Open Spaces informed the Committee that as a result of Corporate funding commitments, the Resource Allocation Sub-Committee had decided that many projects, including the Finsbury Circus Garden Reinstatement, would be deferred pending the fundamental review. Members expressed disappointment at this decision and agreed that the report would be agreed in principle subject to funding approval by the Resource Allocation Sub-Committee when appropriate.

Members discussed the importance of Finsbury Circus Garden as the largest open space within the City of London and noted the reputational impact of its closure for over 10 years. The Deputy Chairman noted the length of time that Finsbury Circus Garden had been closed and requested further details on the criteria used when deciding the allocation of funds. A Member replied that the criteria had been agreed by the Policy and Resources Committee and noted that reputational risk was listed as a component of these criteria. It was suggested by a Member that the Director of Open Spaces argue for funds on the basis of reputational impact to the City of London Corporation caused by the continued closure of Finsbury Circus. The Director of Open Spaces commented that while the funding was subject to a Fundamental Review the reputational risk and external funding sources would hopefully support the project progressing.

It was noted by a Member that the Gross cost on page 38 of the report was helpful but suggested that in future the Net cost be added in a non-public appendix.

RESOLVED- That: -

- I. The recommencement of work on the project and Fees for procuring a new consultant team in the total sum of £136,450 be approved; and
- II. That the changes below be noted;
 - The estimated increase in the project value from £5,274,800 at GW3 to £6,171,500 at this GW.
 - These increases are as a result of change requests included into the scope, totalling £728,800 as detailed in appendix 4.
 - Abortive fee costs incurred of £65,246.
 - The provision of a sum for paying the remainder of consultant Stage 3 fees (£35,137) for Stage 3 into the Risk Register to cover costs if consultants demonstrate they are entitled for further payment.
 - Uplift in fees in total project cost by £167,907.
 - Note change in project timeline key dates in Appendix 3.
 - Note that Crossrail are obliged to provide an interim landscape as part of their works to exit the site. Therefore, Finsbury Circus Gardens will be re-opened to the public as soon as possible, in accordance with the City of London (Various Powers) Act 1900 until a contractor is appointed to build the garden and pavilion.

11. **PROPOSED NATIONAL NATURE RESERVE STATUS FOR THE COULSDON COMMONS AND HAPPY VALLEY**

The Committee considered a report of the Director of Open Spaces on the proposed National Nature Reserve (covering the Coulsdon Commons and Happy Valley). The Director noted that the proposal to Natural England Board on the National Nature Reserve would be considered in June 2019 as detailed in appendix 3.

Members supported the proposed National Nature Reserve covering the Coulsdon Commons and Happy Valley commenting on the contribution the open space made to the quality of life of the people of Croydon.

A Member commented that the pictures and press related to the proposed South London Downs National Nature Reserve did not accurately represent the diversity of the local community and request that that diversity be considered in the production of future publications.

A Member questioned when invites to the July 2019 event to celebrate the National Nature Reserve would be received by Members. The Director of Open Spaces confirmed that it was their understanding that the 24th of July had been chosen as the provisional date of the event but, that as the London Borough of Croydon was leading on the event, the exact nature of Member involvement could not be confirmed.

RESOLVED- That Members approve the confirmation, by Natural England in summer 2019, of the 'South London Downs National Nature Reserve' with completion of their formal declaration process by November 2019.

12. **OPEN SPACES DEPARTMENT, CITY GARDENS AND WEST HAM PARK RISK MANAGEMENT**

The Committee considered a report of the Director of Open Spaces on the management of risks faced by the Open Spaces Department. The Director noted that each of the Superintendents of the City of London Corporation managed open spaces had been asked to look into efficiencies in their departments.

It was noted by a Member that non-impactful efficiencies were no longer possible and any future reductions would likely have an adverse effect on the services. The Chairman agreed with this point and asked Officers to properly inform Members of any future developments.

RESOLVED- That: -

- I. The overall risk summaries at Appendix 2 be noted; and
- II. That the Departmental risk register as outlined in this report and at Appendix 3 be approved; and
- III. That the City Gardens elements of the City Gardens and West Ham Park risk register at Appendix 4 be approved; and
- IV. That the removal of OSD 008 – IT System Failure from the Departmental risk register be approved; and

V. That the risk history report at Appendix 5 be noted.

13. **THE TRANSITION TOWARDS A ZERO-EMISSION FLEET**

The Committee received a joint report of the Department for Built Environment and Chamberlain on the Transition towards a Zero-Emission Fleet. The Director of the Department for Built environment introduced the report and informed Members that the Open Spaces vehicle fleet was now fully ULEZ compliant. The Chairman thanked Officers for their work on the Zero-Emission Fleet and for the coordination across the different open spaces' teams.

RESOLVED- That the report be noted.

14. **AGRICULTURE BILL AND FISHERIES BILL**

The Committee received a report of the Remembrancer on the Agriculture Bill and Fisheries Bill. The Remembrancer informed Members that the Agriculture Bill had been static since November and was a skeleton bill with more details to be added through regulations at a later stage.

RESOLVED- That the report be noted.

15. **CITY GARDENS UPDATE**

The Committee received a report of the Director of Open Spaces which provided an update on the City Gardens. The Director of Open Spaces informed Members that the City Gardens vehicle fleet was fully ULEZ compliant and that the Christmas tree lighting up ceremony had been confirmed for the 5th December 2019.

A Member requested further information on the situation at Senator House. The Director of Open Spaces informed the Committee that there were ongoing issues regarding drainage in the garden of Senator House and that the open spaces department was addressing these with the developer.

It was questioned by a Member how the City of London Corporation managed the relationship with the *Friends of City Gardens* volunteer group. The Director of Open Spaces explained that the City of London Corporation and the *Friends of City Gardens* volunteer group held regular meeting to discuss areas for cooperation and planned activities.

RESOLVED- That the report be noted.

16. **CHURCHYARDS ENHANCEMENT PROGRAMME**

The Committee considered a report of the Director of Open Spaces on the Churchyard Enhancement Programme (CEP). The Director provided context on the project and explained the work which had been previously undertaken.

A Member raised that learning was not mentioned in the report and questioned whether this could be included in the CEP. The Director of Open Spaces explained that learning was one of the cross-cutting work streams within the CEP programme and opportunities such as oral history projects would be explored as project funding became available.

Replying to a Member's question on the Diocese of London involvement in the CEP the Director informed the Committee that the officer from the Diocese with whom the City of London Corporation had been liaising was about to leave that organisation. In addition, it was confirmed that the City of London Corporation would be in contact with the new officer and Members would be informed of any updates.

Clarification on the details present in Table D of the report was requested by a Member who suggested that the figures did not provide a complete reflection of the funding position. The Director of Open Spaces confirmed that Table D provided a list of the relevant Community Infrastructure Levy funds potentially available. The Member replied that it would be helpful for an extra column be added to Table D to make clear the extent of the CIL funding sources which was not yet allocated to a specific project.

RESOLVED- That: -

- I. The Churchyards Enhancement Programme noting progress to date be approved; and
- II. That the project briefs for the 9 priority churchyards (proposed aspirational projects) be approved; and
- III. That the status of the 2 existing churchyard improvement projects be noted; and
- IV. That the small- medium scale outline project ideas for 10 churchyard improvement projects and cross cutting work stream be approved; and
- V. That the Committee Approved, in principle, the delivery of the churchyard improvements on a project by project basis, subject to available funding, to be progressed through the City's Project Procedure as appropriate.

17. CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE & LIBRARIES COMMITTEE

The Committee considered a report of the Town Clerk on City Arts Initiative's recommendations to the Culture, Heritage & Libraries Committee. The Director of Open Spaces highlighted the sections of the report and the recommendations which were pertinent to the Open Spaces and City Gardens Committee. In addition, the Director noted that the Superintendent of Parks & Gardens was Member of the City Arts Initiative board.

Replying to a query from a Member of the Committee the Director of Open Spaces confirmed that the structural integrity of the trees which were planned to be used as part of City Arts Initiative projects would need to be confirmed by the artist before the Superintendent would permit any usage.

RESOLVED- That the proposals agreed in principle by the Culture, Heritage and Libraries Committee for Volo – dreams of flight, Sculpture in the City (at relevant sites) and London Festival of Architecture – Benches, delegating authority to the Director of Open Spaces to sign off installation subject to satisfactory details and plans being received be approved.

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

There were no questions considered.

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

The Chairman presented a proposed resolution regarding the City of London Corporation's new Sports Engagement Strategy and suggested that the resolution be sent to the Policy & Resources Committee. The Chairman explained that the resolution had been supported by the Epping Forest and Commons Committee on the 11th of March 2019 and the formally endorsed by the Hampstead Heath, Highgate Wood and Queen's Park Committee on the 13th of March. The Chairman proposed that the Committee send a resolution on this matter to Policy & Resources Committee which would be followed by resolutions of other relevant Committees. Members supported the proposed resolution to the Policy & Resources Committee noting the importance of open spaces to the Sports Strategy.

RESOLVED- That a resolution be made from the Open Spaces and City Gardens Committee to the Policy & Resources Committee requesting involvement in the decision-making process regarding sports engagement in conjunction with other relevant Committees, as follows:

"Noting the creation of a new Sports Engagement Strategy, we are aware that the PRED sub-committee have resolved to recruit a full time Sports Engagement Officer. We, as the Chairmen of interested committees, would like to have a part in the decision-making process regarding the growth and implementation of the strategy, prioritisation of effort, and where funds are allocated. We feel that the committees that are responsible for sport (in its widest sense) should be involved in the overall process and have an involvement in the decision-making on the strategy.

We believe there are five pillars to the City's engagement with sport to be considered:

1. Open spaces, involving the community and local sports clubs
2. Education with the City of London Schools (independent schools and the academy chain), which often provide facilities for the local community
3. Promoting health and wellbeing across the boroughs and London-wide through facilities at our open spaces and through our Community & Children's services
4. National and regional sports events promotion
5. Soft benefits of Sports Business Networking where the business community are engaged (in particular sponsorships)

Our open spaces have worked extensively in sports partnerships with groups such as the Sports Lottery Fund, FA, The Football Foundation and the LTA, and would like to see the strategy encompass building on and strengthening these partnerships also."

20. **EXCLUSION OF THE PUBLIC**

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

21. **NON-PUBLIC MINUTES**

RESOLVED- that the non-public minutes of the meeting held on 10 December 2018 be approved as a correct record.

22. **NON-PUBLIC NOTE OF INQUORATE MEETING**

Members received the non-public note of the inquorate meeting of the Committee held on the 4th of February 2019.

RESOLVED- that the non-public note of the inquorate meeting of the Committee held on the 4th of February 2019 be noted.

23. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Committee received a report of the Town Clerk on the action taken between meetings.

RESOLVED- that the report be noted.

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

There were no questions considered in the non-public session.

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

There were no items considered in non-public session.

The meeting ended at 12.42 pm

Chairman

**Contact Officer: Richard Holt
Richard.Holt@cityoflondon.gov.uk / 020 7332 3113**

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Committee:	Date:
Open Spaces & City Gardens	15 th July 2019
Subject: City Gardens Update	Public
Report of: Director of Open Spaces	For Information
<p>Summary</p> <p>This report provides an update to Members of the Open Spaces & City Gardens Committee on management and operational activities across the City Gardens section since April 2019.</p> <p>Recommendation</p> <p>Members are asked to:</p> <ul style="list-style-type: none"> • Note the report 	

Main Report

Finance

1. At this stage of the financial year City Gardens are predicting a balanced budget at the end of this financial year. Members will be aware of the increasing pressure on budgets, which is only likely to get worse in future years as a result of any further budget reductions, and an anticipated reduction in the availability of Section 106 and Community Infrastructure Levy, against the background of a significant rise in the number of people using our gardens.

Personnel

2. The initial recruitment campaign for a Support Services Officer was unsuccessful. Following a second campaign the position has been now been offered to a candidate who has accepted and will be starting on the 29th July.

Operational Activities

3. The OJEU tender process to procure a four-year tree work contract has been completed and awarded to KPS Ltd, who are our current interim contractors. This contract will start on the 1st of July and provide the City with a tried and tested contractor who provide a high value for money service.
4. City Gardens were fully ULEZ compliant when it was introduced on the 8th April, through securing a fleet of EURO 6 diesels. Our objective remains to move to an electric or hybrid fleet.

Pests and Diseases

5. **Box Disease:** Certain sites have been hit badly by box caterpillar this year, the Barbican Estate and Bunhill Fields were particularly badly hit. This pest in addition to Box blight and City Gardens visit to RHS Wisley has been planned for the 19th August. The aim is learn from the hedge trials they are conducting with an aim to broaden our planting palette to ensure our planting has increased resilience.

Project Updates

6. **Guildhall Piazza:** City gardens are working with DBE to remove the defunct 'bog-garden' and to replace it with sub straight/ soil and low maintenance, high impact planting.
7. **Guildhall Security project – Location 7:** City Gardens are working in conjunction with DBE with the installation of HVM barriers on the triangle area of paving and planting to the north of the Livery Hall/ Old Library. The barriers will require substantial foundations and priority here is to protect the root system of the Hornbeam tree (*Carpinus Betula*), which is the largest of this species in the city.
8. **St Dunstons in the West:** This is a City Gardens project that is funded by a grant from the Ministry of Housing, Communities and Local Government. The grant will be used to will revamp the garden with repairs to the paths, installation of a water standpipe, removal of defunct electrical uplighters and cabling, removal of 80-90% of the planting and replacement, new signage and turf replacement. Due for completion in the Autumn.
9. **2-6 Canon Street (phase 2) Old Change Court/St Nicholas Cole Abbey:** This project is a redesign of the current area incorporating new beds and trees. It is also proposed that the area to the front of the Church (St Nicolas Cole Abbey) on Queen Victoria Street will also be planted up. Completion anticipated winter 2019
10. **Senator House** The garden which was constructed by the developer's contractor under licence has required additional works owing to poor drainage design. These works have now been completed. City Gardens have signed this site off and planting will be completed by the end of June.
11. **St Alphage's Garden:** All of the hard landscaping works have now been completed and Planting is due to take place and the site reopened by the end of June.
12. **Stonecutter Street – Goldman Sachs development:** Substrate has now been infilled into all seven planters along Farringdon Street and Shoe Lane. Nearly all street the trees have been planted – the remainder being carried out in June/July and August/September. Planting will take place outside of the recommended planting window but due to the high-profile nature of this project, it is important that the team complete this work.

13. **60-70 St Mary Axe:** Design incorporates 3 raised planters with multi-stem trees and underplanting and is now complete. Delay of the installation of the irrigation system has caused significant maintenance challenges as watering is required daily here owing to high wind speeds. Irrigation system is due to be installed imminently, however some plant loss has occurred.
14. **St Mary Aldermary:** This Churchyard paving currently falls well below the acceptable standard, and has a food concession upon it. In addition; the boundary wall has failed and partially collapsed due to poor design and the increased use of the garden following the recently completed development opposite which include houses, eateries and bars at ground level. City Surveyors are responsible for the wall whilst City Gardens is responsible for the paving. City Gardens have met with the Church and agreed that the cost for lifting and relaying the paving will be shared between both parties. These works are being programmed in and will commence once faculty consent has been given.
15. **Artizan Street:** This project is now complete. There have since been a few issues with theft of planting, the culprit has now been caught and cautioned by the police. Bicycles have also been chained to the railings necessitating the installation of new signs.
16. **St Bartholomew's Close:** Six street trees have been planted with more to follow in 2020. Raised bronze planters are due for installation in early summer 2019 and will be planted with large multi stemmed trees and shrubs.

Planning

17. A list of planning applications that have been received since the last Committee meeting can be found in Appendix 1.

Community, Volunteering and Events

18. Culture Mile events in City Gardens are largely focused on Smithfield Rotunda. This includes a summer long installation called "The House of Wayward Plants", a greenhouse containing ferns and seating. A programme of activities within the garden is being delivered throughout the summer. A second installation of a virtual reality tree swing will also be featured in this garden as well as a second at Christchurch Greyfriars.
19. The City Gardens Walks run by the City of London Guides have commenced for the year.
20. Open Gardens Square weekend was held on the weekend of the 8th and 9th of June, which included a number of City sites. During this weekend the Friends of City Gardens launched "*Top Ten Trees in the City of London*". This project promoted trees in the square mile through nominating the best tree in ten categories, such as the most beautiful, the most historical and the Friendliest.

Locations of these trees are available via an online map which lists all of the trees, temporary signs at each site provide information.

Web address: <https://qrco.de/bb8UJb>

21. The City Gardens team also hosted a staff culture board day, where staff from other divisions took part in a scavenger hunt around some of our gardens, were given a tour of the conservatory at the Barbican and potted up plants for London Bridge.
22. Green Flag Award judging took place on the 6th June and judging for London in Bloom takes place on the 9th July.

Appendices

Appendix 1 -Planning Application Open Spaces Consultations to 4th June 2019

Jake Tibbetts

City Gardens Manager

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Appendix 1

Planning Application Open Spaces Consultations to 4th June 2019

Application number	Location	Description
PT_RC/19/00233/FULLR3	Smithfield Rotunda Garden West Smithfield London EC1A 9DY	Temporary installation of a greenhouse pavilion for a period of 4 months. To be removed on or before 06 October 2019.
PT_MRB/19/00214/FULL	Exchange Square London EC2A 2BR	Remodelling of the public realm within Exchange Square to include the provision of new soft and hard landscaping; the creation of informal events/activity spaces; the removal and replanting of trees and other works.
PT_RC/19/00278/FULL	Cheapside London EC1A 7HL	Retention of existing structure and addition of an art installation on the Cheapside traffic island for a temporary period of 12 months.
PT_BXD/19/00362/FULLR3	Mitre Square London EC3A 5DH	Application under Section 73 of the Town and Country Planning Act 1990 to vary condition 1 of planning permission 18/00395/FULLR3 dated 14.06.2018 to extend the temporary time period for the installation of the sculpture 'Climb' by Juliana Cerqueira Lette.
PT_BXD/19/00424/FULLR3	Fenchurch Place London EC3	Temporary Installation of a sculpture 'Arcadia' by Leo Fitzmaurice for a period of up to one year to be taken down on or before 1 June 2020.
PT_BXD/19/00383/FULLR3	Undershaft London EC3A 6AT	Application under Section 73 of the Town and Country Planning Act 1990 to vary condition 1 of planning permission 18/00378/FULLR3 dated 21.06.2018 to extend the temporary time period for the installation of the sculpture 'Crocodylius Philodendrus' by Nancy Rubins to 01.06.2020.
PT_CL/19/00272/TCA	The Master's House Church	General prune and re-reduction to Betula Pendula (Silver Birch) and re-coppice to Laurus

	Court London EC4Y 7BB	Nobilis (Bay).

Committee: City Gardens & Open Spaces	Date: 15 July 2019
Subject: Finsbury Circus Reinstatement	Public
Report of: Director of Open Spaces	For Decision

Summary

Crossrail has started decommissioning its worksite that currently occupies part of Finsbury Circus Garden. In order to comply with the Crossrail Act 2008, Schedule 5, it needs to submit plans detailing the condition in which the site will be handed back to the City. These plans have been prepared in response to comments and observations made by the City.

Due to uncertainty over the actual date when Crossrail will be vacating the site, and that the final landscape reinstatement will be implemented by the City, the plans submitted do not reflect the final landscaping scheme, but instead a temporary interim landscape design that will allow safe access by the public, and to which both parties are amenable.

Recommendation

Members are asked to:

- Delegate to the Superintendent of Parks and Gardens approval of the reinstatement proposals attached at Appendix 1, as the temporary landscape condition to be installed by Crossrail prior to its vacation of Finsbury Circus Garden, in accordance with the Crossrail Act 2008, Schedule 5;
- Note that, in agreeing this temporary landscape, the City's right to reasonable compensation in respect of the costs of reinstatement of the final landscape, will not be compromised.

Main Report

Background

1. Members will recall that, in March 2010, Crossrail (CRL) took possession of a substantial part of Finsbury Circus Garden for the purposes of a works site to construct its high-speed rail link. Approximately one half of the garden is occupied, which required the removal of the 'Pavilion Wine Bar', a Bowling Green, the listed drinking fountain, and soft landscaping elements. The land is occupied under CRL's statutory powers in accordance with the Crossrail Act 2008 (the Act).

2. Under the terms of the Act, specifically Schedule 5, paragraph 2(1), it is stated that *“Before giving up possession of land of which possession has been taken under paragraph 1, the nominated undertaker shall, in accordance with a scheme agreed with the owners of the land and the relevant planning authority, put the land into such condition as the scheme may provide”*. In short, before surrendering Finsbury Circus Garden, CRL must put the land back into a condition that has been agreed with the City, both in its roles as Planning Authority and as landowner. This is done through the submission of plans and technical drawings, agreed by both parties, and is commonly referred to as a “Schedule 5 submission”.

Current Position

3. Your officers have been in regular contact with their counterparts at CRL throughout the duration of CRL’s occupation. Following the delays that have been widely reported in the media, it has now become clear that CRL are preparing to decommission the worksite with a view to surrendering the garden back to the City. Consequently, CRL has submitted its Schedule 5 drawings (attached at Appendix 1), and naturally are keen to have these agreed as soon as possible.

Proposals

4. Ideally, the Schedule 5 submission would represent the final landscape design so that, when CRL depart, the garden could be immediately opened to the public in its finished form. However, due to Crossrail not being prepared to carry out the final landscaping and pavilion reinstatement, Members may recall that the City has instead agreed to be compensated for the cost of the built elements and landscape design, with the intention of undertaking the permanent reinstatement work itself. Therefore, in this instance, CRL’s Schedule 5 submission does not represent the proposed final landscape.
5. Due to the lack of certainty around the actual date when CRL will be ready to hand back the garden, it is also not possible for officers to arrange for the landscaping works to begin immediately the site is vacated. Furthermore, it is not acceptable for the garden to remain closed to the public unnecessarily, whilst not being used by either CRL or the City as a worksite. Indeed, to delay reopening the garden without valid reasons could potentially lead to a breach of the City of London (Various Powers) Act 1900, Section 8, which includes a duty to keep Finsbury Circus for open space and recreation use by the public.
6. For these reasons, the Schedule 5 submission represents a temporary handover landscape, that will allow the garden to be open to the public in a safe and secure condition as soon as possible, until the City is ready to begin reinstatement works.
7. The plans attached at Appendix 1 have been worked up with great scrutiny by, and input from, officers of relevant disciplines across the organisation. It should be noted that, in this instance, CRL have been flexible in trying to

accommodate officers' requests wherever practical, for inclusion in the submission. Therefore, the submission attached at Appendix 1 is recommended by your officers for approval.

Corporate & Strategic Implications

8. The reinstatement of Finsbury Circus Garden with a landscape that suits a wide range of uses throughout the day and encourages access for all, strongly supports 9 of the 10 strategic aims in the City of London Open Space Strategy SPD.
9. The provision of high-quality open space in the City also supports key outcomes of the City of London Corporate Plan 2018-23, including:
 1. People are safe and feel safe.
 2. People enjoy good health and wellbeing.
 4. Communities are cohesive and have the facilities they need.
 11. We have clean air, land and water and a thriving and sustainable natural environment.
 12. Our spaces are secure, resilient and well-maintained.

Implications

10. **Legal Implications** – these are included in the body of the report.
11. **Planning Implications** – Schedule 5 of the Crossrail Act requires that the site is reinstated *in accordance with a scheme agreed* by the City as local planning authority. Crossrail's statutory reinstatement responsibilities under the Act are therefore fully met once the approved Schedule 5 scheme has been implemented. It has been agreed that the City will implement the final reinstatement of the garden and construction of the Pavilion following the grant of planning permission and conservation area consent.
12. The proposed interim reinstatement would until the final reinstatement allow public access and use of the full extent of Finsbury Circus Garden and would accord with the following Local Plan policies:

Core Strategic Policy CS19: Open Spaces and Recreation

To encourage healthy lifestyles for all the City's communities through improved access to open space and facilities, increasing the amount and quality of open spaces and green infrastructure, while enhancing biodiversity, by:

- i) protecting existing open space, particularly that of historic interest, or ensuring that it is replaced on redevelopment by space of equal or improved quantity and quality on or near the site;

Policy DM 12.5 Historic parks and gardens

1. To resist development which would adversely affect gardens of special historic interest included on the Historic England register.
2. To protect gardens and open spaces which make a positive contribution to the historic character of the City.

13. The proposed temporary landscape scheme would be acceptable pending permanent reinstatement and can be recommended for agreement by the Chief Planning Officer under delegated powers, on the basis that it is temporary only and that permanent landscaping will follow.
14. **Property Implications** – The reinstatement of the proposed temporary landscape will ensure the Garden remains safe, secure and useable by the general public pending construction of a contemporary and fit for purpose garden with associated refreshment facility.
15. **Financial Implications** – In agreeing this temporary scheme, the City's right to reasonable compensation for the cost of the final landscaping scheme, covering the area of the garden occupied by CRL, is not affected or compromised. Negotiations on the costs of the landscaping element, along with the other outstanding Heads of Claim, remain ongoing.

Conclusion

16. In preparing to hand back Finsbury Circus Garden to the City, CRL need to submit plans showing the condition in which they will return the site, in order to comply with Schedule 5 of the Crossrail Act 2008.
17. Without any certainty over a precise handover date and therefore when the City will be able to start reinstatement works for the final approved scheme, it is deemed prudent to require CRL to hand back the site in a condition that is safe and secure for the public to access at the earliest opportunity.
18. Therefore, CRL's Schedule 5 submission reflects a temporary landscaping scheme that has been discussed at length with the City and with which your officers are satisfied. The scheme attached at Appendix 1 is therefore recommended for adoption, pending the main reinstatement works to be undertaken by the City.

Appendices

- Appendix 1 – Plans submitted by Crossrail under Schedule 5 of the Crossrail Act 2008

Background Papers:

Finsbury Circus Reinstatement Issues – Committee Report dated 18 April 2016

Martin Rodman

Superintendent of Parks & Gardens

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Doc No. C502-XRL-T-QAP-C101-50009

Our Ref: COL/4/36

Council Ref: 18/01295/XRAIL

24th May 2019

Ted Rayment
Assistant Director Development West
Department of the Built Environment
City of London
PO Box 270
Guildhall
London EC2P 2EJ

Dear Mr Rayment,

**CROSSRAIL ACT 2008
SCHEDULE 5 PARA. 2 (1) – SITE RESTORATION SCHEME – CITY OF LONDON –
FINSBURY CIRCUS WORKSITE**

Following discussions with the City of London with regard to the above submission, this letter is to replace the previously submitted cover letter (dated 26th February 2019) and is part of the request for the agreement under Schedule 5 of the Crossrail Act for agreement of a scheme to restore a worksite. The worksite is located at Finsbury Circus and was used during the construction of Crossrail works at Liverpool Street Station. The proposed restoration scheme includes:

- Construction gates to be retained as specified on Plan No. C502-LAO-L-DWG-C101-50002 C03
- Removal of the hoardings and hoarding foundations including shallow foundation over the Tunnel;
- Removal of foundations installed for construction;
- Natural stone dwarf wall and natural stone edges to be reinstated to pre-existing conditions (Plan No. C502-LAO-L-DWG-C101-50005 C01 images 1 and 2);
- Finsbury Circus Yorkstone paving to be reinstated to pre-existing conditions;
- Removal of construction shaft rings and infilling of shaft shown on Plan No C502-LAO-L-DWG-C101-50004 C01;
- Removal of construction utilities;
- Reinstatement of 300mm of topsoil TS1 in all non-paved areas, reinstated topsoil to be turfed with JT8 Turf mix by Jubilee Seeds and Turf or similar and approved;
- Variable depth of subsoil to City Gardens specification when necessary (as specified on Plan No. C502-LAO-L-DWG-C101-50002 C03);
- Existing access gates to be retained with a wooden façade to be installed , 2.8m hoarding to then be installed around the access area as specified on Plan No. C502-LAO-L-DWG-C101-50002 C03
- A marker layer (human health layer) to be installed at the base of newly imported soils;



- Removal of Heras hoarding system (above ground ballast installed on plywood protection) installed to exclusion zone during restoration works

At the request of the City of London, the access points marked by grey hatching on plan C502-LAO-L-DWG-C101-50005 C01 are to be left in situ. The City of London is reminded that once Crossrail Ltd have left the site, any consents obtained for these access points under the Crossrail Act will no longer apply.

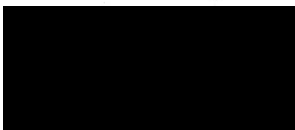
This letter and the following accompanying plans comprise the scheme for agreement:

- Finsbury Circus Schedule 5 Works Construction Remediation Plan: C502-LAO-L-DWG-C101-50001 Revision C01
- Finsbury Circus Schedule 5 Works General Arrangement: C502-LAO-L-DWG-C101-50002 Revision C03
- Finsbury Circus Schedule 5 Works Reinstatement Details 1 of 2: C502-LAO-L-DWG-C101-50003 Revision C01
- Finsbury Circus Schedule 5 Works Reinstatement Details 2 of 2: C502-LAO-L-DWG-C101-50004 Revision C01
- Finsbury Circus Schedule 5 Works: C502-LAO-L-DWG-C101-50005 Revision C01

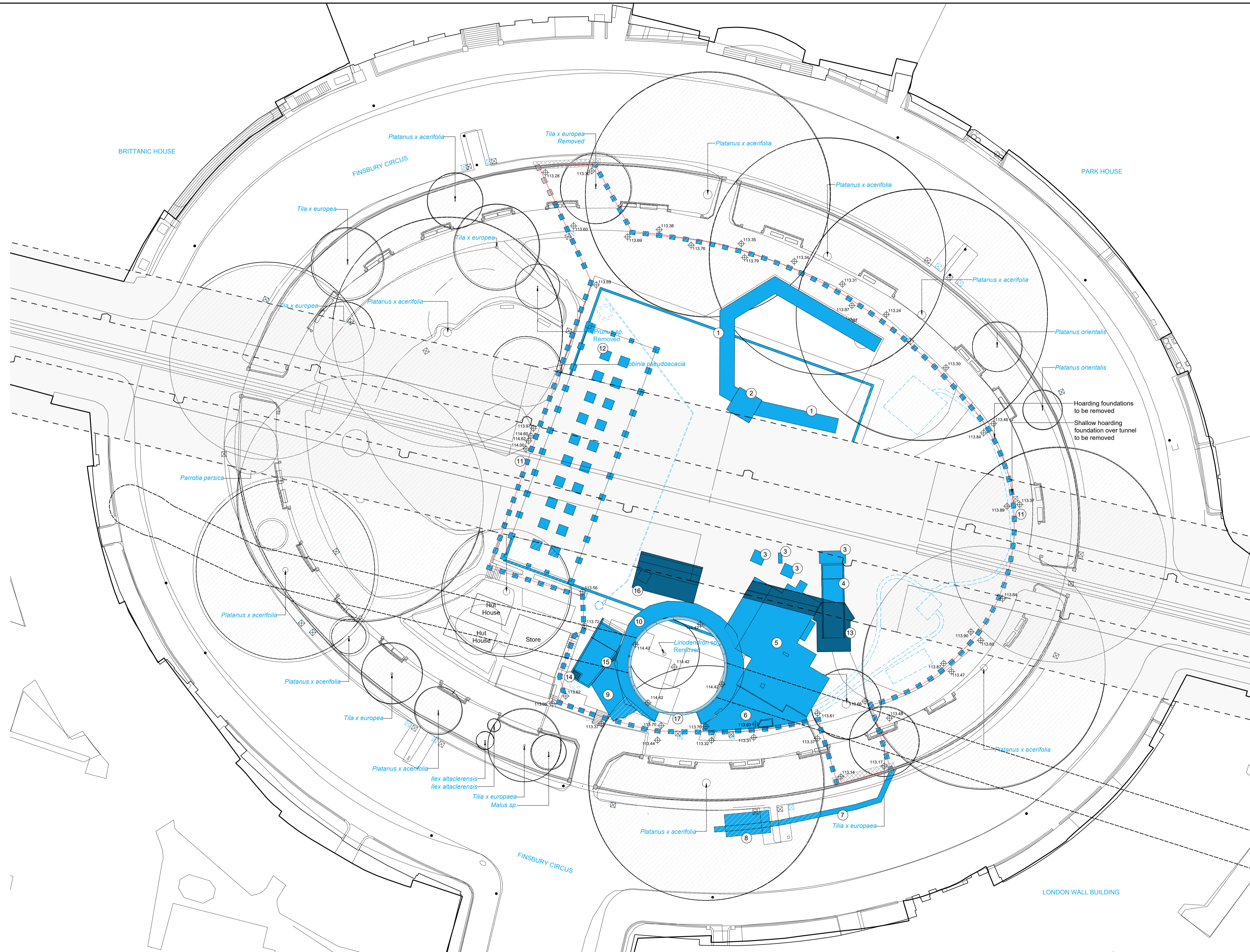
We trust that the above gives you sufficient information on proposed restoration works and therefore, to agree the scheme under Schedule 5 to the Act. Please note under Schedule 5 to the Act we require the City of London's agreement to the restoration scheme as as landowner.

The Crossrail Planning Fee Regulations 2008 do not require a fee to be paid in respect of schemes submitted for agreement under Schedule 5 (Paragraph 2(1)). Should you wish to discuss this matter further please contact me at either [REDACTED].

Yours sincerely



Julie Davis
Land Use Planning Manager
Crossrail Ltd



Notes

The temporary works on the site consist of:

- The construction shaft and ancillary ring beam, crane support and associated infrastructure,
- Foundations for batching plant,
- Foundations for spoil conveyor and 'muck bin',
- Foundations for site offices and associated utilities,
- Foundations for support crane,
- Hardstanding and roadways,
- Other foundations for ancillary buildings and small plant.

Recommendation for arboricultural survey to be undertaken, if not yet surveyed, for all trees with roots located within the Finsbury Schedule 5 site boundary prior to any removal works in compliance with BS5837:2005

All temporary foundations shallower than 2m to be fully removed. All isolated foundations with a depth between 2m and 3m will also be removed in compliance with BS5837:2005, taking into consideration the restriction with the Metropolitan line below.

Special consideration should be made for excavation above and next to the shallow Metropolitan Line tunnel to avoid damaging the tunnel. Approvals for these works may be required.

Concrete hardstanding within Finsbury Schedule 5 site boundary to be removed, broken and recycled once tested and approved by soil specialist, as site sub-base where practical to remediate the created voids after the removal of foundations. Sub-base may be required for the reinstatement of the perimeter enclosure (Brick wall and railing) but also for the roads and paths outside the boundary line.

Where the cover soils are less than 600mm thick specific additional requirements are set out in the Ground Contamination Risk Assessment and Remediation Strategy report C502-LAO-T1-STP-C101-50015 Rev 3.0, Section 7.2 which shall be adopted.

All construction utilities and associated construction to be removed.

Excavation and removal of the existing site surface will need to be cognisant of the constraints highlighted in Figure 4, C502-LAO-T1-STP-C101-50015.

Area below top of soil suitable for planting. Soil decompacted (1m depth and free drainage).

Reference Drawings

Existing Site Plan: C502-LAO-L-DWG-C101-50005
 General Arrangement: C502-LAO-L-DWG-C101-50002
 Reinstatement Details: C502-LAO-L-DWG-C101-50003
 Reinstatement Details: C502-LAO-L-DWG-C101-50004

Reference Documents

For Crossrail Finsbury Circus - Ground Contamination Risk Assessment and Remediation Strategy refer to document C502-LAO-T1-STP-C101-50015

Legend:

- Finsbury Circus Schedule 5 site boundary

Excavation (As per information supplied by contractors)

- Foundation less than 2m below ground to be removed.
 - Muck bin foundation
 - Conveyor Foundation
 - Reinforced concrete slabs
 - Mass concrete underpinning
 - Silo foundation
 - Secatol support frame foundation
 - Dutch trench Road scarring. (Out of site boundary)
 - Substation foundation. (Out of site boundary)
 - Muck hoist slab
 - Jacking collar
 - Shallow hoarding foundation over tunnel
 - Main office on plinth. Private services to the construction site offices and equipment to be removed by the Contractor when the construction site is cleared
- Foundation deeper than 2m below ground to be removed
 - Batcher foundation
 - Conveyor tail support foundation
 - Corbel Extension
 - Crane base foundation (Inc. Underpinning)
- Shaft ring
 - Removal of three shaft rings. Refer to drawing C502-ARP-XX-XX-DR-00102. Excavation of the shaft being subject to monitoring adjacent tree roots and its stability.
- Indicative construction utilities and manholes to be removed.

Existing elements to consider

- Excavation depth constrained by the Metropolitan Line tunnel below
- Pre-existing drainage gullies to be retained
- Indicative tree root extent to be considered prior, during and after excavation and reinstatement works in compliance with BS5837:2005

Rev.	Date	Description	By	Chkd	App	Auth
C01	12/12/2018	S4 - Suitable for Approval	SN	AF	DZ	
P03	04/09/2018	S4 - Suitable for Approval	LL	AF	DZ	
P02	18/05/2018	S2 - Suitable for Information	SN	AF	DZ	
P01	12/12/2017	S3 - Suitable for Review and Comment	SN	AF	DZ	

Notes

Remediation strategy to be communicated and agreed in accordance with EMR.

Scale: 1:250 @ A1

Drawing and CAD file No: C502-LAO-L-DWG-C101-50001

Rev: C01

Suitability: S4

Contract: Crossrail Limited

Original: Arup

Location: Finsbury Circus

Title: C08.076 Finsbury Circus Schedule 5 works

Construction Remediation Plan

Sheet 1 of 1

By: SN

Chk: AF

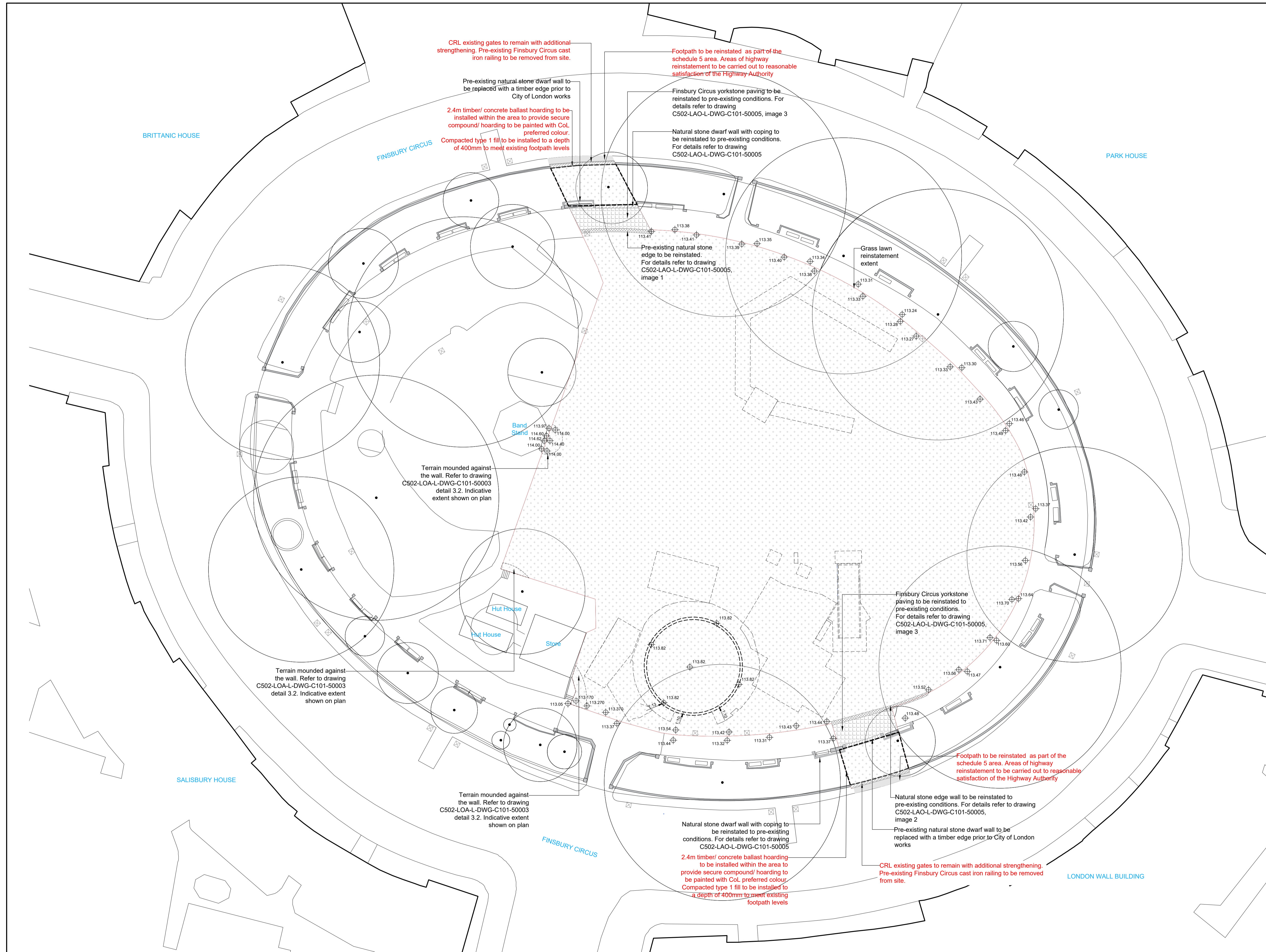
App: DZ

Auth: ...

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www.crossrail.co.uk

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Notes

Assumption that the benches, railing, bricks and natural stone have been stored for their future use in reinstatement. Reinstatement of benches, railings, bricks and slab pavers to match pre-existing conditions.

Any imported fill, topsoil and subsoil should be appropriately verified to ensure that it is suitable for use at the proposed location and depth.

Compliance sampling and testing of imported fill, topsoil and subsoil in accordance with Crossrail Finsbury Circus - Ground Contamination Risk Assessment and Remediation Strategy document C502-LAO-T1-STP-C101-50015 Rev 3.0, Section 7.2.4

Where the cover soils are less than 600mm thick specific additional requirements are set out in the Ground Contamination Risk Assessment and Remediation Strategy report C502-LAO-T1-STP-C101-50015 Rev 3.0, Section 7.2 which shall be adopted.

Physical constraints to the thickness of the cover soils have been identified in Figure 4, C502-LAO-T1-STP-C101-50015 Rev 3.0, Section 7.2. It is recommended in these areas a minimum 200mm thick layer of clean imported soil are placed and increased as required to achieve the finish level.

JT8 Turf mix, Grass Species:
 70% Vesuvius / Cadix - Dwarf Ryegrass
 15% Julia - Smooth Stalked Meadow Grass
 5% Carmania - Slender Creeping Red Fescue
 5% Wagner 1 - Chewings Fescue
 5% Adinda - Strong Creeping Red Fescue

Turf installation
 Lay the turf on the surface prepared in this way in the usual and appropriate manner. Ideally the surface should be top dressed, at a rate of around 10 kg/m², with sand or a sand/soil mix (around 70 : 30), brushing the material into any gaps between turves that may develop. The surface should then be rolled and protected from wandering feet and hands.

Reference Drawings

Existing Site Plan: C502-LAO-L-DWG-C101-50005
 Construction Remediation Plan: C502-LAO-L-DWG-C101-50001
 Reinstatement Details: C502-LAO-L-DWG-C101-50003
 Reinstatement Details: C502-LAO-L-DWG-C101-50004

Reference Documents

For Crossrail Finsbury Circus - Ground Contamination Risk Assessment and Remediation Strategy refer to document C502-LAO-T1-STP-C101-50015

- Legend:**
- Finsbury Circus Schedule 5 site boundary
 - Reinstatement**
 - Hard landscape reinstated with new stock yorkstone paving slabs to pre-existing conditions. Refer to drawing C502-LAO-L-DWG-C101-50005.
 - Planting edge: Dwarf wall and kerbs to be reinstated to pre-existing conditions. Reinstated planting edge to allow for turfing works.
 - Planting Edge: Dwarf wall and kerbs to be replaced with a timber edge, to retain reinstated soils levels prior to City of London works.
 - Finsbury Circus enclosure: Metal railing mounted on brick wall to be replaced with a timber edge, to retain reinstated soils levels prior to City of London works
 - Benches to be reinstated. Assumption that benches have been stored for their future reinstatement.
 - Soil reinstatement**
 - 300mm of topsoil TS1 10mm to be reinstated in all areas. Area below to be suitable for planting in compliance with BS 3882: 2015 Topsoil and BS 8601: 2013 for subsoil. Area to be turfed with JT8 Turf mix by Jubilee Seeds and Turf or similar and approved.
 - Any excavation hole, up to 3m depth, left from the temporary construction structures will be backfilled with a variable depth of subsoil to City Gardens specification and 300mm of topsoil TS1 10mm. For excavations refer to drawing C502-ARP-XX-XX-DR-00001.
 - Shaft ring, the first three rings will be removed, ring 4 will be perforated horizontally to allow for drainage. The first 3 metres will be filled with topsoil (150mm) and subsoil (250mm). Ring 4 will be filled with Specification for Highway Works Class 1A fill material, below ring 4 will be filled with foam concrete. Refer to drawing Reinstatement Details: C502-LAO-L-DWG-C101-50004.
 - Existing**
 - Existing bench.
 - Pre-existing drainage gullies to be retained.
 - Existing tree.
- CRL to remove all CRL associated waste material. Debris will also be removed including all particles greater than 50mm in size.

Notes

Rev.	Date	Description	By	Chkd	App	Auth
C03	24/05/2019	S4 - Suitable for Approval	SN	AF	DZ	
C02	21/05/2019	S4 - Suitable for Approval	SN	AF	DZ	
C01	12/12/2018	S4 - Suitable for Approval	SN	AF	DZ	
P04	07/11/2018	S4 - Suitable for Approval	LL	AF	DZ	
P03	04/09/2018	S4 - Suitable for Approval	LL	AF	DZ	
P02	18/05/2018	S1 - Suitable for co-ordination and agreement	SN	AF	DZ	
P01	12/12/2017	S3 - Suitable for Review and Comment	SN	AF	DZ	

Scale: 1:250 @ A1

Drawing and CAD file No.: C502-LAO-L-DWG-C101-50002

Contract: Crossrail Limited
Originator: Arup
Location: Finsbury Circus

Title: C08.076 Finsbury Circus Schedule 5 works
General Arrangement
Sheet 1 of 1

By: SN
Chk: AF
App: DZ
Auth: ...

Scale: 1:250 @ A1
Drawing and CAD file No.: C502-LAO-L-DWG-C101-50002
Rev: C03
Suitability: S4

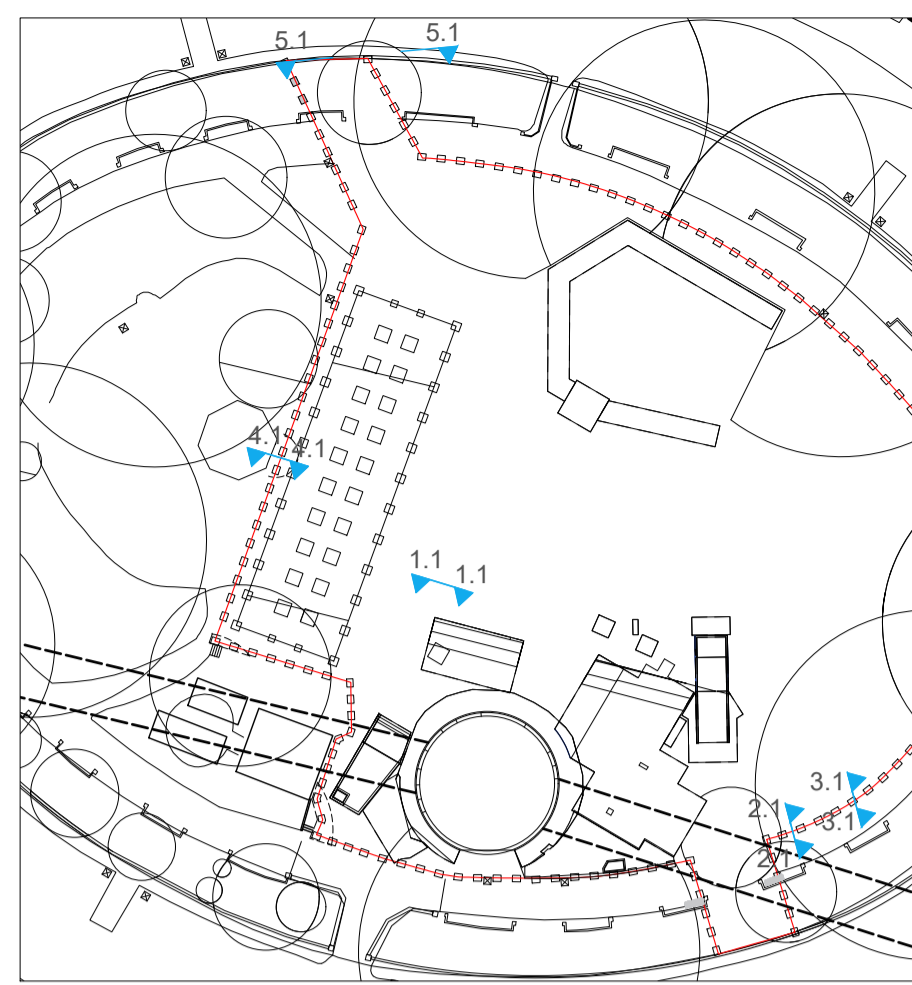
Contract: Crossrail Limited
Originator: Arup
Location: Finsbury Circus

Title: C08.076 Finsbury Circus Schedule 5 works
General Arrangement
Sheet 1 of 1

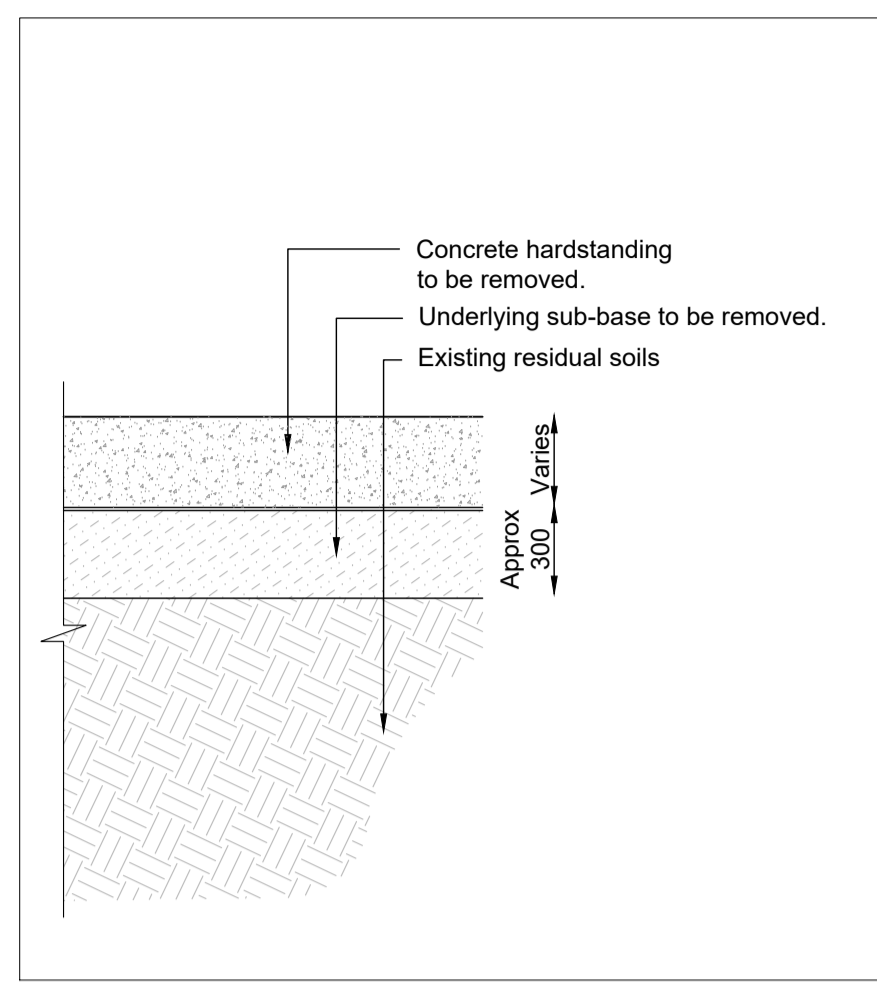
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Chk: AF
App: DZ
Auth: ...

Scale: 1:250 @ A1
Drawing and CAD file No.: C502-LAO-L-DWG-C101-50002
Rev: C03
Suitability: S4

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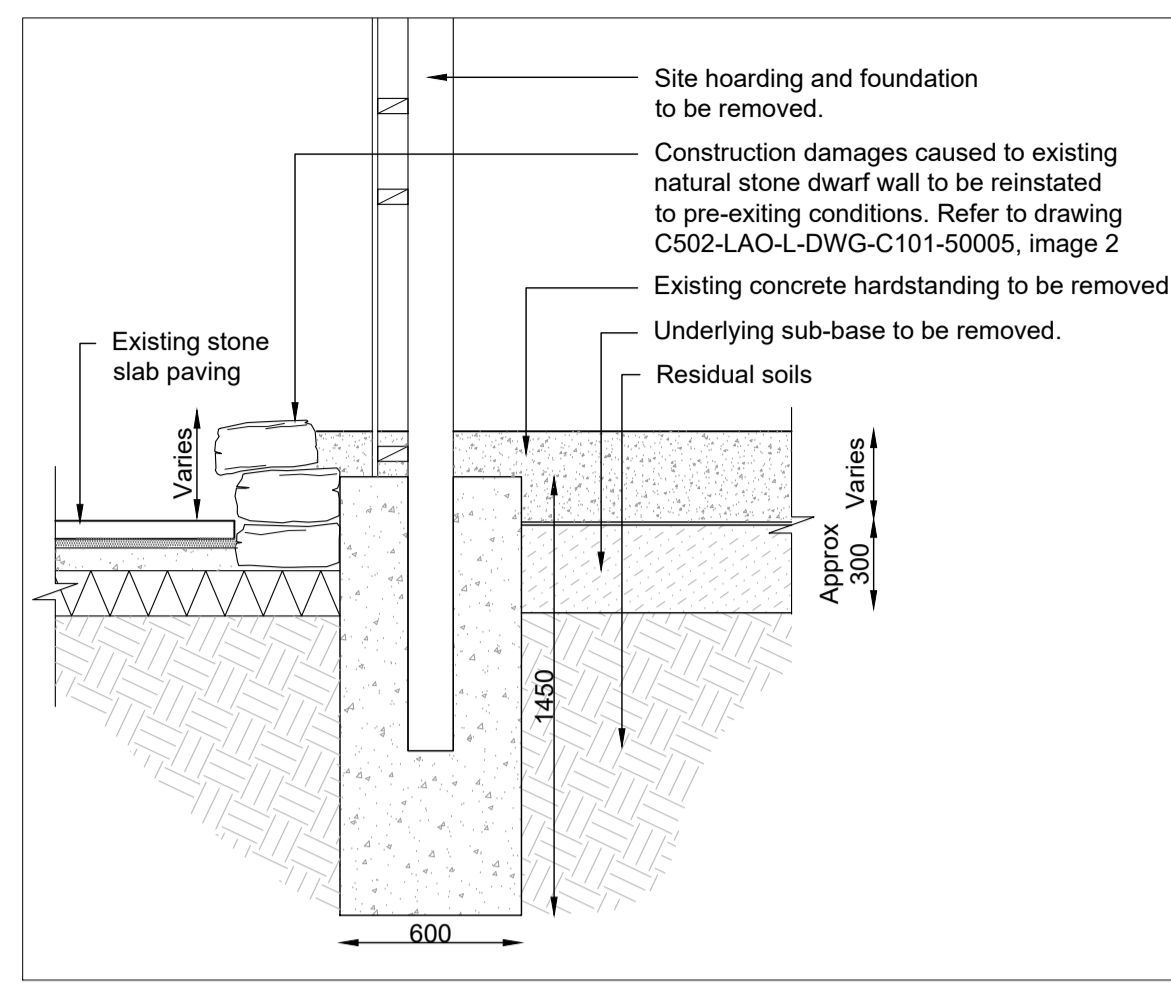
Key plan: Existing construction site



Detail 1.1 (Section)

Scale: 1:25
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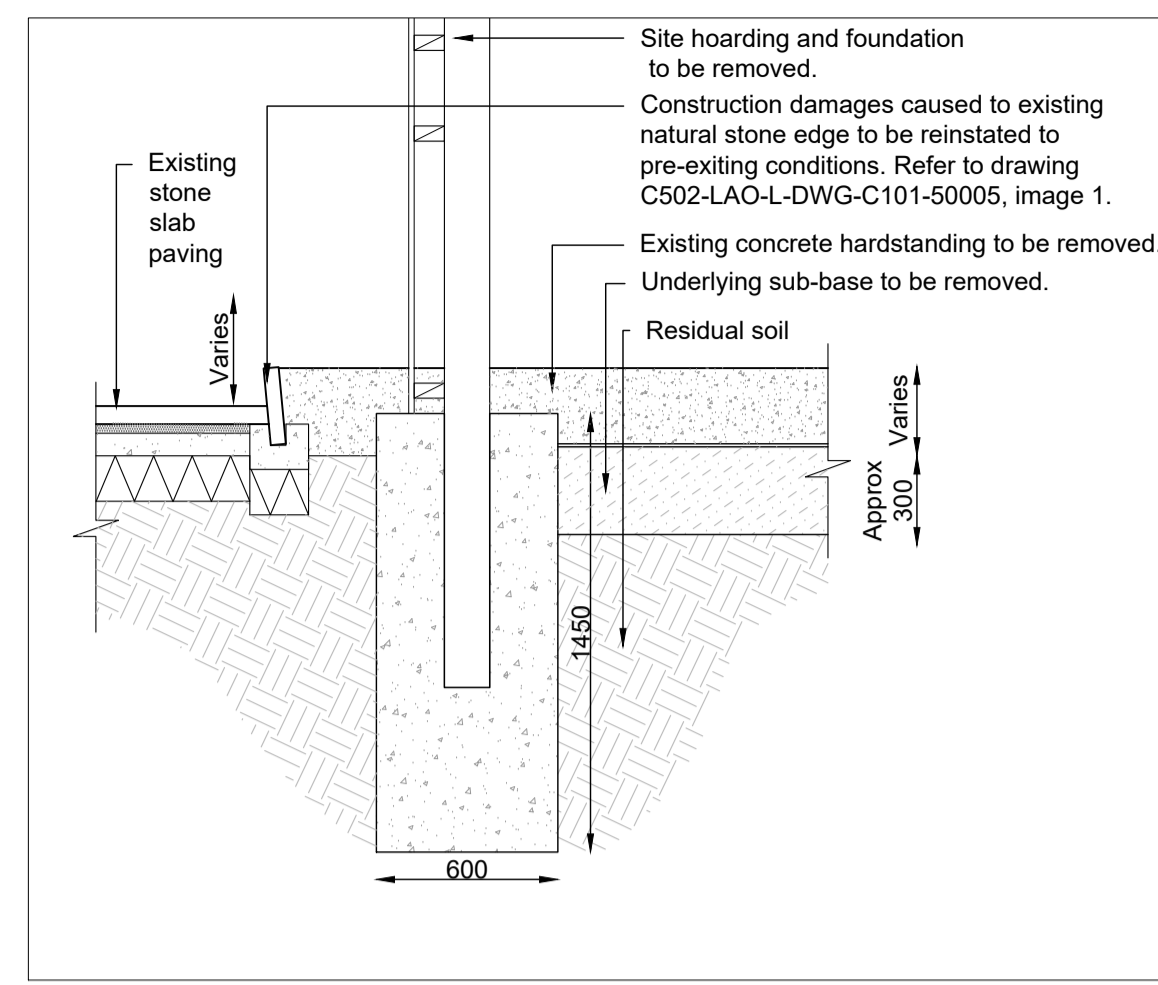
Existing: Concrete hardstanding
(Typical build up)



Detail 2.1 (Section)

Scale: 1:25
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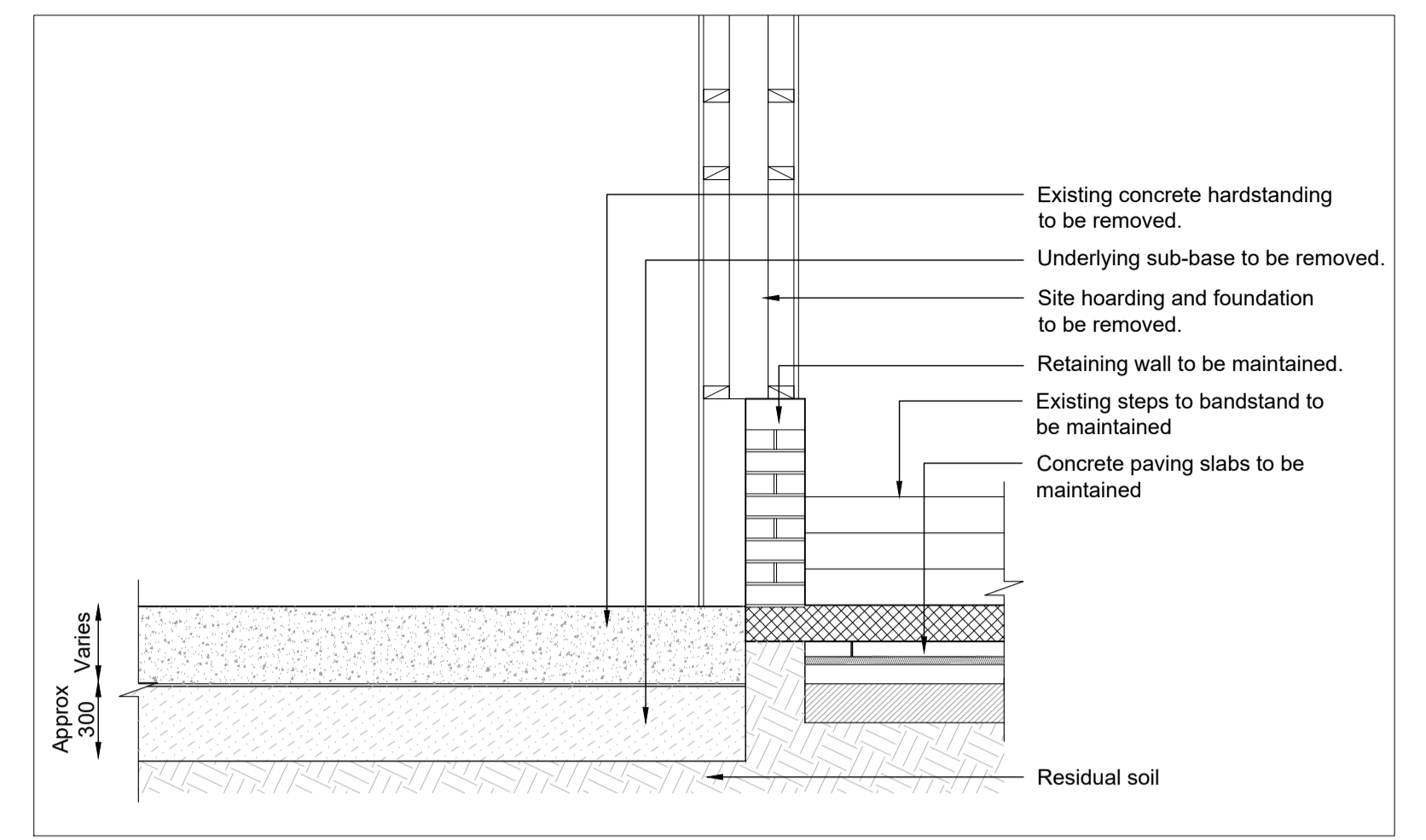
Existing: Natural stone dwarf wall
(interface with hoarding)



Detail 3.1 (Section)

Scale: 1:25
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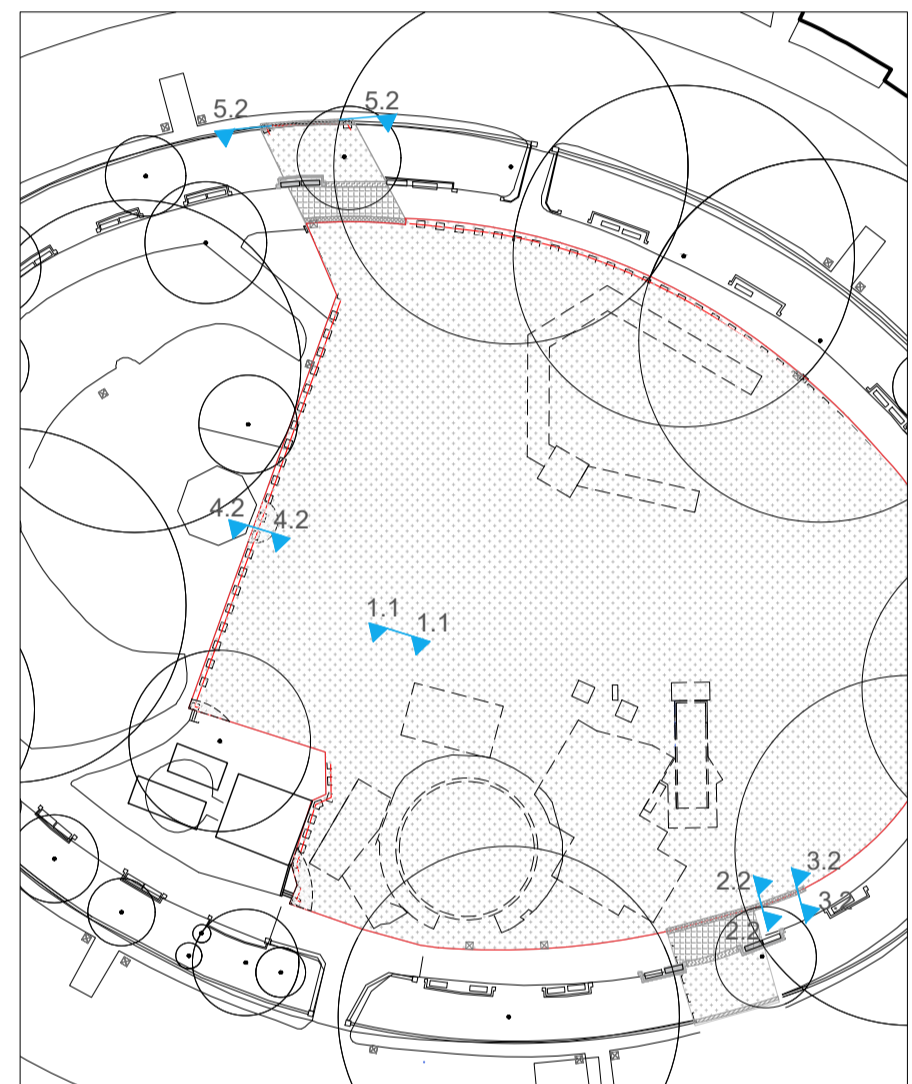
Existing: Natural stone edge
(interface with hoarding)



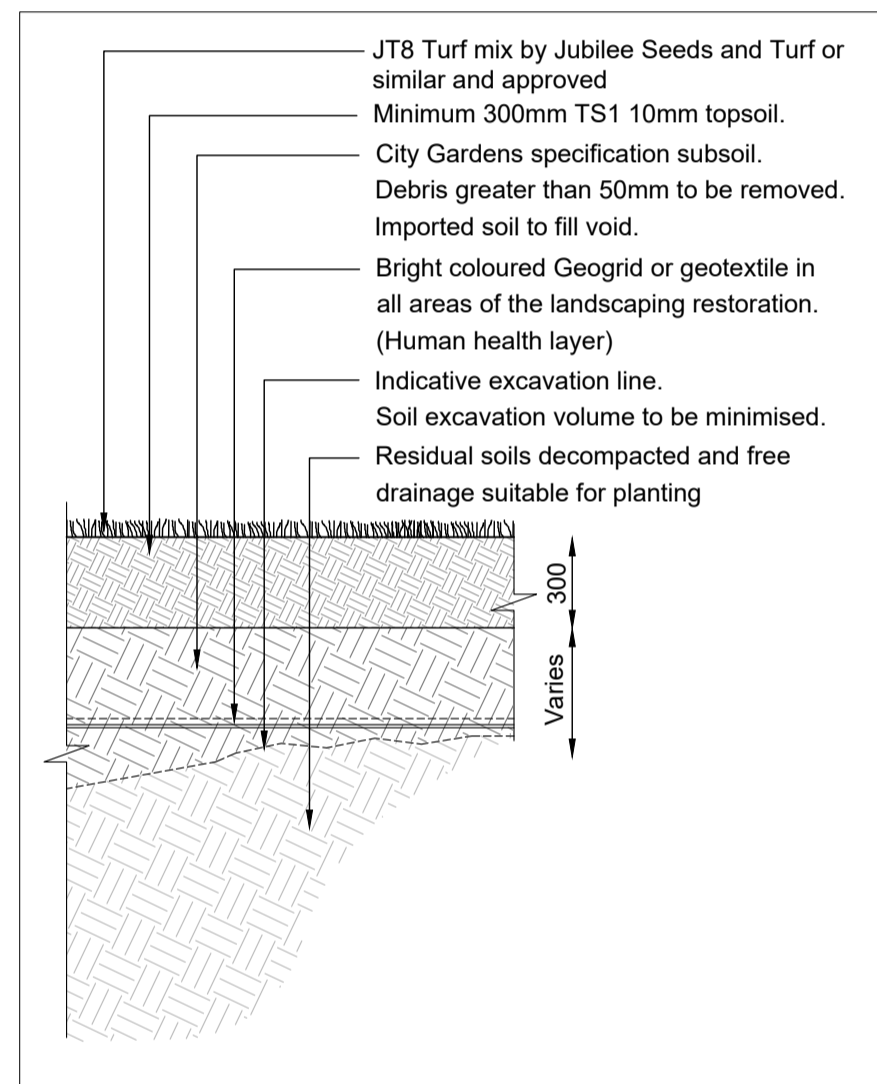
Detail 4.1 (Section)

Scale: 1:25
0 0.5 1.25 m

Existing: Retaining walls
(interface with hoarding)



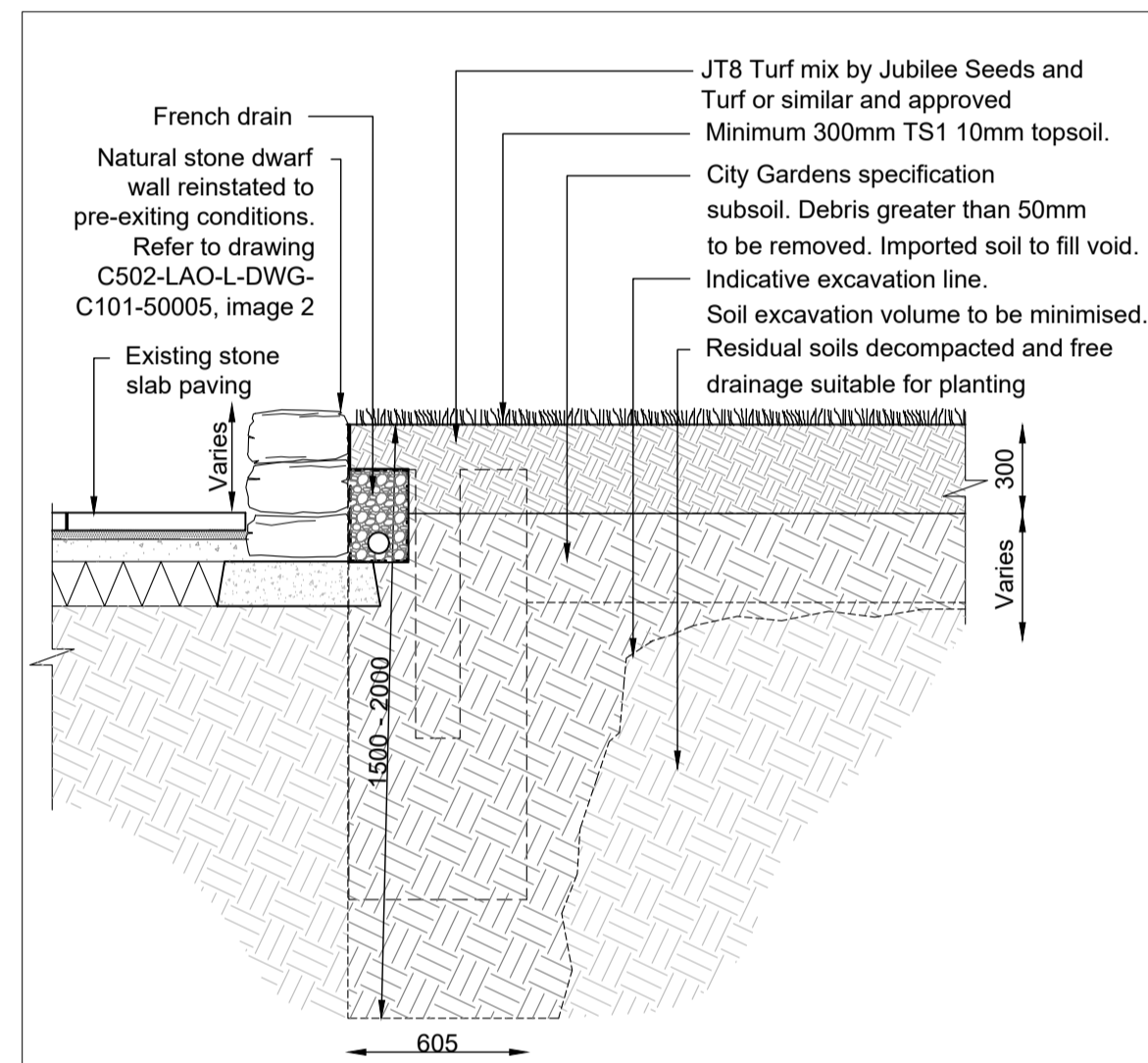
Key plan: Reinstated site



Detail 1.2 (Section)

Scale: 1:25
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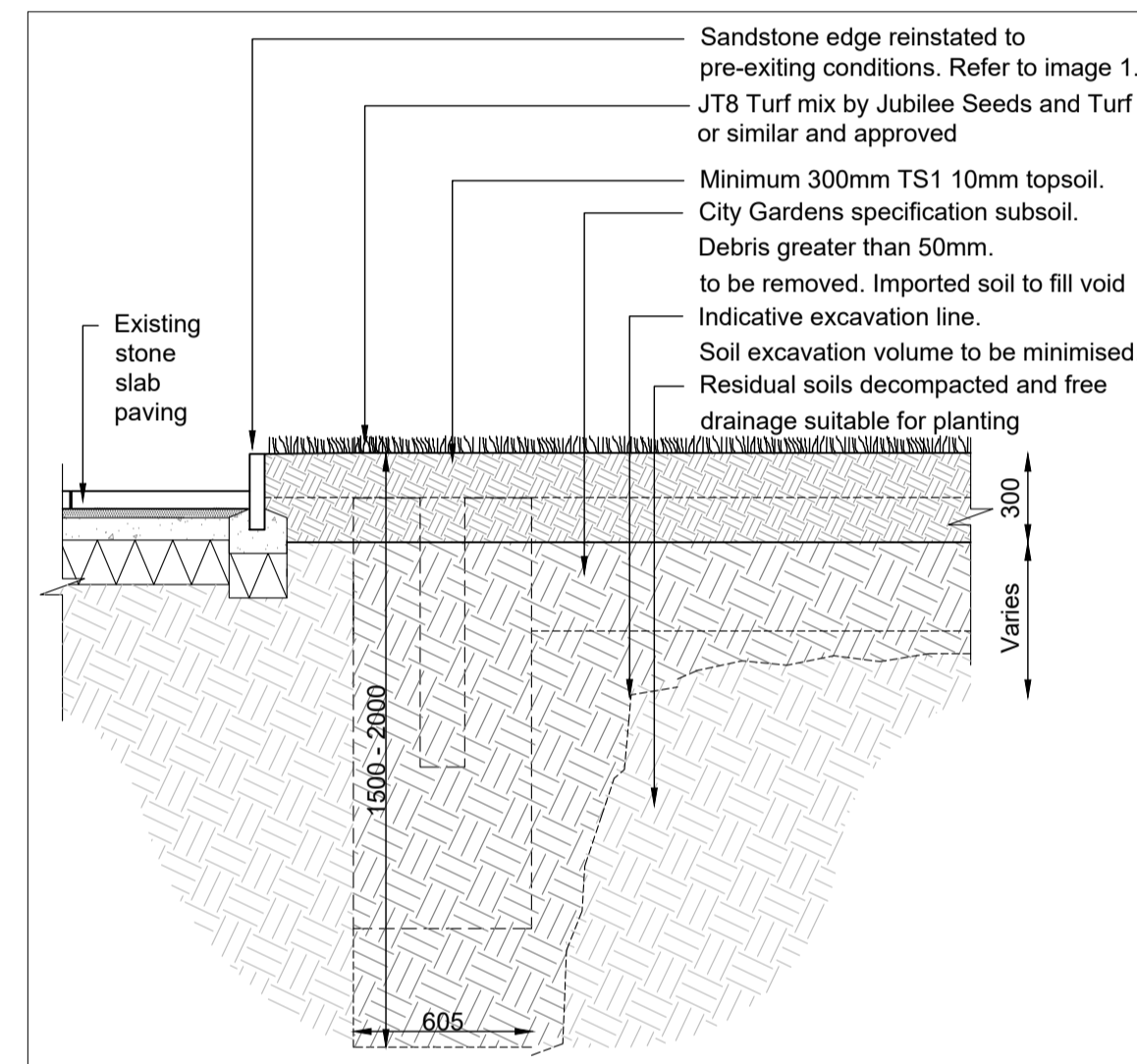
Proposed reinstatement: TS1 topsoil



Detail 2.2 (Section)

Scale: 1:25
0 0.5 1.25 m

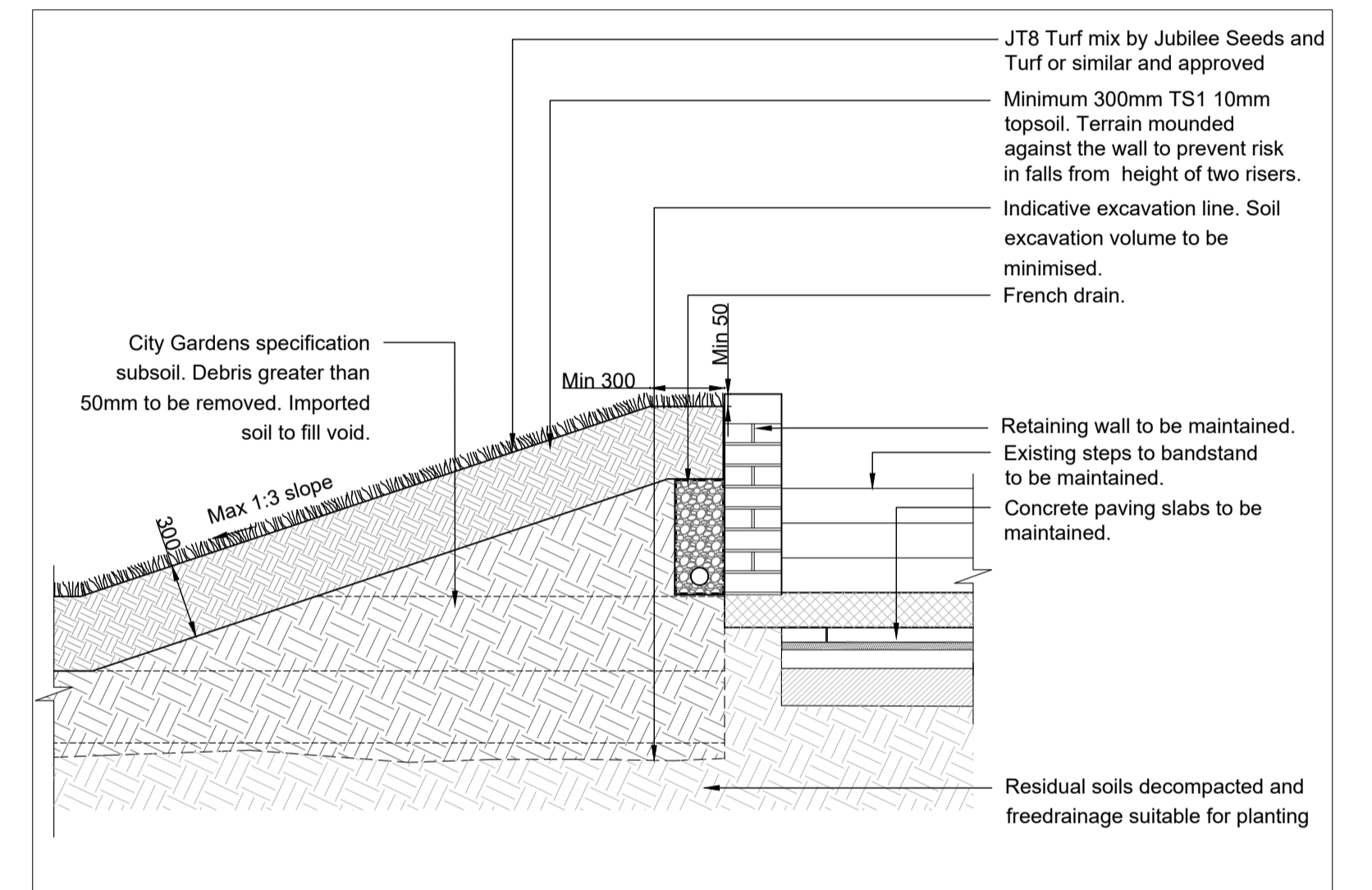
Proposed reinstatement: Natural stone dwarf wall



Detail 3.2 (Section)

Scale: 1:25
0 0.5 1.25 m

Proposed reinstatement: Sandstone edge



Detail 4.2 (Section)

Scale: 1:25
0 0.5 1.25 m

Proposed reinstatement: Retaining walls

Rev.	Date	Description	By	Chkd	App	Auth
C01	12/12/2018	S4 - Suitable for Approval	SN	AF	DZ	
P03	04/09/2018	S4 - Suitable for Approval	LL	AF	DZ	
P02	18/05/2018	S1 - Suitable for Co-ordination and agreement	SN	AF	DZ	
P01	12/12/2017	S3 - Suitable for Review and Comment	SN	AF	DZ	

Notes
CRL to remove all CRL associated waste material which includes but is not limited to the concrete foundations and crossovers that are broken out as part of the demolition works. Debris will be removed from site including all particles greater than 50mm in size from subsoil only where exposed in formation. Entire work to be brought up to ground level using TS1 10mm topsoil. Refer to letter ref CRL1-XRL-T-COL-C101-50001 for supporting rationale.

JT8 Turf mix, Grass Species:
70% Vesuvius / Cadix - Dwarf Ryegrass
15% Julia - Smooth Stalked Meadow Grass
5% Carmania - Slender Creeping Red Fescue
5% Wagner 1 - Chewings Fescue
5% Adinda - Strong Creeping Red Fescue

Turf installation
Lay the turf on the surface prepared in this way in the usual and appropriate manner. Ideally the surface should be top dressed, at a rate of around 10 kg/m², with sand or a sand/soil mix (around 70 : 30), brushing the material into any gaps between turves that may develop. The surface should then be rolled and protected from wandering feet and hands.

All landscape drainage details shown are indicative only and need to be connected to the side wide drainage strategy. Site verification is required.

Reference Drawings
Existing site Plan: C502-LAO-L-DWG-C101-50005
Construction Remediation Plan: C502-LAO-L-DWG-C101-50001
General Arrangement: C502-LAO-L-DWG-C101-50002
Reinstatement Details: C502-LAO-L-DWG-C101-50004

Reference Documents
For Crossrail Finsbury Circus - Ground Contamination Risk Assessment and Remediation Strategy refer to document C502-LAO-T1-STP-C101-50015

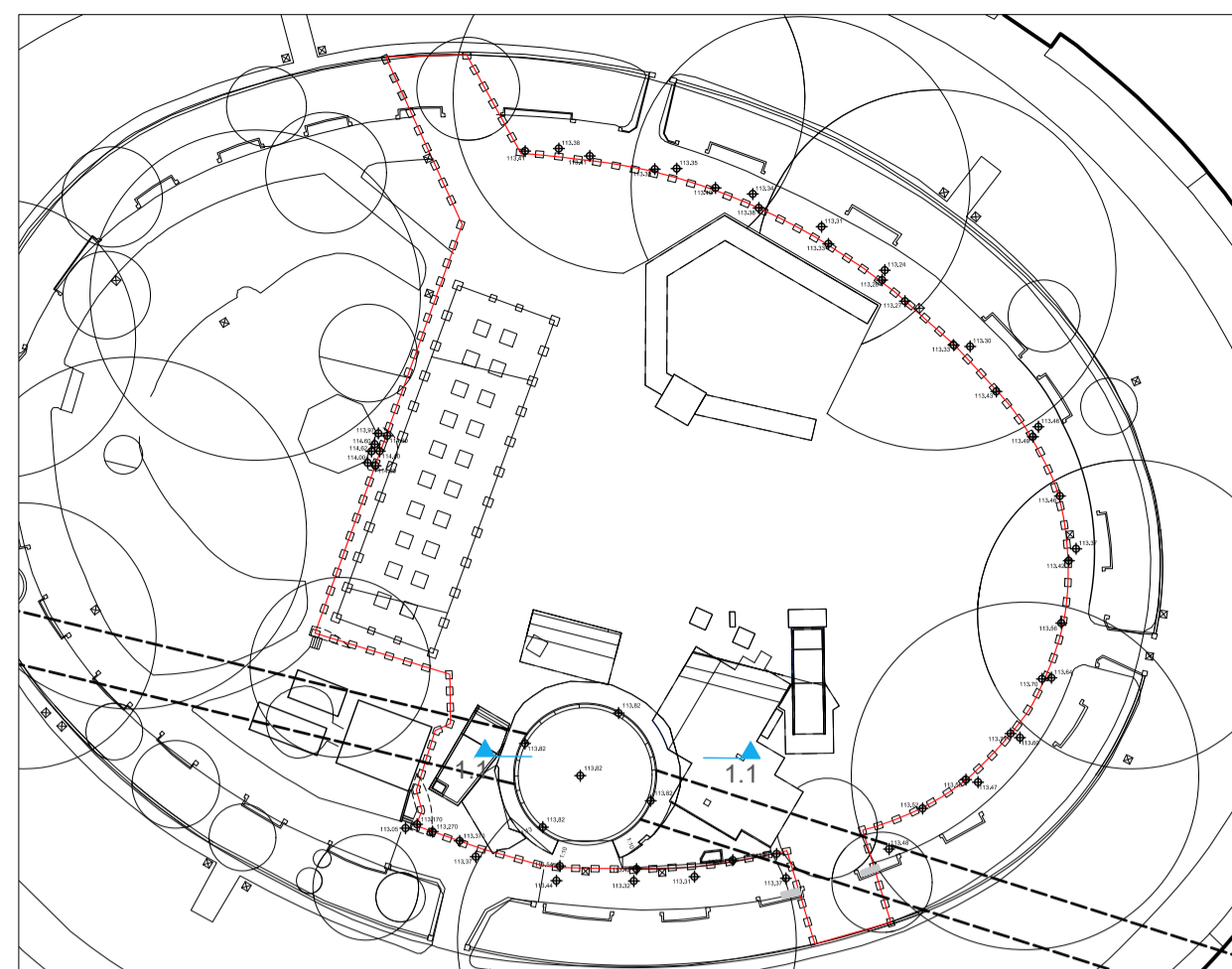
Contract: Crossrail Limited
Original: Arup
Location: Finsbury Circus
Title: C08.076 Finsbury Circus Schedule 5 works
Reinstatement Details
Sheet 1 of 2

By: SN
Chk: AF
App: DZ
Auth: ...

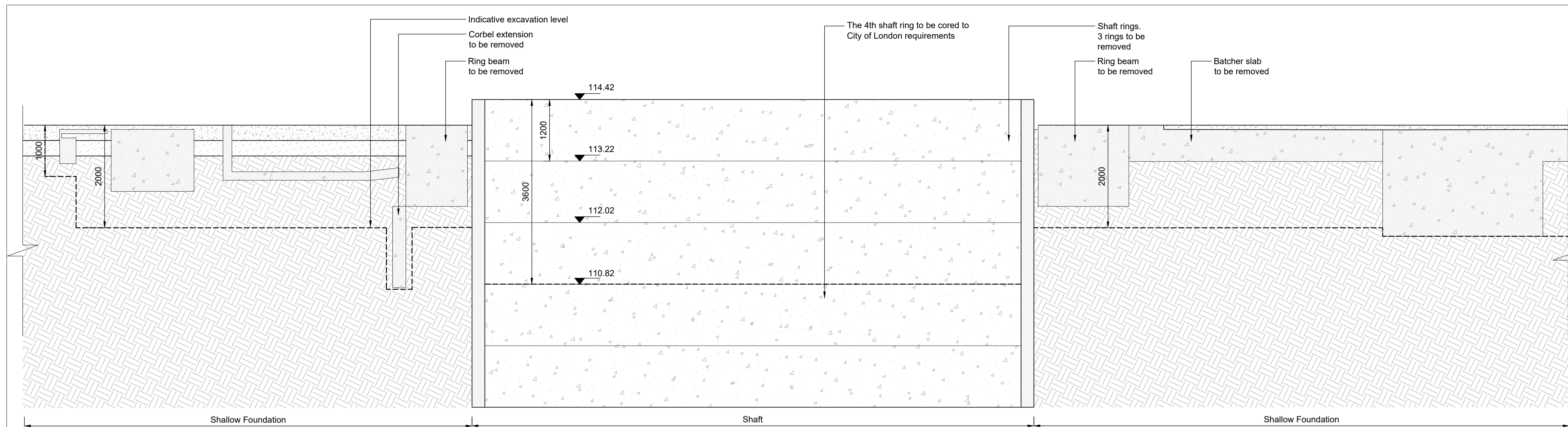
Scale: Varies @ A1
Drawing and CAD file No: C502-LAO-L-DWG-C101-50003
Rev: C01
Suitability: S4

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Key plan: Existing construction site

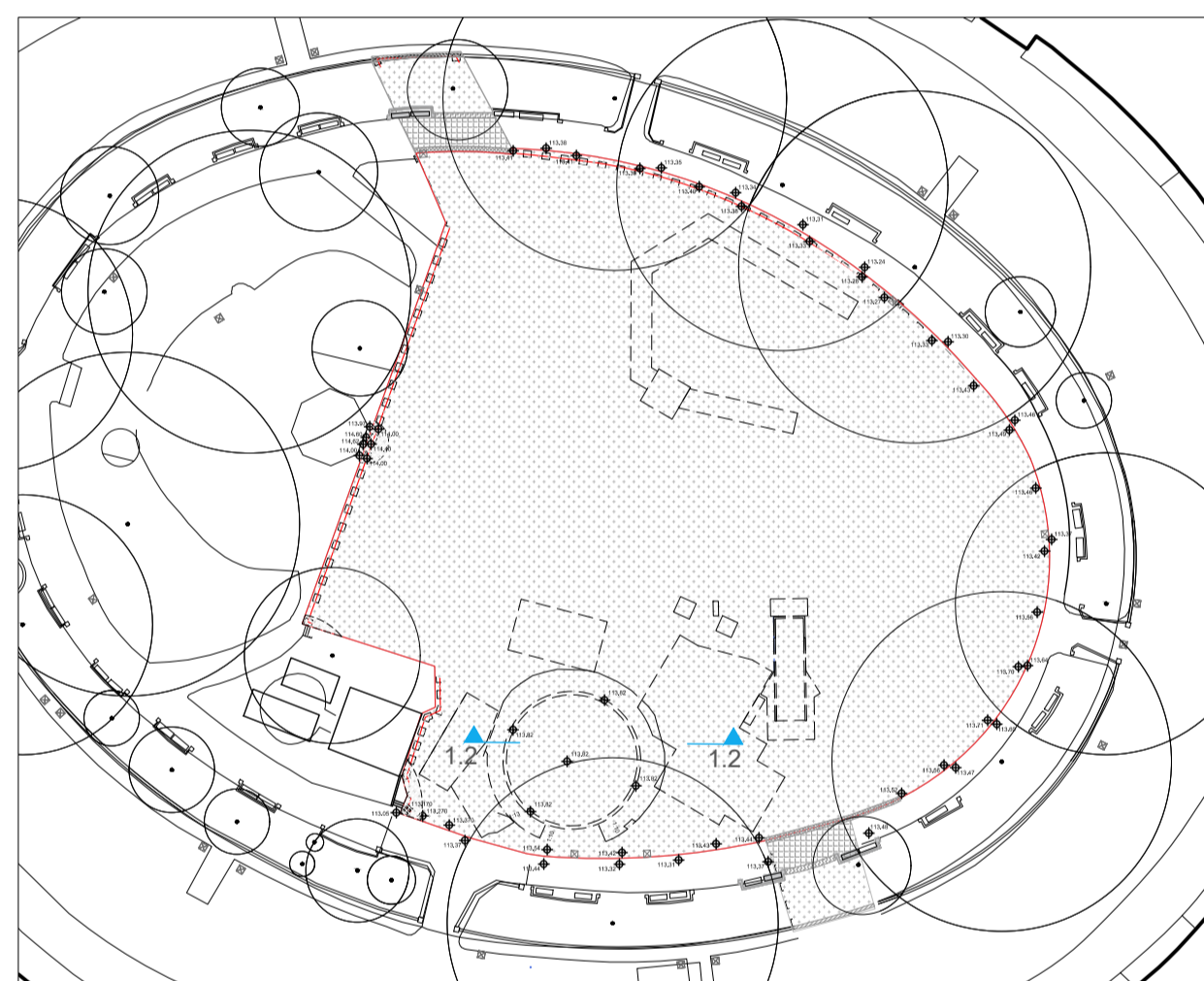


Detail 1.1 (Section)

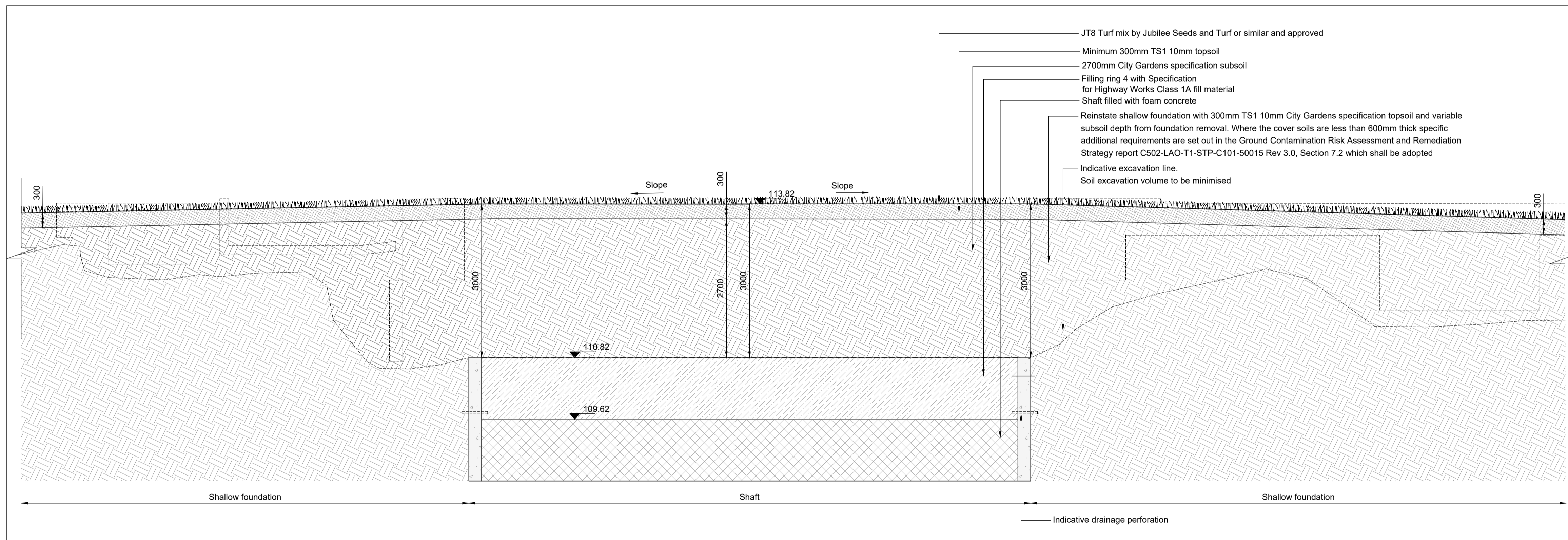
Scale: 1:50



Existing: Shaft rings and foundation depth



Key plan: Reinstated site



Detail 1.2 (Section)

Scale: 1:50



Proposed reinstatement: Removal of shaft rings

Rev.	Date	Description	By	Chkd	App	Auth
C01	12/12/2018	S4 - Suitable for Approval	SN	AF	DZ	
P03	04/09/2018	S4 - Suitable for Approval	LL	AF	DZ	
P02	18/05/2018	S4 - Suitable for Approval	SN	AF	DZ	
P01	12/12/2017	S3 - Suitable for Review and Comment	SN	AF	DZ	

Notes
 CRL to remove all CRL associated waste material which includes but is not limited to the concrete foundations and crossovers that are broken out as part of the demolition works. Debris will be removed from site including all particles greater than 50mm in size from subsoil only where exposed in formation.
 Entire work to be brought up to ground level using TS1 10mm topsoil. Refer to letter ref CRL1-XRL-T-COL-C101-50001 for supporting rationale.

JT8 Turf mix, Grass Species:
 70% Vesuvius / Cadix - Dwarf Ryegrass
 15% Julia - Smooth Stalked Meadow Grass
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 5% Wagner 1 - Chewings Fescue
 5% Adinda - Strong Creeping Red Fescue

Turf installation
 Lay the turf on the surface prepared in this way in the usual and appropriate manner. Ideally the surface should be top dressed, at a rate of around 10 kg/m², with sand or a sand/soil mix (around 70 : 30), brushing the material into any gaps between turves that may develop. The surface should then be rolled and protected from wandering feet and hands.

Reference Drawings
 Existing Site Plan: C502-LAO-L-DWG-C101-50005
 Construction Remediation Plan: C502-LAO-L-DWG-C101-50001
 General Arrangement: C502-LAO-L-DWG-C101-50002
 Reinstatement Details: C502-LAO-L-DWG-C101-50003

Reference Documents
 For Crossrail Finsbury Circus - Ground Contamination Risk Assessment and Remediation Strategy refer to document C502-LAO-T1-STP-C101-50015

Contract: Crossrail Limited
 Original: Arup
 Location: Finsbury Circus
 Title: C08.076 Finsbury Circus Schedule 5 works
 Reinstatement Details
 Sheet 2 of 2

By: SN
 Chk: AF
 App: DZ
 Auth: ...

Scale: 1:50 @ A1
 Drawing and CAD file No: C502-LAO-L-DWG-C101-50004
 Rev: C01
 Suitability: S4

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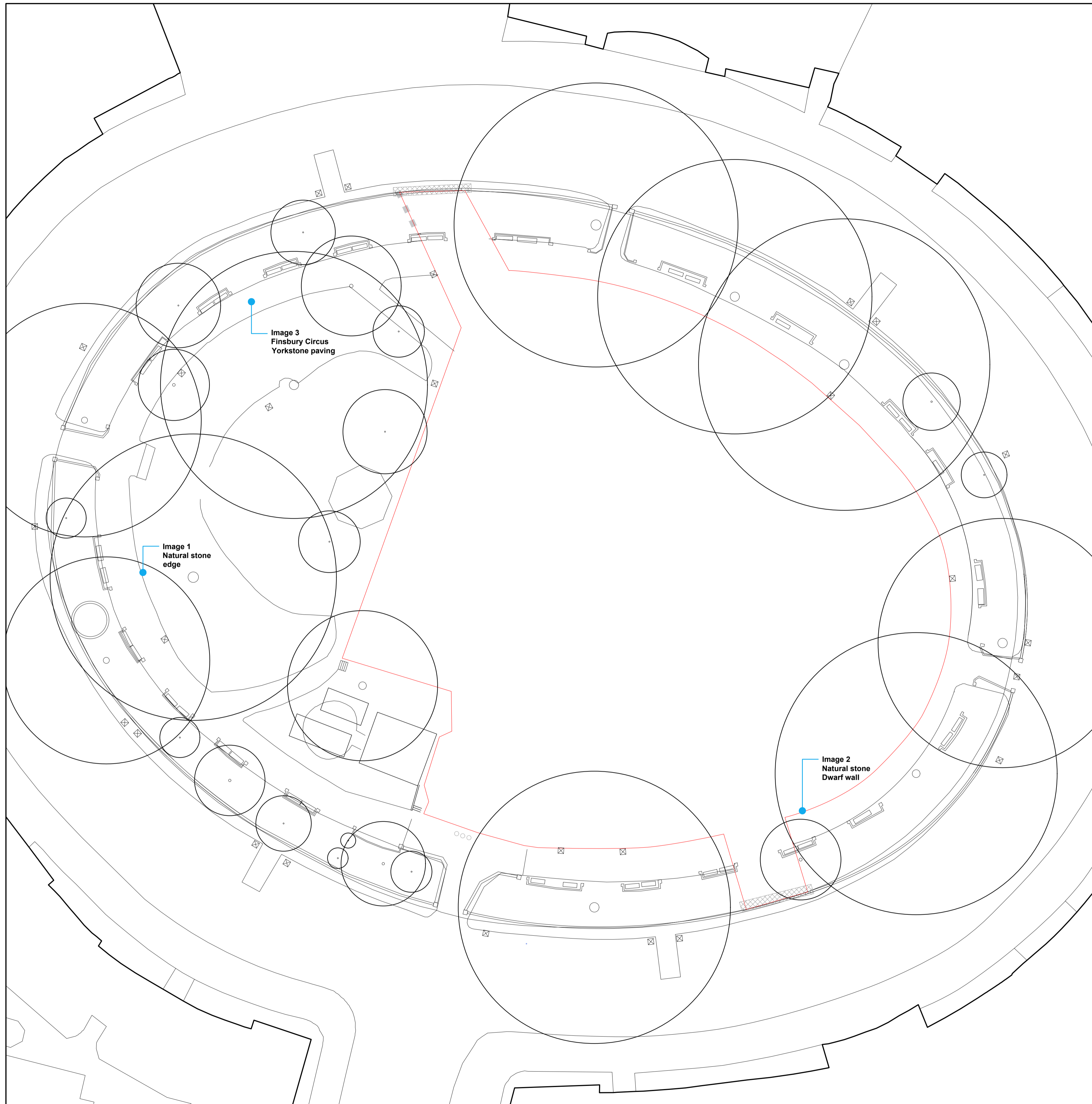
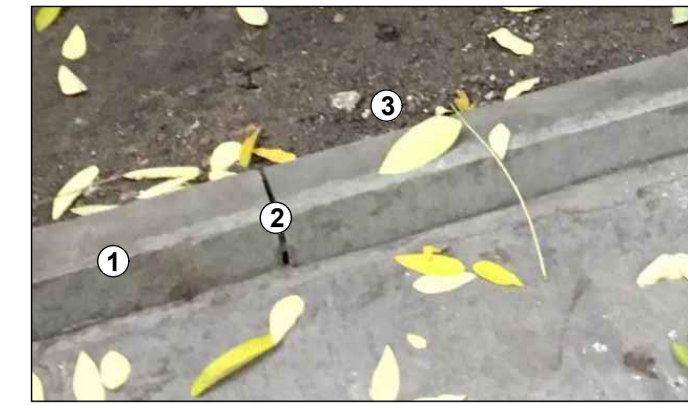


Image 1: Natural stone edge



- 1) Existing natural stone edge at vertical angle with chamfered external top edge; Material, dimensions and colour to be matched.
- 2) Existing mortar joints; colour and dimensions to be matched.
- 3) Existing topsoil retained by the natural stone edge.

Image 2: Natural stone dwarf wall



- 1) Existing Rough textured natural stone with irregular edges; colour and dimensions to be matched. Tie stones laid in horizontal layers of regular heights; distribution and pattern to be matched.
 - 2) Existing mortar joints; colour and dimensions to be matched.
- Height of dwarf wall varies to accommodate difference of levels. Refer to General Arrangement: C502-LAO-L-DWG-C101-50002

Image 3: Finsbury Circus Yorkstone paving



- 1) Existing Yorkstone paving arrangement; sizes, distribution, colour and texture to be matched.
- 2) Existing Yorkstone paving joint; colour and dimensions to be matched.

Notes

Reference shall be made to existing reports and surveys for Finsbury Circus.
In the absence of information of the pre-existing condition our assumption is based on site observations and professional judgement.

Reference Drawings

Construction Remediation Plan C502-LAO-L-DWG-C101-50001
General Arrangement: C502-LAO-L-DWG-C101-50002
Reinstatement Details: C502-LAO-L-DWG-C101-50003
Reinstatement Details: C502-LAO-L-DWG-C101-50004

Reference Documents

For Crossrail Finsbury Circus - Ground Contamination Risk Assessment and Remediation Strategy refer to document C502-LAO-T1-STP-C101-50015

Legend:

Finsbury Circus Schedule 5 site boundary

Rev.	Date	Description	By	Chkd	App	Auth
C01	12/12/2018	S4 - Suitable for Approval	SN	AF	DZ	
P03	22/08/2018	S4 - Suitable for Approval	LL	AF	DZ	
P02	18/05/2018	S2 - Suitable for Information	SN	AF	MJ	
P01	12/12/2017	S3 - Suitable for Review and Comment	SN	AF	DZ	

Notes

Notes

Contract : Crossrail Limited
 Originator : Arup
 Location : Finsbury Circus

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Title : C08.076 Finsbury Circus Schedule 5 works
 Pre-existing Site Plan
 Sheet 1 of 1
 For Information

By : SN
 Chk : AF
 App : DZ
 Auth : ...

Scale : 1:250 @ A1
 Drawing and CAD file No : C502-LAO-L-DWG-C101-50005
 Rev : C01
 Suitability : S4

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Committee(s):	Date(s):
Open Spaces and City Gardens Committee	15 July 2019
Subject: Cyclical Works Programme Bid – 2020/21	Public
Report of: City Surveyor Report Author: Alison Bunn – Head of Facilities Management	CS: 247/19 For Information
<p>Summary</p> <p>This report sets out a provisional list of cyclical projects being considered for properties under the management of Open Spaces and City Gardens Committee under the “cyclical works programme”.</p> <p>The draft cyclical project list for 2020/21 totals £100,000 and if approved will continue the on-going programme in the maintenance of the property and infrastructure assets.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • That your Committee notes the content of this report 	

Main Report

Background

1. The total value of the approved projects for the 19/20 cyclical works programme (CWP) for the Open Spaces and City Gardens Committee was £118,500 which consisted of 4 projects.
2. The Director of Open Spaces has requested that your Committee be provided with a preview of the likely works list in 2020/21 for Open Spaces and City Gardens.

Current Position

3. The attached list at Appendix A is a provisional list of projects for Open Spaces and City Gardens under consideration for 2020/21.
4. The information for the bid has been taken from the forward maintenance plans for each property within the Estate; these plans are regularly updated in conjunction with the Superintendent and their management team to ensure they are as accurate as possible.
5. It should be noted that this provisional list for 2020/21 is subject to a final review prior to presentation to the Corporate Asset Sub-Committee in September 2019

and consideration by the Resource Allocation Sub-Committee at the beginning of 2020.

Prioritisation of Projects

6. The project prioritisation model developed for the cyclical works programme has been applied to projects identified from forward cyclical maintenance/replacement plans of the Barbican Centre, GSMD and the Corporate Properties under the City Surveyors control.
7. Essential Projects for consideration of including within the bid list are ranked in order of priority according to the following criteria and scoring mechanism.
 - Health, Safety & Security (weighting 5)
 - COL Reputational (weighting 4)
 - Maintaining Income Stream (weighting 4)
 - Assets Performance (weighting 5)
 - Client Feedback (weighting 2)
8. The cyclical works programme Peer Review Panel, chaired by the Financial Services Director has met twice to consider the draft prioritisation of projects across all Departments. The panel has provided a “sense check” to ensure that the prioritisation ranking reflected in the Prioritisation model has been rigorously and consistently applied and that the outcomes in terms of prioritisation align to the City’s strategic aims and objectives.

Corporate & Strategic Implications

9. The CWP links to the City Surveyor’s Business Plan:

Strategic asset management: We will develop asset management strategies that align Corporate Property Strategy, Investment Property Strategy and risks. We will ensure that we unlock the potential of our property assets in a way that supports the efficient delivery of the Corporate Plan and Service Departments’ objectives.

Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management plans, facilities management including hard (planned and reactive maintenance) and soft services (cleaning, security, etc), cyclical projects and minor improvements and delivery of major capital projects for refurbishments and new builds.

Conclusion

10. The attached provisional list of work for 2020/21 allows the on-going cyclical repairs and maintenance of the City’s Operational estate at City Gardens in particular to continue.

Appendices

- Appendix A - Provisional Cyclical Works Programme 2020/21

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Appendix A - CWP 20/21 - Actual List

Open Spaces

Property	Location	Project Title	Cost
Open Spaces	Bunhill Fields Burial Ground	MEMORIALS CONSERVATION	100,000

£100,000

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Committees:	Dates:
Epping Forest & Commons	8 July 2019
Open Spaces & City Gardens	15 July 2019
West Ham Park	15 July 2019
Hampstead Heath, Highgate Wood & Queens Park	11 Sept 2019
Subject: Open Spaces Departmental Business Plan 2018/19 – Year End performance report	Public
Report of: Colin Buttery – Director, Open Spaces	For information
Report author: Gerry Kiefer, Open Spaces	

Summary

This report provides Members with a review of the Open Spaces Department's delivery of its 2018/19 Business Plan. The report provides examples of some of the activities the Department undertook last year which helped achieve the Department's three top line objectives: 'Open Spaces and Historic Sites are Thriving and Accessible', 'Spaces Enrich People's Lives' and 'Business Practices are Responsible and Sustainable'.

The report outlines progress that has been made against the Department's fifteen programmes and projects and provides information to show that performance against our 31 performance measures is comparable with previous years and only 19% of targets were missed by more than 10%. Financially the services that report through the Open Spaces Committees have managed their income and expenditure well with only a £13k overspend across the total local risk budget of £12million.

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2018/19 (Appendix 1) on 16 April 2018.
2. The Department's Vision is: *we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.*

Current Position

1. Detailed information about achievements and performance in relation to services which sit outside the responsibility of Open Spaces Committees will be reported to the Port Health and Environmental Services Committee; and Culture, Heritage and Libraries Committee.

Objectives and Outcomes

2. A number of notable achievements have been made under the Business Plan's three top-line objectives. Some of these are listed below:

A. Open Spaces and Historic Sites are Thriving and Accessible.

- Epping Forest are progressing and the Commons are finalising Special Area of Conservation (SAC) mitigation strategies with their neighbouring local planning authorities
- The Commons division and LB Croydon have worked with Natural England to seek declaration of a new National Nature Reserve covering Coulsdon Common and Happy Valley
- Successful multi-agency working limited the impact of the grass and heathland fires across the sites during the summer
- South Meadow project and wildlife garden were completed at West Ham Park.
- City Gardens delivered 7 landscape enhancement projects and the completion of Aldgate Square
- City Gardens won Gold at Britain in Bloom and six Open Spaces sites won gold in London in Bloom

B. Spaces Enrich People's Lives.

- In March 2019, Members agreed that the Department's base budget should be increased by £395k so that the Learning Programme becomes a core service of the Department for 2019/20 onwards
- Twelve voluntary, community and charity groups received funding totalling £155,475 from the City of London's Central Grants Programme's "Enjoying Green Spaces and the Natural Environment" funding theme
- 41,032 people engaged with the Learning Programme over the last year
- Epping Forest hosted a number of arts events to support Waltham Forest as the first London Borough of Culture

C. Business Practices are Responsible and Sustainable.

- Across the Department there are 23 apprentices undertaking a wide variety of roles
- A risk zone-based approach has been adopted for pesticide spraying and nest removal of Oak Processionary Moth (OPM). An increase in base budget was confirmed for 2019/20 to help mitigate the costs associated with the OPM controls
- Funding was awarded to the Department throughout the year from a range of internal and external sources including: CoL transformation fund, CoL

priority investment pot, Mayor of London’s ‘Greener City Fund’ and Countryside Stewardship Grant

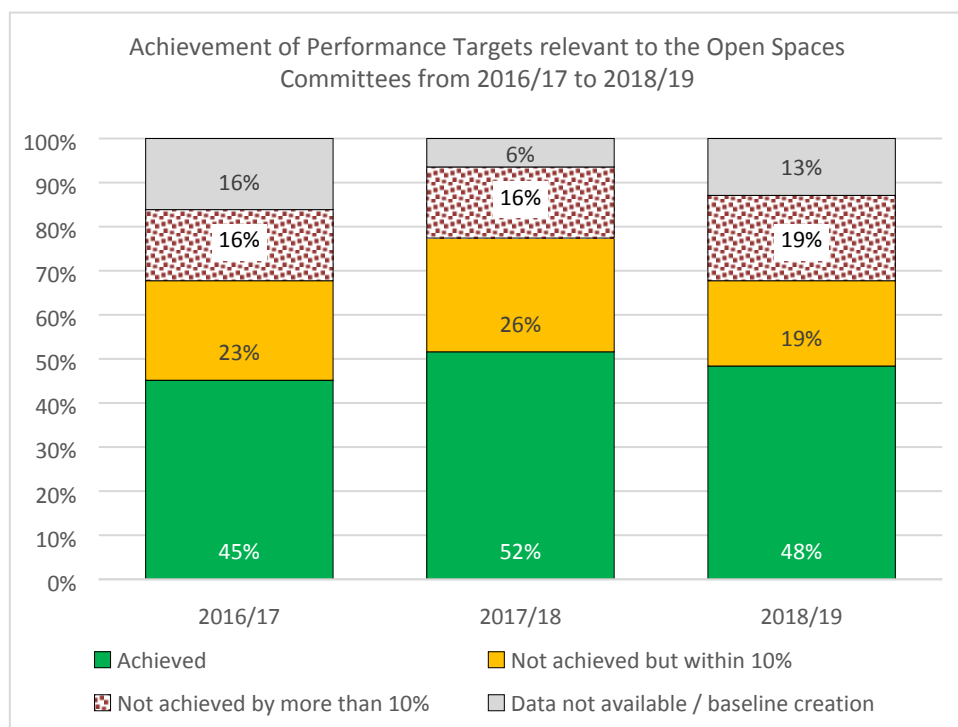
- 43 % of Open Spaces staff completed a Departmental staff survey and 51% completed the Corporate staff survey. Action plans for both are being implemented.
- Epping Forest installed four new fast charge points for electric and hybrid vehicles, drawing power from existing solar panels on site
- All woodchip arising from arboriculture work at Epping Forest is being used in a local farmers agricultural grain drying heating system

Programmes and Projects

3. The Business Plan identified 15 grouped programmes and projects which would help the Department deliver its three main objectives. Good progress has been made on many of these however the Fundamental Review has put on hold some Gateway projects. A few key programme and project highlights are:
 - Department and site-specific events policies agreed
 - Stoke Commons management plan and Hampstead Heath management strategy agreed
 - Grazing has been expanded
 - New management powers under the Open Spaces Act are being implemented.
4. Details about the progress of the fifteen projects and programmes is given within appendix 2.

Performance Indicators

5. Generally, performance is comparative to the previous year with nearly 50% of measures being achieved or exceeded. The table below shows the percentage of performance targets relevant to the Open Spaces Committees that were achieved or missed, over the last three years.



6. For one measure; 'Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey', the original survey has not been undertaken and there was no measure recorded in 2016/17 or 2017/18. Two staff surveys have been undertaken in 2018/19 – a Departmental survey in which 79% of respondents stated that they would recommend working for the Open Spaces Department and the Corporate Staff survey in which 60% of the Department's staff felt 'engagement with the City of London Corporation'.
7. This list of performance measures as they relate to this Committee including the results and targets for 2018/19 and for comparison, our performance in 2017/18, is contained within appendix 3.
8. The performance measures for 2019/20 have been amended from those reported in this report. The revised measures reflect the current Business Plan's outcomes and areas of activity and were agreed by the Open Spaces and City Gardens Committee in April 2019.
9. Key findings from analysing the data for 2018/19 show:
 - A reduction in electric and gas consumption.
 - An increase in electricity generation
 - The number of golf visits at Chingford was exceeded by nearly 30% against target
 - The Learning Programme achieved all its performance measures
10. Appendix 4 lists those targets which were not achieved by more than 10% and provides an explanation as to why these targets were not met.

Financial Performance

11. Excluding the local risk budgets aligned to service areas outside the responsibility of the Open Spaces Committees (Cemetery & Crematorium, Tower Bridge, Monument and Keats House) the Department spent the following in relation to City Fund and City's Cash budgets:
 - **City Fund** – 99% of its local risk expenditure budget and achieved 99% of its local risk income target. Thus, its overall net position was 2% (£19k) underspent. A £19k carry forward request was agreed towards ULEZ costs in 2019/20.
 - **City's Cash** (excluding learning programme) - 100% of its local risk expenditure budget and achieved 101% of its local risk income target. Thus, its overall net position was £32k overspent (0.3%).
12. The net outturn position for the Open Spaces City Fund and City Cash budgets reporting to the various Open Spaces Committees, but excluding the learning programme, was a £13k overspend from a total net local risk budget of £12million.

13. More detailed information regarding the year end outturn financial position for each Service Committee is provided in reports from the Chamberlains Department.

Property

14. Three properties; Woodredon House, The Coach House and The Lodge have previously been declared surplus as part of the Operational Property Review. These properties were disposed of and generated a capital receipt for the CoL of £2,115,000 during 2018/19.

Corporate & Strategic Implications

Open Space Charities

15. Most of the Open Spaces sites are registered charities. Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of the charity.

The Corporate Plan

16. The Open Spaces Department actively contributes to all the Corporate Plan 2018-23 aims and ten of its twelve outcomes.

Contribute to a flourishing society

1. People are safe and feel safe.
2. People enjoy good health and wellbeing.
3. People have equal opportunities to enrich their lives and reach their full potential.
4. Communities are cohesive and have the facilities they need.

Support a thriving economy

5. Businesses are trusted and socially and environmentally responsible.
8. We have access to the skills and talent we need.

Shape outstanding environments

9. We are digitally and physically well-connected and responsive.
10. We inspire enterprise, excellence, creativity and collaboration.
11. We have clean air, land and water and a thriving and sustainable natural environment.
12. Our spaces are secure, resilient and well-maintained.

Conclusion

17. The Department continues to perform well both in terms of finances, achievement of performance targets and progress of its programmes and projects.

Appendices

- Appendix 1 - High-level Business Plan 2018-19
- Appendix 2 - Progress against the Business Plan Programmes and Projects
- Appendix 3 - Performance Measures
- Appendix 4 - Explanations where targets were missed by more than 10%

Background Reports

- Final Departmental Business Plan 2018/19 – Open Spaces, April and May 2018.
- Departmental Business Plan 2018/19 – Six month performance update:
November to December 2018

Gerry Kiefer

Business Manager – Open Spaces Department

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We enrich people’s lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond

The main [Corporate Plan](#) aims and outcomes we aim to impact on are:

Contribute to a flourishing society

2. People enjoy good health and wellbeing
3. People have equal opportunities to enrich their lives and reach their full potential
4. Communities are cohesive and have the facilities they need

Shape outstanding environments

10. We inspire enterprise, excellence, creativity and collaboration
11. We have clean air, land and water and a thriving and sustainable natural environment.
12. Our spaces are secure, resilient and well-maintained

What we do is: Protect, enhance and provide access to open space; preserve heritage; provide engaging visitor opportunities, conserve and enhance biodiversity; share history; enable community engagement and learning; provide respectful commemoration and disposal of the dead	Our total 2018-19 budget is (Local and central risk, recharges and surveyors local risk):		
	(Expenditure) (£000)	Income (£000)	Net cost (£000)
City of London Cemetery & Crematorium	(5,492)	4,821	(671)
City Gardens & Bunhill Fields	(2,313)	429	(1,884)
Directorate & Learning Programme	(1,594)	1,353	(241)
The Commons (Burnham Beeches, Stoke Common and City Commons)	(3,340)	324	(3,016)
Epping Forest	(7,808)	1,678	(6,130)
Hampstead Heath, Highgate Wood, Queen’s Park & Keats House	(12,558)	3,703	(8,855)
West Ham Park	(1,930)	316	(1,614)
Monument	(634)	669	35
Tower Bridge	(7,849)	6,261	(1,588)
Total	(43,518)	19,544	(23,964)

Our three top line objectives and twelve outcomes are:

A. Open spaces and historic sites are thriving and accessible.

1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (10)
2. London has clean air and mitigates flood risk and climate change (1, 11, 12)
3. Our spaces are accessible, inclusive and safe (1, 2, 12)
4. Our habitats are flourishing, biodiverse and resilient to change (10, 11, 12)

B. Spaces enrich people’s lives.

5. People enjoy good health and wellbeing (2, 3, 4)
6. Nature, heritage and place are valued and understood (2, 3, 4)
7. People feel welcome and included (3, 4, 10)
8. People discover, learn and develop (3)

C. Business practices are responsible and sustainable.

9. Our practices are financially, socially and environmentally sustainable (5, 11)
10. London’s natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (7, 9, 11)
11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
12. Everyone has the relevant skills to reach their full potential (8)

What we’ll measure:

- Ecological condition
- Visitor experience
- Green Flags and Green Heritage
- Knowledge of learning participants
- Intention of participants to visit again or recommend to friends
- Volunteering participation and experience
- Number of customers / visits / satisfaction across our services
- Condition of heritage assets

The numbers show how our outcomes and Departmental programmes and projects link to delivering the [Corporate Plan Outcomes 2018-2023](#).

Departmental programmes and projects

- a) Progress a number of capital improvement projects at the central heritage sites including; Keats House and Gardens, the launch of a fully accessible education facility at Tower Bridge, review the potential for a secure exit facility at the Bridge's South Tower and progress a standalone Visitor Centre for the Monument (3, 4, 10).
- b) Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming (3, 4, 7, 9)
- c) Develop and agree a sustainable model for delivering Learning (3, 4, 10)
- d) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act (1, 3, 10, 12)
- e) Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common (10, 1)
- f) Develop engineering studies for six Raised Reservoirs at Epping Forest (1, 11, 12)
- g) Develop sustainable football improvements at Wanstead Flats (2, 9)
- h) Progress the replacement of ageing cremators with new at the Cemetery and Crematorium (11)
- i) Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site (2, 4, 10,12)
- j) Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans; (2, 4, 10,12)
- k) Secure funding to create new accessible public spaces within the City's churchyards (2, 4, 10, 12)
- l) Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports. (2, 4, 5, 11)
- m) Obtain agreement and implement the overarching Departmental and site specific 'events' policies (2, 4, 5,10, 12)
- n) Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park (11, 12)

What we'll measure:

- Customer service standards
- Accreditations
- Staff satisfaction
- H&S accident investigations
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement
- Project management and delivery
- Income
- Net budget position

Corporate programmes and projects

- Ensure efficient use of property and reduction in maintenance costs
- Provide support for the initial 24 apprenticeships within the department and seek to expand the programme using the levy funding
- Support the development of asset management plans and master plans for each site

How we plan to develop our capabilities this year

- Continue to deliver initiatives arising from the Culture Board Programme; increasing cross division working
- Make more effective use of IT and technology and adopt 'smarter' ways of working.
- Finalise and refine our outcomes framework to better understand and demonstrate our value to our customers
- Use GIS to support management of sites and enhance visitor information
- Develop and implement a Charitable Trusts fundraising strategy
- Enhance customer service through use of CRM

What we're planning to do in the future:

- Improve our workforce planning and ensure our workforce is reflective of the communities we serve
- Develop the cultural profile of the Department's heritage attractions
- Complete the process of land registration
- Develop on-line retail and bookings and increase opportunities for a cash-free environment

The numbers show how our objectives and Departmental programmes and projects link to delivering the [Corporate Plan Outcomes 2018-2023](#).

Appendix 2 - Progress against the Business Plan Programmes and Projects

	Programmes and Projects	Progress to 30 Sept 2018
b)	Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming	<ul style="list-style-type: none"> • Epping Forest played an important role in the winning award for Waltham Forest as London Borough of Culture. • Epping Forest secures Visitor Attraction Quality Assurance Scheme (VAQAS) Blue Tourist Badge Award.
c)	Develop and agree a sustainable model for delivering the Learning Programme.	<ul style="list-style-type: none"> • An increase in the Department's base budget of £395k agreed to fund the Learning Programme from 2019/20
d)	Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act	<ul style="list-style-type: none"> • Epping Forest – The first Lodge has been let with works ongoing to refurbish others to release to rental market. The first commercial lease of 21 years has been agreed and is being drafted. • Highgate Wood - café lease is longer than previously permitted.
e)	Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common	<ul style="list-style-type: none"> • Wanstead Park - Final consultation on the Parkland Plan has been completed with the final copy due in June 2019 • Kenley Common - Completion of the project remains delayed until the construction issues are resolved. This matter is being actively pursued under the Pre-action protocol for Engineering and Construction Disputes. External legal advice is utilised as required. • Installation of information signage has required a change in use of materials which required further planning consideration and consent. • Bunhill Fields - Round 1 bid to HLF was unsuccessful due to over-subscription to the funding pot. Restructure of HLF funding pots has now taken place, however City Corporation match-funding for project is now subject to Fundamental Review and the project has been placed on hold.
f)	Develop engineering studies for six Raised Reservoirs at Epping Forest	<ul style="list-style-type: none"> • Wanstead - A Project to progress the proposal for work on the Wanstead Park cascade has now been established and approved to Gateway 2 by the Projects Sub (Policy and Resources) Committee at their March meeting. Conversations with Procurement continue with regards to appointing a Panel Engineer to carry out the required engineering assessment. • DBE have allocated staff to progress the evaluations for Baldwins and Birch Hall Ponds. Planning development meeting with staff and stakeholders have been scheduled. It is likely that a proposal for Birch Hall pond will be

	Programmes and Projects	Progress to 30 Sept 2018
		developed separately and earlier than for Baldwins pond.
g)	Develop sustainable football improvements at Wanstead Flats	<ul style="list-style-type: none"> • Stage 1 of ParkLife feasibility study re football pitches and changing at Wanstead flats has been completed. • Wanstead Flats staffing structure embedded which is improving pitch management and payment recovery.
h)	Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site	<ul style="list-style-type: none"> • Hampstead Heath Asset Management Plan agreed by HHHWQP Committee. • Epping Forest Commercial Wayleaves – trial negotiations have been successful and Committee approval has been agreed for wider implementation. • Finsbury Circus – The Crossrail reinstatement project is subject to the Fundamental Review and therefore on hold. However, officers have worked closely with City Surveyor's, Planning, and the City Solicitor to pursue the City's compensation claim and work with Crossrail in the lead up to their closure of their worksite. • West Ham Park Nursery – Counsel advice has been obtained relating to the restrictive covenants within the Park's governance. This, along with other professional advice, will be used to inform a strategic masterplan for the Park's assets.
i)	Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans;	<ul style="list-style-type: none"> • West Ham Park playground – Over 380 people provided their views on the options for a new playground at West Ham Park. However, this project is now on hold pending the Fundamental Review. Existing resources within the project budget have been used to progress plans to the Pre-Application stage. • Wanstead Park Playground – The community group leading the project have been working on fundraising and agreement plans with the London Borough of Redbridge. • Grazing expansion - continues with new areas grazed across The Commons including Ashtead and Kenley Commons. At Epping Forest grazing numbers increase annually with benefits realised as rare plant species increase.
j)	Secure funding to create new accessible public spaces within the City's churchyards	<ul style="list-style-type: none"> • The Churchyards Enhancement Programme has been agreed by Members. Individual improvement projects within the Programme will now be progressed as and when funding becomes available and subject to the Fundamental Review.

	Programmes and Projects	Progress to 30 Sept 2018
k)	Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports	<ul style="list-style-type: none"> • Fleet Board – City Gardens have revised their fleet to meet the requirements of ULEZ. Across the Department diesel and petrol vehicles are being replaced where required, technically possible and funding exists, by electric and/or plug in hybrid versions so that the Department is ULEZ complaint ready for 2021 legislation. • Energy Board – all projects were put on ice due to the refocus of the Energy Efficiency Fund on the main consuming sites which do not include open spaces properties. They can be reactivated should this situation change • Sports Board – This Board was closed but individual projects will continue. Sports Licencing charges agreed by Epping Forest and Commons committee. Chingford Golf Course income has increased for the 4th consecutive year reversing previous downward trend.
l)	Obtain agreement and implement the overarching Departmental and site specific 'events' policies	<ul style="list-style-type: none"> • Departmental Events Policy (Part One) agreed by OSCG Committee on 18 April 2018. • Site Specific Events Policies (Part Two) agreed by Service Committees: <ul style="list-style-type: none"> ○ Epping Forest on 14 May 2018 ○ Hampstead Heath including Golders Hill Park and the Heath Extension on 5 September 2018 ○ The Commons on 19 November ○ Highgate Wood and Queens Park on 28 November ○ West Ham Park events policy planned for July 2019 Committee
m)	Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park	<ul style="list-style-type: none"> • Stoke Common – management plan agreed by Committee on 18 November • Hampstead Heath – management strategy agreed by Committee on 28 November • Epping Forest – Management plan and strategy final draft ready for consideration by Management Plan Sub-Committee • Burnham Beeches - management plan under development with agreed timetable

Appendix 3 - Performance indicators

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Retain 15 Green Flags and improve the overall band score achieved across our Green Flag sites by 2018/2019	ACHIEVED 15 green flag sites overall band scores 60% = 80+ 33% = 75 – 79 7% = 70 - 74	15 green flag sites overall band score 53% = 80+ 27% = 75 – 79 20% = 70 - 74	ACHIEVED 15 green flag sites overall band score 53% = 80+ 40% = 75 – 79 7% = 70 - 74
Retain 12 green heritage awards and increase this to 13 sites by 2018/19	ACHIEVED 13 Green Heritage Awards	13 Green Heritage Awards	ACHIEVED 13 Green Heritage Awards
Achieve our Departmental net local risk budget.	ACHIEVED £9,657,760	£10,320,000 Original Budget	ACHIEVED £10,344,132 Final Agreed Budget: £10,648,000
Reduce utility consumption (electric)	ACHIEVED 1,634,115 Kw/hrs - at time of reporting to Members	1,593,262	ACHIEVED 1,672,971 Kw/hrs , a reduction of 77,980 Kw/hrs on final figure for 17/18 (1,750,951) giving a reduction of 4.45%
Reduce utility consumption (gas)	Missed 3,709,922 Kw/hrs - at time of reporting to Members	2.5% reduction on 2017/18 performance	ACHIEVED 3,645,948 Kw/hrs , a reduction of 200,310 Kw/hrs on final figure for 17/18 (3,848,258), giving a reduction of 5.2%
Reduce fuel consumption (white & red diesel)	Missed 68282 litres	5% reduction on 2017/18 performance = 64,878	Awaiting data
Reduce fuel consumption (petrol)	Missed 5185 litres*	5% reduction on 2017/18 performance = 4,926	Awaiting data
Reduce fuel consumption (small fuels)	ACHIEVED 8395 litres	5% reduction on 2017/18 performance = 7,975	Awaiting data
Increase electricity generation	ACHIEVED 72477 Kw/hrs	A further two additional buildings generating 50KWH each	ACHIEVED 114,015 Kw/hrs which represents a 57.3% increase in electricity generation figures on 17/18
Increase the amount of directly supervised volunteer work hours	Missed 36,526	38,352	Missed 37,040

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the amount of indirectly supervised volunteer work hours	New Baseline 7670.5	8,438	Missed 8,303
Increase the amount of unsupervised volunteer work hours	ACHIEVED 19,896.52	21,887	ACHIEVED 26,751
Increase the percentage of customers surveyed as part of the 60 second survey or similar that stated the 'overall rating' of the open space as 'very good or excellent'.	Missed 91%	96%	Missed 94%
Increase the number of 'visitors' to the Open spaces webpages.	ACHIEVED 767,076	843,784	ACHIEVED 927,166
Increase the percentage of H&S accidents that are investigated within 14 days.	Missed 78%	86%	MISSED 77%
Reduce the average number of Full Time Employee (FTE) working days lost per FTE due to short term sickness absence.	ACHIEVED 3.18 FTE Working Days Lost per FTE	3.2 days FTE Working Days Lost per FTE	MISSED 3.62
Reduce the average number of FTE working days lost per FTE due to long term sickness absence.	Missed 3.13 FTE Working Days Lost per FTE	2.30 days FTE Working Days Lost per FTE	MISSED 4.24
Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey.	Survey not undertaken	95%	This exact question was not asked in the Dept staff survey, but a similar question resulted in the following response: • 79% of staff would recommend working for the Open Spaces Department
Increase the amount of tennis played across our sites.	ACHIEVED 2700 Adults 1264 Concession 2769 Coaches (total 6,733)	WHP: 8,416	MISSED WHP: 6,413
	Missed Parliament Hill: 7,299 Adult 4,116 Concession 11,415 Total	Parliament Hill: 7,664 Adult 4,322 Concession 11,986 Total	ACHIEVED Parliament Hill: 8,155 Adult 3,470 Concession U/K 397 12,022 Total

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
	ACHIEVED Golders Hill Park 1,777 Adult 1,402 Concession 3,179 Total	Golders Hill Park: 1,866 Adult 1,472 - Concession 3,338 Total	ACHIEVED Golders Hill Park 2,389.5 Adult 1,405 Concession 3,794.5 Total
	ACHIEVED Queen's Park 4,181 Adult 961.5 Concession 5,142.5 Total	Queens Park 4,390 Adult 1,010 Concession 5,400 Total	MISSED Queen's Park 3,483 Adult 783 Concession 4,266 Total
Increase the amount of football played across our sites.	Missed 82 bookings	WHP 86	MISSED 58
	Missed 2,209	Epping 2,319	Missed 2,200
	Missed Heath Extension = Adult 0 bookings Junior 145 bookings	Heath Extension 1 Adult 152 Junior	PARTLY ACHIEVED = Heath Extension 0 Adults 169 Juniors
	ACHIEVED Parliament Hill = Adult 13 bookings Junior 51 bookings	Parliament Hill 14 Adult 54 Junior	PARTLY ACHIEVED Parliament Hill = 0 Adults 74 Juniors
	Missed 40 bookings	Highgate Wood 42	Missed 40 bookings
Increase the number of golf visits at Chingford Golf Course.	Missed 18,677	Increase 2017/18 performance by 5% = 19,612	ACHIEVED 25,280
Increase the percentage of Learning Programme participants who are surveyed who are more knowledgeable about the natural history of our open spaces. (Learning objectives met)	ACHIEVED 100%	85% of participants surveyed	ACHIEVED 100%
Increase the percentage of new participants in the Learning Programme who are surveyed who report their intention to visit our open spaces with their families	ACHIEVED 94%	70% of participants surveyed	ACHIEVED 90%

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the percentage of Learning Programme participants who are surveyed who are from Black and Minority Ethnic or under-represented groups	ACHIEVED 51%	55% of participants surveyed	ACHIEVED 59%

Appendix 4

Targets that were missed by 10% or more	Reason for missing targets
The percentage of H&S accidents that are investigated within 14 days	<p>Target = 86% Actual = 77%</p> <p>The target which was set in 2016 has not been achieved for the three years. Performance in 2018/19 was comparable with 2017/19. Shift work and complex investigations has kept the 14-day target in the mid 70%'s. However, the Department is at 96% for investigation within 28 days which is the corporate performance measure.</p>
The average number of FTE working days lost per FTE due to short term sickness absence	<p>Target = 3.2 days Actual = 3.62 days</p> <p>There are often fluctuations in sickness absence which cannot be explained by any particular reasons. Management continue to be committed to managing sickness absence effectively and data is reviewed monthly by the Senior Leadership Team.</p>
The average number of FTE working days lost per FTE due to long term sickness absence	<p>Target = 2.3 days Actual = 4.24 days</p> <p>There are often fluctuations in sickness absence which cannot be explained by any particular reasons. Management continue to be committed to managing sickness absence effectively and data is reviewed monthly by the Senior Leadership Team.</p>
Tennis played at West Ham Park	<p>Target = 8,416 Actual = 6,413</p> <p>A very challenging target of increasing the number of court hours used by 25% on the previous year was set. The actual this year was only 5% down on the year before. Numbers were down during the hot summer period.</p>
Tennis played at Queens Park	<p>Target = 5,400 Actual = 4,266</p> <p>Numbers were down during the hot summer period. In addition, the courts were closed for a period in Sept / Oct 2018 due to resurfacing,</p>
Number of football bookings at West Ham Park	<p>Target = 86, Actual = 58</p> <p>The main Junior team that used WHP disbanded part way through the season.</p>

Committee(s) Open Spaces & City Gardens Committee	Dated: 15 July 2019
Subject: Revenue Outturn 2018/19 – Open Spaces & City Gardens	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. In total, there was a worse than budget position of £59,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Revenue Outturn £000	Increase/ (Decrease) £000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(2,618)	(2,557)	61
<i>Income</i>	864	654	(210)
Director of the Built Environment(City Gardens)	(132)	(117)	15
City Surveyor	(66)	(62)	4
Total Local Risk	(1,952)	(2,082)	(130)
Cyclical Works Programme	(201)	(101)	100
Central Risk	(194)	(135)	59
Recharges	146	58	(88)
Total	(2,201)	(2,260)	(59)

Details of the net £149,000 worse than budget position for the Director of Open spaces can be found under 4a)

Details of the £100,000 better than budget position within the Cyclical Works Programme can be found under 4b).

Details of the £59,000 better than budget position in Central Risk can be found under 4c).

Details of the £88,000 worse than budget position under Recharges can be found under 4d).

The Director of Open Spaces had a worse than budget position of £149,000 (Local Risk), this Outturn position has been aggregated with budget variations on services overseen by other committees, which produces across all Open Spaces a City's Cash overall worse than budget position of £83,000 (Local Risk) excluding the learning programme, and a better than budget Local Risk position of £207,000 for City Fund (the majority of which is an increase in income generated at the Cemetery).

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the services overseen by your Committee received in December 2018 was £2.096M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £2.260M, an adverse budget variance of £59,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income.

City Gardens, Bunhill Fields & The Open Spaces
Directorate
Comparison of 2018/19 Revenue Outturn with Final Agreed
Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason*
LOCAL RISK						
Director of Open Spaces						
City Gardens	Expenditure	(1,509)	(1,722)	(1,697)	25	
	Income	415	563	557	(6)	
Bunhill Fields	Expenditure	(116)	(117)	(127)	(10)	
	Income	-	-	-	-	
Directorate	Expenditure	(453)	(459)	(444)	15	
	Income	-	-	-	-	
Learning Programme	Expenditure	(382)	(320)	(289)	31	
	Income	363	301	97	(204)	
Total Director of Open Spaces Local Risk	Expenditure	(2,460)	(2,618)	(2,557)	61	4a)
Total Director of Open Spaces Local Risk	Income	778	864	654	(210)	4a)
Director of the Built Environment (City Gardens)		(132)	(132)	(117)	15	
City Surveyors Local Risk		(30)	(66)	(62)	4	
TOTAL LOCAL RISK		(1,844)	(1,952)	(2,082)	(130)	
Cyclical works Programme		(301)	(201)	(101)	100	4b)
CENTRAL RISK						
City Gardens		-	(29)	-	29	
Bunhill Fields		-	(48)	(48)	-	
Directorate		-	(30)	-	30	
Learning Programme		-	(87)	(87)	-	
TOTAL CENTRAL RISK		-	(194)	(135)	59	4c)
RECHARGES						
Insurance		(20)	(17)	(15)	2	
Admin Buildings		(78)	(74)	(80)	(6)	
Support Services		(209)	(303)	(306)	(3)	
Surveyor's Employee Recharge		(61)	(64)	(92)	(28)	
I.S. Recharge		(105)	(111)	(116)	(5)	
Capital Charges		(36)	(29)	(28)	1	
Recharges Within Fund (Directorate, Democratic Core, & Learning)		425	538	507	(31)	
Recharges Across Fund (Directorate Recharges)		185	206	188	(18)	
TOTAL RECHARGES		101	146	58	(88)	4d)
OVERALL TOTAL		(2,044)	(2,201)	(2,260)	(59)	

Reasons for Significant Variations

4. a) The Director of Open Spaces net worse than budget position of £149,000 is mainly due to a shortfall in income within the Learning programme. It had already been agreed by Policy & Resources in November 2016 that any net loss on the Learning Programme should be found either from departmental underspends or if necessary from City Cash Reserves.

b) The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.420m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3,471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £201,000, of which £101,000 was spent and the £100,000 unspent balance will be carried forward to 2019/20

c) The £59,000 better than budget position under Central Risk is due to the £29,000 transformation project being deferred as the original I.S. budget was inaccurate, the budget will be rolled forward to 2019/20 and alternate quotes sought by the City Gardens Manager. There was also an underspend of £30,000 in relation to the Fundraising Officer post not being filled during the period, the budget will be transferred into 2019/20.

d) The £88,000 worse than budget position under Recharges is mainly due to a decrease in rechargeable income (£49,000) by the Directorate (both within fund and across funds). This reduction in income is due to an underspend in the Directorate's Local and Central Risk budgets which are both rechargeable to other Open Spaces committees, with the Central Risk underspend relating to an unspent balance on the Fundraising Officer post. There was also an increase in Surveyors employee recharges (£28,000) and other smaller variances (£11,000).

Local Risk Carry Forward to 2019/20

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
6. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.

7. The Director's worse than budget position of £149,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme, and consequently the Director of Open Spaces has not requested a carry forward in relation to this fund. However, the Director of Open Spaces has requested a carry forward (£19,000) for City Gardens (City Fund) representing a contribution towards ULEZ compliant vehicles as City Fund had a better than budget position of £207,000 (Local Risk).

Appendices

- Appendix A - Movement between the Original 2018/19 Budget and the final 2018/19 agreed Budget
- Appendix B - Outturn Report 2018/19 (Hampstead Heath, Highgate Wood & Queen's Park Committee)
- Appendix C - Outturn Report 2018/19 (Epping Forest – Epping Forest & Commons Committee)
- Appendix D - Outturn Report 2018/19 (The Commons – Epping Forest & Commons Committee)
- Appendix E – Outturn Report 2018/19 (West Ham Park Committee)

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Movement between the 2018/19 Original Budget and the 2018/19 Final Agreed Budget

Open Spaces and City Gardens	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,844)
Director of Open Spaces	
Apprentices	(19)
Holiday back pay	(5)
Contribution pay	(3)
Repayment of Dept overspend (17/18)	42
Reinstatement of savings	(241)
Distribution of Director's resources to fund projects across all Open Spaces	193
Distribution of Director's resources to City Gardens for steam cleaner and replacing box hedging £30,000 and £9,000 for standpipe charges	(39)
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor requesting additional funding following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Open Spaces and City Gardens Committee.	(36)
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,952)

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Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	5 June 2019
Subject: Revenue Outturn 2018/19 – Hampstead Heath, Highgate Wood and Queen's Park	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. In total, there was a better than budget position of £256,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	(Increase)/ Decrease £000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(7,230)	(7,181)	49
<i>Income</i>	1,963	1,923	(40)
City Surveyor	(483)	(508)	(25)
Total Local Risk	(5,750)	(5,766)	(16)
Cyclical Works Programme	(1454)	(1156)	298
Central Risk	917	918	1
Recharges	(1,449)	(1,476)	(27)
Total	(7,736)	(7,480)	256

The only significant variation is within the Cyclical Works programme where there was a better than budget position of £298,000, further detail can be found in paragraph 4.

The Director of Open Spaces had a better than budget position of £9,000 (Local Risk), this better than budget position has been aggregated with budget variations on services overseen by other committees which produces a City's Cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for Hampstead Heath, Highgate Wood & Queen's Park services overseen by your Committee received in November 2018 was £7.780M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £7.480M, a favourable budget variance of £256,000 compared with the final agreed budget. This was a result of a better than budget position within the Cyclical Works Programme.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

Hampstead Heath, Highgate Wood, and Queen's Park
Comparison of 2018/19 Revenue Outturn with Final Agreed
Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Director of Open Spaces						
Hampstead Heath	Expenditure	(5,779)	(6,134)	(6,108)	26	
	Income	1,362	1,779	1,772	(7)	
Hampstead Heath – STEM and Policy						
Education	Expenditure	(24)	(41)	(30)	11	
	Income	-	-	-	-	
Queens Park						
	Expenditure	(609)	(620)	(628)	(8)	
	Income	110	118	88	(30)	
Highgate Wood						
	Expenditure	(425)	(435)	(415)	20	
	Income	58	66	63	(3)	
Total Director of Open Spaces Local Risk	Expenditure	(6,837)	(7,230)	(7,181)	49	
Total Director of Open Spaces Local Risk	Income	1,530	1,963	1,923	(40)	
City Surveyor						
City Surveyors Local Risk		(263)	(483)	(508)	(25)	
Total City Surveyor Local Risk		(263)	(483)	(508)	(25)	
TOTAL LOCAL RISK		(5,570)	(5,750)	(5,766)	(16)	
Cyclical Works Programme		(2,922)	(1,454)	(1,156)	298	4
CENTRAL RISK						
Hampstead Heath		930	928	928	-	
Queen's Park		(16)	(16)	(16)	-	
Highgate Wood		5	5	6	1	
TOTAL CENTRAL RISK		919	917	918	1	
RECHARGES						
Insurance		(110)	(94)	(97)	(3)	
Support Services		(521)	(627)	(628)	(1)	
Surveyor's Employee Recharge		(283)	(307)	(311)	(4)	
I.S. Recharge		(308)	(329)	(338)	(9)	
Recharges Within Fund (Directorate Democratic Core, and Learning)		(53)	(70)	(87)	(17)	
Recharges Across Fund (Structural Maintenance - Inspections)		(7)	(22)	(15)	7	
TOTAL RECHARGES		(1,282)	(1,449)	(1,476)	(27)	
OVERALL TOTAL		(8,855)	(7,736)	(7,480)	256	

Reasons for Significant Variations

4. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.420m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3,471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £1.454m, of which £1.156m was spent and the £298,000 unspent balance will be carried forward to 2019/20.

Local Risk Carry Forward to 2019/20

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
6. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
7. The Director's better than budget position of £9,000 (Local Risk) has been aggregated with budget variations on services overseen by other Committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently the Director of Open Spaces has no carry forward requests within City Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 Budget and the final 2018/19 agreed Budget

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Movement from the 2018/19 Original Budget to the 2018/19 Final Agreed Budget

Hampstead Heath, Highgate Wood and Queens Park	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(5,570)
Director of Open Spaces	
Apprentices	(10)
STEM & Policy Education C/F Balance	(16)
Local Risk contribution towards Adventure Playground capital project	90
Distribution of Director's resources to fund a Health & Safety Officer post (3 months)	7
Holiday Back Pay	(8)
Contribution Pay	(23)
City Surveyor:	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Hampstead Heath, Highgate Wood & Queens Park Committee.	(220)
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(5,750)

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Committee(s)	Dated:
Epping Forest & Commons	08 07 2019
Subject: Revenue Outturn 2018/19 – Epping Forest	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year.

In total, there was a favourable position of £464,000 for the services overseen by your committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	(Increase)/ Decrease £000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(4,468)	(4,455)	13
<i>Income</i>	1,778	1,758	(20)
City Surveyor	(393)	(375)	18
Total Local Risk	(3,083)	(3,072)	11
Cyclical Works Programme	(993)	(627)	366
Central Risk	(591)	(547)	44
Recharges	(993)	(950)	43
Total	(5,660)	(5,196)	464

The only significant variation is within the three-year Cyclical Works Programme for Epping Forest managed by the City Surveyor's Department where there was a better than budget position of £366,000, further detail can be found in paragraph 4.

The Director of Open Spaces had a 0.26% worse than budget position of £7,000 (Local Risk) for Epping Forest, this worse than budget position has been aggregated with budget variations on services overseen by other committees which produces a City's cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the Epping Forest services overseen by your Committee received in November 2018 was £5.481M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is shown in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £5.196M, an underspend of £464,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

Epping Forest
Comparison of 2018/19 Revenue Outturn with Final Agreed Budget

	Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK					
Director of Open Spaces					
Epping Forest					
Expenditure	(3,564)	(3,786)	(3,807)	(21)	
Income	928	1,152	1,165	13	
Chingford Golf Course					
Expenditure	(247)	(314)	(278)	36	
Income	313	366	353	(13)	
Wanstead Flats					
Expenditure	(230)	(218)	(217)	1	
Income	100	95	71	(24)	
Woodredon & Warlies					
Expenditure	(101)	(150)	(153)	(3)	
Income	84	165	169	4	
Total Director of Open Spaces Local Risk Expenditure	(4,142)	(4,468)	(4,455)	13	
Total Director of Open Spaces Local Risk Income	1,425	1,778	1,758	(20)	
City Surveyor					
City Surveyors Local Risk	(315)	(393)	(375)	18	
Total City Surveyor Local Risk	(315)	(393)	(375)	18	
TOTAL LOCAL RISK	(3,032)	(3,083)	(3,072)	11	
Cyclical Works Programme	(1,789)	(993)	(627)	366	4
CENTRAL RISK					
Epping Forest	(400)	(558)	(514)	44	
Wanstead Flats	(28)	(33)	(33)	-	
TOTAL CENTRAL RISK	(428)	(591)	(547)	44	
RECHARGES					
Insurance	(85)	(71)	(77)	(6)	
Support Services	(335)	(427)	(408)	19	
Surveyor's Employee Recharge	(336)	(309)	(298)	11	
I.S. Recharge	(176)	(188)	(194)	(6)	
Recharges Within Fund (Directorate Democratic Core, and Learning)	(52)	(83)	(45)	38	
Recharges Across Fund					
(Woodredon & Warlies)	117	100	83	(17)	
(Structural Maintenance)	(14)	(15)	(11)	4	
TOTAL RECHARGES	(881)	(993)	(950)	43	
OVERALL TOTAL	(6,130)	(5,660)	(5,196)	464	

Reasons for Significant Variations/Cyclical Works Carry Forward

4. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered at Epping Forest by the relevant departments, principally the City Surveyor, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.420m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3,471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £993,000, of which £627,000 was spent and the £366,000 unspent balance will be carried forward to 2019/20.

Local Risk Carry Forward to 2019/20

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
6. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
7. The Director's worse than budget position of £7,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently, the Director of Open Spaces has no carry forward requests within City Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 budget and the 2018/19 final agreed Budget

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Movement between the 2018/19 Original Budget to the 2018/19 Latest Agreed Budget

Epping Forest	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,032)
Director of Open Spaces	
Apprentices – Funding requirement for apprentices	(105)
Local Risk contribution towards Wood Pasture Restoration Capital Project	106
Local Risk contribution towards Staff Welfare Facility Capital Project	5
Local Risk contribution towards Artificial Grass Pitch Provision Capital Project	7
Local Risk contribution towards Epping Forest Patrol Vehicles ULEZ Compliant Capital Project	97
Distribution of Director's resources towards legal fees to pay for the QC to attend the Local Plan consultation	(7)
Distribution of Director's resources to fund one-off projects	(50)
Contribution Pay	(20)
Holiday Back Pay	(6)
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Epping Forest and Commons Committee.	(78)
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,083)

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Committee(s)	Dated:
Epping Forest & Commons Committee	8 July 2019
Subject: Revenue Outturn 2018/19 – The Commons	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. In total, there was a better than budget position of £303,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget	Outturn	(Increase)/ Decrease
	£000	£000	£000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(1,972)	(2,056)	(84)
<i>Income</i>	372	391	19
City Surveyor	(186)	(219)	(33)
Total Local Risk	(1,786)	(1,884)	(98)
Cyclical Works Programme	(705)	(342)	363
Central Risk	(49)	(28)	21
Recharges	(360)	(343)	17
Total	(2,900)	(2,597)	303

The Director of Open Spaces had a worse than budget position of £65,000 (Local Risk), this worse than budget position has been aggregated with budget variations on services overseen by other committees which produces a City Cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. There were significant net variations within the Director of Open Spaces Local Risk and the Cyclical Works Programme, further detail can be found in paragraphs 4 and 5 respectively.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the services overseen by your Committee received in November 2018 was £2.884M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £2.597M, an underspend of £303,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

Comparison of 2018/19 Revenue Outturn with Final Agreed Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Director of Open Spaces						
Burnham Beeches						
	Expenditure	(618)	(681)	(709)	(28)	
	Income	148	182	188	6	
Stoke Common						
	Expenditure	(50)	(49)	(53)	(4)	
	Income	28	27	32	5	
City Commons						
	Expenditure	(1,188)	(1,242)	(1,294)	(52)	
	Income	125	163	171	8	
Total Director of Open Spaces Local Risk						
	Expenditure	(1,856)	(1,972)	(2,056)	(84)	4
Total Director of Open Spaces Local Risk						
	Income	301	372	391	19	4
City Surveyor						
City Surveyors Local Risk						
		(145)	(186)	(219)	(33)	
Total City Surveyor Local Risk						
		(145)	(186)	(219)	(33)	
TOTAL LOCAL RISK						
		(1,700)	(1,786)	(1,884)	(98)	
Cyclical Works Programme						
		(981)	(705)	(342)	363	5
CENTRAL RISK						
Burnham Beeches						
		(18)	(33)	(18)	15	
City Commons						
		-	(16)	(10)	6	
TOTAL CENTRAL RISK						
		(18)	(49)	(28)	21	
RECHARGES						
Insurance						
		(19)	(15)	(19)	(4)	
Support Services						
		(158)	(202)	(191)	11	
Surveyor's Employee Recharge						
		(44)	(41)	(39)	2	
I.S. Recharge						
		(79)	(85)	(88)	(3)	
Recharges Within Fund (Directorate & Democratic Core)						
		(17)	(17)	(6)	11	
TOTAL RECHARGES						
		(317)	(360)	(343)	17	
OVERALL TOTAL						
		(3,016)	(2,900)	(2,597)	303	

Reasons for Significant Variations

- 4 The £84,000 increase in expenditure under the Director of Open Spaces is mainly due to a £29,000 additional grounds maintenance spend at Ashted Common due to an infestation of Oak Processionary Moth and their strategy of removing all known OPM nests, there was also an agreed (with the Director) overspend at Burnham Beeches of approximately £36,000 to fill the temporary hole left by absence of RPA grants for the year as we transfer to a new grants system. The remainder is due to Kenley tree safety works.
5. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.420m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3,471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £705,000, of which £342,000 was spent and the £363,000 unspent balance will be carried forward to 2019/20.

Local Risk Carry Forward to 2019/20

6. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
7. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
8. The Director's worse than budget position of £65,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently the Director of Open Spaces has no carry forward requests within City Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 budget and the 2018/19 Final Agreed budget

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Movement between the 2018/19 Original Budget and the 2018/19 Final Agreed Budget

The Commons	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,700)
Director of Open Spaces	
Contribution Pay	(7)
Holiday back pay	(2)
Apprentices	4
Distribution of Director's resources to fund one-off projects	(40)
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Epping Forest and Commons Committee.	(41)
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,786)

Committee(s)	Dated:
West Ham Park Committee	15 July 2019
Subject: Revenue Outturn 2018/19 – West Ham Park	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. In total, there was a better than budget position of £180,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	(Increase)/ Decrease £000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(926)	(967)	(41)
<i>Income</i>	220	287	67
City Surveyor	(55)	(82)	(27)
Total Local Risk	(761)	(762)	(1)
Cyclical Works Programme	(286)	(222)	64
Central Risk	(111)	32	143
Recharges	(260)	(286)	(26)
Total	(1,418)	(1,238)	180

There were significant net variations within the Cyclical Works Programme and Central Risk, further detail can be found in paragraphs 4 and 5 respectively.

The Director of Open Spaces had a better than budget position of £26,000 (Local Risk), this better than budget position has been aggregated with budget variations on services overseen by other committees which produces a City's Cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the services overseen by your Committee received in December 2018 was £1.403M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £1.238M, a favourable budget variance of £180,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

West Ham Park
Comparison of 2018/19 Revenue Outturn with Final Agreed Budget

		Original Budget	Final Agreed Budget	Revenue Outturn	(Increase) Decrease	Reason Paragraph
		£000	£000	£000	£000	
LOCAL RISK						
Director of Open Spaces						
West Ham Park	Expenditure	(876)	(926)	(912)	14	
	Income	203	220	232	12	
Parks and Gardens (Rechargeables)						
	Expenditure	-	-	(55)	(55)	
	Income	-	-	55	55	
Total Director of Open Spaces Local Risk	Expenditure	(876)	(926)	(967)	(41)	
Total Director of Open Spaces Local Risk	Income	203	220	287	67	
City Surveyor						
City Surveyors Local Risk		(83)	(55)	(82)	(27)	
Total City Surveyor Local Risk		(83)	(55)	(82)	(27)	
TOTAL LOCAL RISK						
		(756)	(761)	(762)	(1)	
Cyclical Works Programme		(600)	(286)	(222)	64	4
CENTRAL RISK						
West Ham Park		(69)	(111)	32	143	5
TOTAL CENTRAL RISK						
		(69)	(111)	32	143	
RECHARGES						
Insurance		(17)	(15)	(17)	(2)	
Support Services		(79)	(85)	(110)	(25)	
Surveyor's Employee Recharge		(40)	(42)	(48)	(6)	
I.S. Recharge		(38)	(41)	(42)	(1)	
Recharges Within Fund (Directorate Democratic Core, and Learning)		(15)	(77)	(69)	8	
TOTAL RECHARGES						
		(189)	(260)	(286)	(26)	
OVERALL TOTAL						
		(1,614)	(1,418)	(1,238)	180	

Reasons for Significant Variations

4. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.42m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3.471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your committee was £286,000, of which £222,000 was spent and the £64,000 unspent balance will be carried forward to 2019/20.
5. The better than budget position of £143,000 within Central Risk is mainly due to provision being provided for potential outstanding claims by Royal Parks for the provision of bedding plants since the closure of the Nursery. This matter has now been resolved and no claims will be forthcoming hence the favourable position.

Local Risk Carry Forward to 2019/20

6. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
7. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
8. The Director's better than budget position of £26,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently, the Director of Open Spaces has no carry forward requests within City's Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 budget and the 2018/19 Final Agreed budget

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Movement from the 2018/19 Original Budget to the 2018/19 Final Agreed Budget

West Ham Park	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(756)
Director of Open Spaces	
Apprentices – Funding for 1 apprentice	(13)
Holiday back pay	(1)
Distribution of Director’s resources to fund projects	(30)
Local Risk contribution towards Playground capital project	11
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor following the BRM asset verification exercise by SKANSKA – this resulted in reduced budget for the West Ham Park Committee due to the number of assets that required maintaining.	28
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(761)

Committee(s):	Date(s):
Open Spaces and City Gardens	15 July 2019
Subject: Health & Safety in the Open Spaces Department	Public
Report of: Director of Open Spaces	For Information
Summary	
<p>There was an increase in the number of reported accidents in the Open Spaces Department in 2018. Overall there was good reporting of accidents and near misses and most accidents were minor in nature. Seven of the more serious accidents were reportable to the Health & Safety Executive.</p> <p>Accidents (resulting in injury) and incidents (where no injury occurred) are investigated and lessons learnt are shared across the Department. Officers continue to seek to reduce accidents through a variety of measures including collaborative working and an annual H&S audit.</p>	
Recommendation(s)	
Members are asked to:	
<ul style="list-style-type: none"> • Note this report 	

Main Report

Background

1. Health and Safety (H&S) in the Open Spaces Department is managed through the Open Spaces H&S Improvement Group which is chaired by the Director and is attended by senior representatives of all the Divisions. Risk Management of H&S is a key focus for this group and is monitored through an annual audit as well as scrutiny of accident and incident records.
2. In accordance with Health & Safety legislation, all accidents, incidents and near misses in the workplace must be recorded and investigations carried out where necessary.

Accidents and Incidents

3. There were 135 accidents and incidents recorded in the calendar year 2018 of which 76 resulted in injury. The graph at Figure 1 shows this in relation to the three previous years. There was an overall rise in accidents resulting in injury from 57 in 2017 to 76 in 2018.
4. There continues to be good reporting of minor accidents and incidents not resulting in injuries and this points to a positive, open H&S culture around reporting.

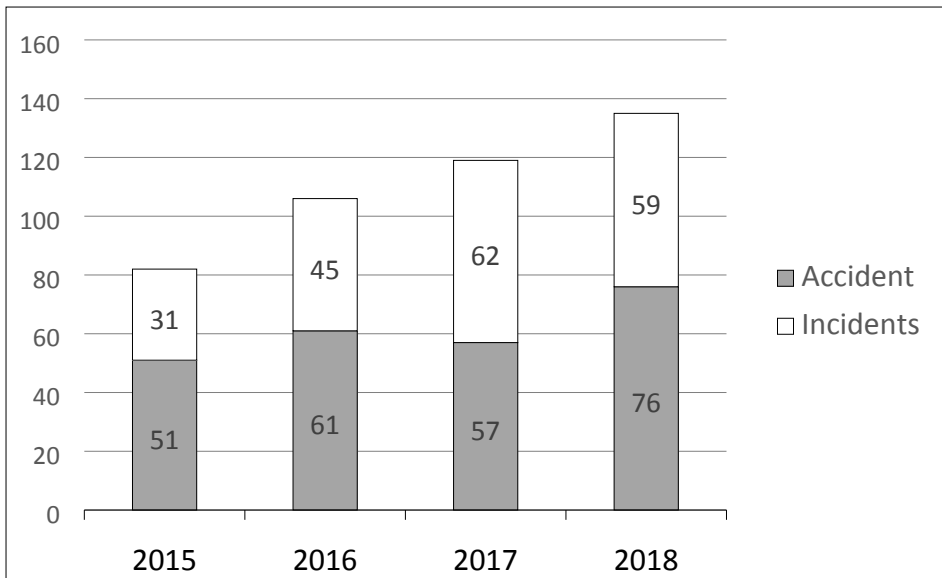


Figure 1 Accidents (resulting in injuries) and Incidents (no injury).

5. This increase in the number of accidents resulting in injuries between 2017 and 2018 occurred largely among employees rather than other groups (Figure 2) with a rise from 34 accidents in 2017 to 52 staff accidents in 2018. The number of accidents to members of the public showed a smaller increase. There was a decrease in accident to contractors working on our sites in 2018. The increase in accidents may reflect the very good reporting noted generally, as these were largely minor injuries and there continues to be good reporting of near misses, where nobody was injured.

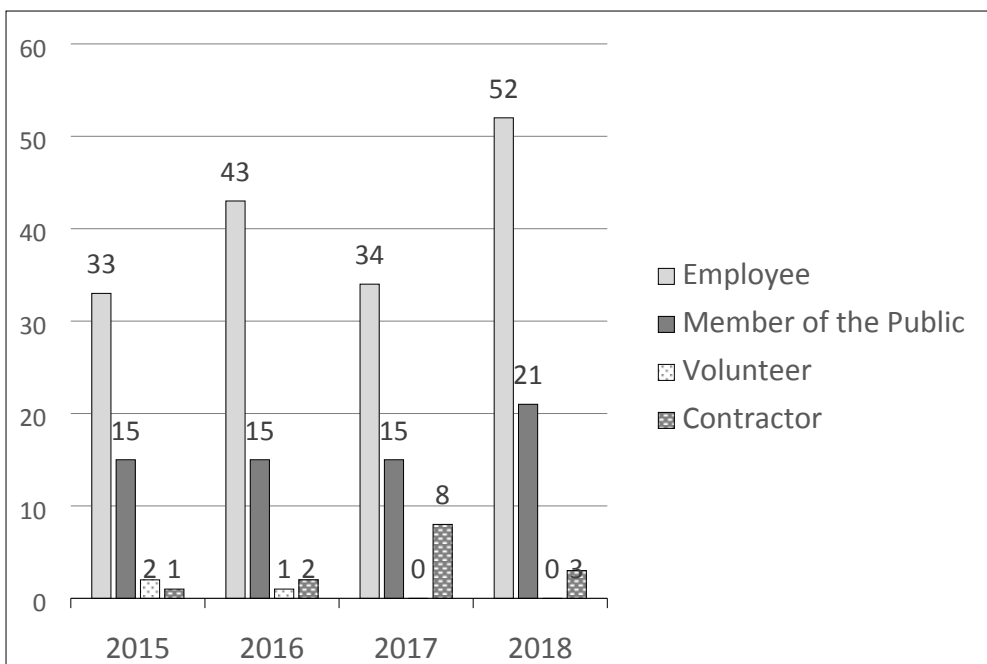


Figure 2 Accidents (resulting in injuries) to Employees, Volunteers, Contractors and Members of the Public.

6. The rise in employee accidents is within the range that accidents have been occurring in recent years, when compared with accidents per 100 full-time equivalent employees (Figure 3). This shows a trend of about 11 accidents per 100 employees per year over the last 4 years, despite changing numbers of employees.

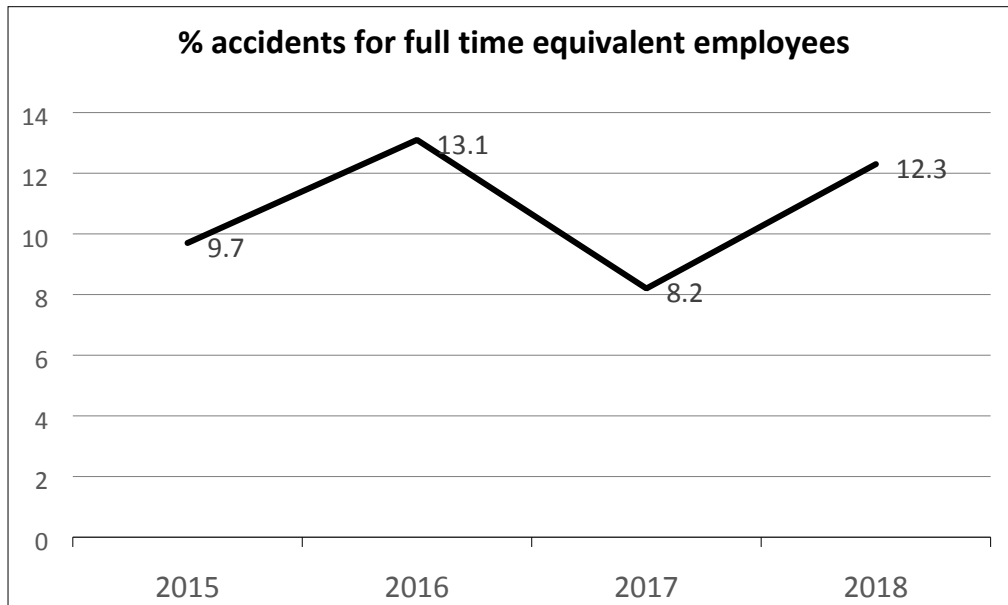


Figure 3 Employee accidents per 100 full time equivalent employees by year.

Severity of accidents (see Tables 1 and 2 of Appendix 1)

7. Most accidents in 2018 involved minor injuries, 67 out of 76 were minor injuries which did not require significant time off work. Of the nine more serious injuries, seven were reportable to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
8. Three staff injuries were reportable under RIDDOR as they necessitated taking more than 7 days off normal work activities:
- a broken finger;
 - sustained pain to the left calf while walking up an incline;
 - sustained pain to the back after lifting a heavy load.
9. One staff injury was reportable under RIDDOR due to a specified/major injury. This involved the member of staff suffering a broken ankle when they twisted their ankle in a small hole in a lawn area.
10. Three accidents involved members of the public being taken directly from site to a hospital for further treatment of which three were reportable under RIDDOR:
- a fractured arm following a fall on a level surface;
 - cut on abdomen after diving in a pond;

- suspected concussion, cuts and bruising to the head due to tripping on a grave edging stone and hitting another memorial.

Types of Accidents and Incidents

11. The types of minor accidents vary greatly and the numbers in any one category are low. Table 3 (in Appendix 1) broadly summarises the types of accidents/injuries which occur repeatedly in 2018. The highest frequency were accidents involving slips, trips and falls. Manual handling issues were responsible for many of the minor accidents and this is reflected in the numbers involving either crush, cuts, punctures or musculoskeletal injuries.
12. Recording and understanding incidents where injury did not occur is an important part of accident reduction. Incidents which do not result in injury are investigated along with those which do, to determine if there were lessons to be learnt from the event and information to be shared across the department.
13. These incidents (Table 4 in Appendix 1) include outcomes where there was damage to property, near misses and other incidents such as verbal abuse. There were 34 near miss incidents in 2018, slightly more than in 2017. The number of verbal abuse incidents reported was down from 13 in 2017 to 9 in 2018. There was slight decrease in 'damage to property' incidents, from 12 to 8 in 2018, largely minor vehicle collisions such as damaged wing mirrors.

Accident Investigation Performance Indicator (PI)

14. A PI requiring accidents to be investigated within 28 days, with a target of 85%, was introduced as a corporate wide performance indicator in 2018. This was introduced partly in recognition that investigations of accidents in departments like Open Spaces can often be complex and other factors like shift patterns can also influence the response performance for this indicator. Open Spaces achieved 96% compliance in 2018. Investigations were generally carried out to a high standard. (Performance against the previous PI of a 14-day investigation response was 77% in 2018.)

Preventative action

15. There are procedures in place to reduce risk and avoid chronic issues, such as hand arm vibration and noise related conditions. Driver assessment and training are being carried out in line with driver management guidance and the corporate driving policy. Officers in Open Spaces work routinely with colleagues in other departments to provide a safe working environment and safe working procedures, such as H&S teams in the Town Clerk's and Surveyors departments, including Occupation Health, the Fire Officer and other specialist advisors.
16. A workshop on H&S Leadership for Senior Management was attended by the Director and the Senior Leadership Team in March 2018. This focused on their responsibilities and role in the strategic management of H&S and its integration into business management.
17. There is evidence of a link between poor mental health and higher rates of accidents in the workplace. Prolonged absence following an accident or

sickness may also hide underlying poor mental wellbeing. The CityWell initiative launched in April 2016 continues to promote wellbeing among staff, including mental health awareness. Mental Health First Aid training has been rolled out in 2018, with further training opportunities planned. A referral system for mental healthcare is available and awareness campaigns are being run to help destigmatise discussions of mental health in the workplace and to help with the process of disclosure to line managers.

18. Although staff are routinely trained and instructed in manual handling in the Department, towards the end of 2018 we began developing our own programme for the prevention of musculoskeletal injuries through physiotherapy sessions across the open spaces, focusing on warmup exercises which staff will be encouraged to complete before daily work. They will be aimed at as many manual staff as possible. This programme is supported by the H&S advisory team in the Town Clerks department.
19. The annual audit of H&S procedures and practices across the department provides assurance and an opportunity to share good safety practice and expertise. Self-assessments are carried out in each division and these are validated by peer visits between all divisions on a two-year cycle. A summary of the results of the audit is submitted by the Director in consultation with the unions, to the Town Clerk each year to provide an Annual Certificate of Assurance (ACA). A copy of the 2018 audit summary is attached as Appendix 2. The successful submission of the ACA is a corporate performance indicator.
20. Additional Open Spaces H&S policy and guidance documents were developed during the year for topics including, breaking ground, unexploded ordnance & found firearms.
21. Significant progress was made in fire prevention in the department in 2018. Fire risk assessments were brought up-to-date and actions identified. Habitat fire management plans are in place in relevant divisions. Despite this work a significant area of Wanstead Flats was damaged by fire during the hot weather. Officers worked well with the Emergency Services in responding to the incident and the ongoing relationships built up with emergency planning contacts (Local Authority Liaison Officers), assisted in this regard. Lessons learnt were reported back to officers in other divisions.

Corporate & Strategic Implications

22. Managing Risk and reducing our accident rates is driven by three of our departmental values of 'Quality', 'Inclusion' and 'People' as expressed in the Open Spaces Business Plan. Accident reduction is a key part of the Open Spaces H&S Plan as part of the Corporate H&S Policy.

Conclusion

23. 2018 saw a significant increase in accident numbers in the Open Spaces Department. However, the majority of accidents across all groups resulted in minor injuries and there is a decrease in the number of more serious accidents. There is also very good reporting of incidents which did not result in injury, which suggests the overall increase may partly reflect a good and open culture of reporting. Seven incidents warranted reporting to the Health &

Safety Executive under RIDDOR. Accidents, and incidents where no injury has occurred, are investigated and the lessons learned are shared across the Department.

Appendices

- Appendix 1 – Tables 1 to 4
- Appendix 2 – 2018 Open Spaces H&S Annual Certificate of Assurance Summary

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Appendix 1 – Tables 1 to 4

Table 1 Severity of accidents by group

	Employee	Public	Volunteer	Contractor	2018
Fatality	0	0	0	0	0
MOP Going to Hospital	0	5	0	0	5
Specified / Major Injury	1	0	0	0	1
Over 7 Day Injury	3	0	0	0	3
Minor Injury	48	16	0	3	67
Total	52	21	0	3	76

MOP = Member of the Public

Table 2 RIDDOR reportable accidents/occurrences

Accidents/Occurrences	2016	2017	2018
Dangerous Occurrence	0	0	0
Over 7 days off normal duties	3	4	3
Member of the Public going to hospital (following an accident related to CoL activities)	1	3	3
Disease (related to work activities)	0	0	0
Specified fracture	3	1	1
Fatality	0	0	0
Total	7	8	7

Table 3 Types of accidents resulting in minor injuries

Accident type	Occurrence
Slips, trips, falls	21
Hit by	17
Musculo-skeletal injury	9
Cuts, punctures	5
Crush or trapped finger/hand/foot	4
Noise	2
Sting	2
Hit by animal	2
Assault	1
Dust in eye	1
Heat stroke	1
Burn	1
Exposed to a harmful substance	1

Table 4 Incidents where no injury has occurred

Incidents	2015	2016	2017	2018
Damage to property	16	7	12	8
Near Miss	11	29	29	34
Verbal Abuse	4	5	13	9
Other incidents	0	4	8	8
Total	31	45	62	59

Appendix 2 – 2018 Open Spaces H&S Annual Certificate of Assurance Summary

	Health and Safety	Date:- 23/1/19
	Annual Certificate of Assurance	
	Department:- OPEN SPACES	

I am aware that I need to monitor performance with regard to Health and Safety. This certificate is given in order to confirm this action and to report significant findings in respect of best practice and exception, and is produced to assist the Department and the City as a whole in their goal of constant improvement.

Signed.
Chief Officer/Director: Colin Buttery

I can confirm that there has been regular opportunity for consultation and active involvement with the trades unions and employee representatives in connection with health and safety matters.

Signed
On behalf of GMB/Unite: Julian Parker (GMB); Kevin O’Gorman (Unite)

Committee in place and meetings held.		Dates: 14 March 2018 31 July 2018 13 Sept 2018 12 Dec 2018
Policy document.	Reviewed by: OS H&S Improvement Group	Date: December 2018
Top “x” report	Monitored by: OS H&S Improvement Group OS divisions	Dates: July 2018 quarterly
Inspection Programme	Monitored by: OS H&S Improvement Group. A summary report was presented to the Open Spaces & City Gardens Committee in 2018 on the 2017 performance.	
Assurance Team.	Programme managed by: Patrick Hegarty	Assurance Team Members: Declan Gallagher (NLOS) Jake Tibbetts (CG) Nick Clayden (EF) Stella Fox (WHP) David Kemp (Cem&Crem) Lucy Murphy (WHP) Patrick Hegarty (CG) Alex Piddington-Bishop (CG) Murdo MacMillan (NLOS) Allan Cameron (Commons) David Barnard (NLOS)

Findings and Action Plan

Findings:
Comprehensive self-assessments of H&S were done by divisions. Verification visits were carried out at Epping Forest, Tower Bridge, The Commons (Burnham Beeches) and CoL



	Health and Safety	Date:-
	Annual Certificate of Assurance	
	Department:- OPEN SPACES	23/1/19

Cemetery & Crematorium. (OS divisions are generally verified over a two-year cycle or prioritised on a risk basis). Tower Bridge was integrated in the audit system this year.

Action (including responsible person, target dates, references etc.):
Divisional action plans have been produced for H&S improvements in 2019. A summary report on H,S&W will be presented to the Open Spaces & City Gardens Committee (target July 2019).

Findings:
We continue to find that overall no major issues were evident through the audit and many good systems are in place and improvements seen on previous audits. It was noted that many of the issues that were evident are of a lesser or 'housekeeping' nature and there was a drop in accidents and near misses occurring due to defective equipment, installation or maintenance compared to 2018. Some of the good practice identified on site included, staff quizzes on H&S and high standards of tree safety inspections.

Action (including responsible person, target dates, references etc.):
An ongoing commitment is required of all managers and staff to keep on top of housekeeping issues including keeping work areas tidy, site inspections and ensuring equipment is correctly installed and maintained. This ongoing commitment includes ensuring systems are maintained and monitored such as first aid provision, fire checks, relevant notices in place, site and vehicle security maintained, etc.

Findings:
The new staff leading on H&S in Epping Forest (EF) have now settled in and are making significant improvements on local training, records and compliance.

Action (including responsible person, target dates, references etc.):
EF will continue to be supported through site visit by staff from other divisions as part of the 2019 audit validation programme.

Findings:
The departmental H&S Improvement Group (H&SIG) continues to be an effective focus of H&S progress. It meets quarterly, is chaired by the Director and is well attended by all divisions and supported by central H&S colleagues in the Town Clerk's (TC) and City Surveyor's (CS) departments. The work of the H&SIG includes sharing information, monitoring accident trends and other indicators, organising the H&S Audit. It also develops risk assessments and safe systems of work through a Sub-group and departmental level guidance through the OS H&S Plan (reviewed in Dec 2018). During 2018 new policy/guidance sections were developed for the Plan, covering Breaking Ground and Unexploded Ordnance & Found Firearms, all focused on the operation of the OS Department. Other H&S meetings were also well supported at all levels (corporately, departmentally and divisionally) in support of the HS&W Policy.

Actions:
Continue to support good communication of HS&W in 2019. The OS H&S Sub-group to carry out two further topic reviews to provide appropriate guidance to OS staff.

Findings:
A programme of development/review of risk assessments (RAs) for the control of substances hazardous to health (COSHH) was put in place through the Sub Group in 2018.



	Health and Safety	Date:-
	Annual Certificate of Assurance	
	Department:- OPEN SPACES	23/1/19

This was identified as an area for action arising from the 2017 ACA and a temporary staff member was tasked on behalf of the Department, with discretionary funding from the Director. A large proportion of the work has been done and is expected to be completed in early 2019.

RAs are in place across the department, some are based on generic RAs produced by our H&S Sub-group but RAs are also produced in divisions and made available as a shared resource across the Department. A review of these and a co-ordination project was initiated in 2018 and has made significant progress in scoping the work.

Action (including responsible person, target dates, references etc.):
Complete the COSHH RAs in early 2019 on behalf of all Divisions and continue to develop the co-ordination, quality control and production of general risk assessments as a shared resource.

Findings:

Very good ongoing central support from the HS&W and OH sections of the TC Department and the CS Department was noted across the OS Department in the form of attendance at H&S meeting and follow up of individual issues. Particular emphasis has been placed on fire safety and staff welfare, particularly mental health, during the year.

Action (including responsible person, target dates, references etc.):
Continue the close working with the CoL central support teams, particularly regarding fire habitat action plans. A programme of staff awareness of musculo-skeletal issues is being developed for roll-out in 2019 with support from the TC department.

Findings:

Across the department driver training and procedures, including licence checks, are in place in line with the Corporate Transport Policy and compliance levels continue to be high.

Action (including responsible person, target dates, references etc.):
Maintain the focus on compliance with the Corporate Transport Policy and ensure new starters are followed up.

Findings:

Local management and supervision of staff, equipment and facilities was generally of a high quality with clear roles, responsibilities and procedures established.

Action (including responsible person, target dates, references etc.):
Maintain the improvements as an integral aspect of site management.

Findings:

Excellent reporting and investigation of accidents and incidents is being undertaken across the department and the time it takes to complete investigations of accidents is improving. In 2018 78% of accident investigations were completed within 14 days (target 80%) and 96% were completed within 28 days (target 85%). This performance reflects the shift working patterns and the complexity of the investigation within the department.

Action (including responsible person, target dates, references etc.):
Continued focus on the quality and timeliness of accident investigations to try to bring up the 14 day performance indicator without compromising investigations.

Committee(s): Epping Forest and Commons Open Spaces and City Gardens Policy and Resources	Date(s): 8 July 2019 15 July 2019 19 September 2019
Subject: Proposed development and submission of a partnership funding bid to Heathrow Airport Limited.	Public
Report of: Colin Buttery, Director of Open Spaces	EFCC - For Decision OSCG – For Information
Report author: Andy Barnard, Superintendent of The Commons	Policy and Resource – For Decision

Summary

Members are aware from previous visits and reports that the Burnham Beeches Special Area of Conservation (SAC) is under growing peril from a variety of external environmental threats associated with planned development in the area. Foremost of the imminent, planned developments is the expansion of Heathrow Airport Limited to provide a third runway.

This report outlines a partnership proposal to develop a funding submission to the Secretary of State of Transport to create and restore Habitats of Principle Importance (HPI) in and around the Burnham Beeches SAC, whilst providing value (measured in generic biodiversity units) that could contribute to the biodiversity offsetting strategy being pursued by Heathrow Airport Limited; these both being aims of the Airports National Policy Statement. General funding of this activity would be met by Heathrow Airport Limited in terms of set up and long-term delivery and management costs ‘in perpetuity’.

Recommendation(s)

Members are asked to:

- i. Approve delegated Authority to the Director of Open Spaces to agree a Memorandum of Understanding with Heathrow Airport Limited that will:
 - a. Guide the City’s ‘promotion and coordination role’ during the development of the project
 - b. Lead to the submission of a collaborative bid to Heathrow Airport Limited to fund a landscape scale project that will secure ‘net biodiversity gain’ in and around Burnham Beeches SAC.

- ii. Note the indicative timetable (paragraph 12) provided by Heathrow Airport Limited.

Main Report

Background

1. The 2010 Government review of England's wildlife sites (the Lawton Review), in its final report 'Making Space for Nature', set out a clear vision moving away from the idea of wildlife contained in isolated reserves and towards whole landscapes that are vibrant, wildlife rich and ecologically functioning. This was translated into making important sites such as Burnham Beeches SAC 'bigger, better and more joined up'.
2. By contrast, Burnham Beeches' habitats are currently suffering from increased pressure from developments at its boundaries. Unlike Epping Forest, Burnham Beeches has no buffer land to protect it spatially from urban encroachment. This has been of growing concern in recent decades as the site has become increasingly and negatively impacted upon by increased traffic and housing density, worsening air quality and landscape fragmentation.
3. The need to protect the Burnham Beeches SAC by working in partnership with local landowners and others was first identified in 2005 when a feasibility study commissioned by the City and Plant Life concluded that a landscape scale project, working with other local landowners and interested bodies, was both feasible and urgent. However, only the initial stages (mainly the expansion of conservation grazing across Burnham Beeches) were taken forward in the intervening years due to lack of large scale funding. The opportunity provided by Heathrow Airport Ltd has the potential to reinvigorate this urgent project.
4. The expansion of Heathrow Airport to provide a third runway was supported by the Court of Common Council in October 2015 as part of the City's Aviation Policy. Officers and Members recognised that such an expansion is likely to have a positive impact on Businesses within the City and increase visitor numbers to London, but noted that such expansion should not have a negative impact on the local environment.
5. Heathrow Airport Ltd have committed to achieving a net gain in biodiversity as part of the third runway project. To achieve this they must agree and deliver projects on their own or with third parties to mitigate and exceed any biodiversity loss directly associated with that development.
6. As such, the development of the third runway at Heathrow provides an opportunity to apply for significant funding that would be a 'win-win situation' for both Burnham Beeches SAC and the expansion of the airport.

Current Position

7. Following the identification of Burnham Beeches SAC as a European site potentially at risk of Likely Significant Effects within the Habitats Regulations Assessment (HRA) that accompanies the Airports National Policy Statement, Officers have positively engaged with Heathrow Airport Ltd. Discussions have included the assessment of effects on the SAC and mitigation and compensation measures that could be delivered in line with documents published by Heathrow

during their first consultation and at the Environmental Impact Assessment (EIA) scoping stage.

8. In 2018 following discussions with Heathrow's Ecological Consultants (Wood), Officers, along with a consortium of interested parties including Natural England, Plant Life and local landowners started to develop plans, to link the Burnham Beeches Special Area of Conservation with nearby Littleworth Common Site of Special Scientific Interest (SSSI) to enhance the landscape for wildlife and people.
9. Heathrow requested a 'scoping document' be developed to include broad delivery costs, the City of London to act as the promoter and coordinator of the scheme. Your Officers then met again with local landowners, South Bucks District Council and Natural England to establish the level of support that might exist for the project at this very early stage.
10. The scoping document and associated map can be found in the non-public section of the Committee papers and is attached as Appendix 1 and Map 1 respectively. They were submitted to Heathrow in April 2019. Members will note that its general aim is to place Burnham Beeches SAC at the heart of a resilient and biodiverse area of around 6km² of which 200ha would be restored to Priority One habitat to the benefit of people and wildlife.
11. Officers have since met with Heathrow Airport Ltd who have indicated that the proposal is now of significant interest to them given its large-scale ambition and closeness of match to its own requirements.
12. Heathrow Airport Ltd have now asked that the City now works more closely with them to develop a detailed project bid, indicating that they require confirmation of what can be achieved along with more accurate costs and a higher level of confidence that partners are willing to agree appropriate legal steps. They require this detail be provided by October 2019 and aim for all agreements to be signed off by February 2020.
13. General funding of this activity would be met by Heathrow Airport Limited in terms of set up and long-term delivery and management costs, 'in perpetuity'. In the very short-term there may be some limited costs to the City to get the project to the formal submission stage, generally in terms of Officer time (see para 15. iii).
14. It can be seen from the above that the project proposal's development and submission process is now gaining traction and a more formal structure is required. A Memorandum of Understanding will be produced to set out the working arrangements between the City (as the coordinator and local lead) and Heathrow Airport Limited to include the proposed timeline, aims and objectives covering the coming 6 – 9 months. Once the project proposal has been developed to the satisfaction of all parties it will be considered for submission to the Secretary of State for Transport for approval.

Proposals

15. It is proposed that:

- i. Working collaboratively with Heathrow Airport Limited, national environmental organisations and landowners, the City Corporation will develop and submit a formal project proposal which if successful, will assist Heathrow to achieve its requirement for 'net biodiversity gain' and ensure the wider long term protection of the Burnham Beeches SAC from long term environmental harm.
- ii. Activities to develop the bid will include detailed discussions and agreements with neighbouring landowners and biological surveys across multiple boundaries.
- iii. The Superintendent and Conservation Officer will continue to lead this project on the City's behalf until the outcome of the submission to the Secretary of State is known in 2020. The latter's role will be backfilled using Priority Investment Pot funding as approved in 2018. During this period support will be required from the City Surveyor, Comptroller and City Solicitor and Chamberlain
- iv. It is intended that the final project proposal will include funding for two additional temporary posts to meet the demands of the delivery stage as well as a permanent post-delivery role to oversee the general management of the project area 'in perpetuity'.
- v. Working arrangements for i-iv above will be guided by the approved MOU.

Corporate & Strategic Implications

Approval of this recommendation will help the City Corporation to achieve the Corporate Plan aims and outcomes to:

- Shape outstanding environments.
 9. Advocate ease of access via air, rail, road, river and sea
 11. We have clean air, land and water and a thriving and sustainable natural environment.
 12. Our spaces are secure, resilient and well maintained
- Contribute to a flourishing society
 2. People enjoy good health and wellbeing

It will also help deliver the City's Responsible Business Strategy, by addressing

- Outcome 2: 'The Planet is Healthier', specifically Priority 5: 'Biodiversity'.

It will help us achieve our Departmental Business Plan outcomes:

- Open spaces and historic sites are thriving and accessible.
 1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced.
 4. Our habitats are flourishing, biodiverse and resilient to change

Implications

16. Heathrow Airport's plans for a third runway provides a unique opportunity to meet the City's aim to support global economics via the development of the third runway at Heathrow whilst helping to protect its natural assets at Burnham Beeches as follows:
 - i. Long-term commitment of adjoining private land to protect the City's Assets at Burnham Beeches
 - ii. Direct linkage and enhancement of the City's assets and associated biodiversity to the wider landscape
 - iii. Greater opportunities for public appreciation of the City's assets and wider landscape,
 - iv. Enhanced partnership working with neighbouring land owners
 - v. Potential acquisition of adjacent land by the City Corporation for recreational use thereby reducing current levels associated harmful impacts to that part of the SAC owned by the City Corporation.
 - vi. Minimal financial risk. Heathrow have strongly indicated that they will provide details of legally assured funding for the project through the development and delivery stages and provide management funding 'in perpetuity'
17. Broad estimates for the financial value of the project are currently estimated to be in the range £1,300,000 to £2,000,000 excluding any potential land acquisition and agricultural tenancy issues (which would require separate costing) for which the services of the City Surveyor and Comptroller and City Solicitor would be required.
18. A number of external factors have the potential to heavily influence the outcome of this project in terms of scale and ambition including the willingness of neighbouring landowners to formally work with the City to deliver the project in either whole or part. Competing projects from other bodies will also influence how Heathrow decide to meet their biodiversity net gain ambitions. Ultimately Heathrow Airport Limited will take the final decision concerning any submission to the Secretary of State for Transport.

Comptroller and City Solicitor's comments.

19. There are no legal implications at this stage. The formal steps required to facilitate the project and any legal issues arising will become clear as the proposals are developed.

Open Spaces Charities

20. Burnham Beeches and Stoke Common is Registered Charity No 232987. Members will note that decisions they take in relation to the relevant charity must be taken in the best interests of that charity.

Conclusion

21. Heathrow Airport Limited are required to achieve biodiversity net gain as part of the development of the third runway and are keen to develop the project proposal provided by the City of London earlier this year.
22. A biodiversity net gain partnership with Heathrow Airport, Natural England and local landowners would help the City to achieve its often-conflicting roles to support global business whilst protecting the natural environment.
23. The impact of a successful funding submission would reinforce the City's role as an advocate and leader in shaping outstanding environments and evidence that the City recognises its depth of influence beyond the square mile. It would reflect that the City is a 'responsible' organisation committed 'in action' to increasing our positive impact on the environment.
24. Heathrow Airport Limited have confirmed their high level of interest in the proposed project due to its large scale. It is apparent that this scale and ambition needs to be retained if they are to support this proposal for submission to the Secretary of State. Therefore, there remains some uncertainty given the external influences outlined in para 18.
25. The impact on Burnham Beeches would be substantial, directly and indirectly securing this internationally recognised Specific Area of Conservation from the impact of development at Heathrow and elsewhere, thus enhancing its natural habitats, biodiversity and providing additional opportunities for recreation.

Appendices

Appendix 1. Outline scoping document to Heathrow. April 2019. **See non-public section of the agenda.**

Map 1. Burnham Beeches SAC and surrounding area – landownership boundaries. **See non-public section of the agenda.**

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Committee Open Spaces and City Gardens Committee	Dated: 15/07/2019
Subject Central Grants Programme (CGP) – Annual Report	Public
Report of: Chief Grants Officer (CGO) and Director of City Bridge Trust	For Information
Report author: Jack Joslin, Head of Central Grants Programme, Central Grants Unit (CGU)	

Summary

This annual report provides an update on the Central Grants Programme (CGP). The report includes the outcomes of the four CGP grant programmes delivered in 2018/19; an update on the monitoring and evaluation of the CGP and an outline of the next deadlines for 2019/20.

Recommendations:

- a) To note the Central Grants Programme (CGP) Annual Report

Main Report

Background

1. In March 2016, the Resource Allocation Sub-Committee and the Policy and Resources Committee received a report outlining the work that had been undertaken to date to implement the recommendations of the Effectiveness of Grants Service Based Review (SBR). The aim of the review was to increase the strategic impact of grant-making, ensure that the grants are managed more efficiently and effectively, improve the consistency and quality of the customer experience and so bring consequential reputational benefits. The report recommended a consolidated CGP be implemented.
2. In order to manage the CGP effectively a new Central Grants Unit (CGU) was proposed to administer the programme. The CGU would be responsible for the management of all grant applications, monitoring and evaluation processes and committee reporting procedures.
3. It was agreed that the CGU would be co-located with the City Bridge Trust team (CBT) in order to facilitate consistency of approach and harmonise service standards. The Chief Grants Officer, responsible for the grant-making activities of CBT would maintain an overview of the CGU, with relevant input from the Head of Charity and Social Investment Finance (Chamberlain's Department), with the work being delivered by the Head of Central Grants Programme (HCGP).

4. In March 2018 the Resource Allocation Sub-Committee and Policy and Resources Committee met and both agreed to support the implementation of the CGP on a permanent basis from the 1st April 2018. Members agreed an uplift to the City's Cash Grants element of the CGP Budget to enable this to equal £250,000 annually, being approximately 20% of the City's Cash grants budget. Members also noted the uplift of £10,000 applied to the operating costs of the CGU to £60,000, included within the approved CBT budget for 2018/19. This amount is supplemented by contributions from City of London (COL) Charities that the CGU supports.
5. The four CGP funding themes were agreed in March 2016 by the Policy and Resources Committee, and the eligibility criteria subsequently agreed by each respective grant-giving committee.

Overview of CGP

6. The table below outlines the total number of successful applications awarded in the year ending 31 March 2019.

12 Month Grant Period April 2018 – March 2019		
CoL Programme	Number of Grants	Amount Awarded
Education & Employment	17	£280,790
Inspiring London through Culture	25	£189,224
Enjoying Green Spaces and the Natural Environment	12	£155,475
Stronger Communities	13	£92,725
Total	67	£718,214

7. An update in more detail on the progress of the four CGP grant rounds for 2018/19 is provided in **Appendix 1**.
8. Detail of all applications approved, withdrawn and rejected under the CGP in 2018/19 is shown at **Appendix 2**.
9. A breakdown of the Management costs for the CGU in 2018/19 is shown at **Appendix 3**.

Education and Employment

10. The Education and Employment theme of the Central Grants Programme is responsible for the distribution of funds from the City Educational Trust (290840) and the Combined Education Charity (312836). Grant decisions for this programme are made by the Education Sub-Committee.
11. Revised criteria were approved by the Education Board on 8 March 2018 and two grant rounds have taken place in 2018/19 with deadlines in June and September. 17 applicants were awarded funding totalling £280,790 across the two Charities.

Inspiring London through Culture

12. One of the three City's Cash Grants Programmes the Inspiring London through Culture programme remains one of the most in demand themes under the Central Grants Programme.
13. In January 2019 this programme received a significant amount of applications totalling over £200,000. After an initial review it was deemed that the majority of applications were of a high quality. In order to meet the demand of this round Officers consulted with the Chairman and Deputy Chairman of the Finance Committee to seek approval of an early transfer of an underspend from another City's Cash grants budget. Approval was given for a further £56,655 to be added to the budget for this grant round, to meet the demand.
14. In 2018/19 this programme saw an increase in demand receiving 34 applications across two grant rounds. 25 applications were awarded funding totalling £189,224.

Stronger Communities

15. The Children and Community Services Committee agreed in February 2018 that the activities of a small grants programme it oversaw be combined with those of the City's Cash element of the Stronger Communities theme.
16. In 2018/19 the Stronger Communities Programme had two grant deadlines in June and November 2018 incorporating the new small grants process. 30 applications were received in total, with 13 grants awarded funding totalling £92,725. Although the programme received a high volume of applications the rejection rate was very high, leaving an underspend in the year. Analysis of rejections from the programme shows that many applicants misunderstand the criteria and the geographical restrictions. The CGU is working with the Department of Community and Children's Services (DCCS) Officers to ensure a more targeted outreach programme for 2019/20. The CGU will continue to work with applicants to improve the quality of applications.
17. At the February 2018 DCCS Committee, Members resolved that £30,000 of the Stronger Communities budget (City's Cash) under the CGP could be committed to support grants to organisations applying through a new 'crowd funding' platform run by Spacehive. The CGU continues to manage the Spacehive grants programme and several projects have been supported delivering work in the Aldgate Square area. The 'Our City' programme has now been rolled out City wide and expects to see significant increase in applications for support through Spacehive.
18. In accordance with the decisions of the trustees of the Corporation of London Benevolent Association (206643) (the Association) and the Community and Children's Services Committee, on behalf of the City Corporation as Trustee of the Combined Relief of Poverty Charity, the Association's assets were transferred to the Combined Relief of Poverty Charity (1073660) as a restricted fund on 31 October 2018. Work is ongoing with DCCS Officers, supported by the Chamberlain's and Comptroller and City Solicitor's

departments, to update the Stronger Communities eligibility criteria to reflect the availability of additional funds for distribution following the transfer of assets from the Association to the Combined Relief of Poverty Charity, and the restrictions on these funds, and to ensure that grants will be awarded from this Charity in 2019/20.

Enjoying Green Spaces and the Natural Environment

19. Enjoying Green Spaces and the Natural Environment held one round in 2018/19. As the grant round in the previous year had been unsubscribed work was done to ensure that the programme was well publicised. The CGU worked with Open Spaces Officers to do targeted funding workshops for applicants to this programme. An additional information page was uploaded to the Open Spaces webpages and targeted support was provided to applicants.
20. After successfully marketing the programme officers noted a significant increase in applications to the programme, with the majority being of a high quality. 17 were received in total with 12 projects awarded funding totalling £155,475.

Monitoring

21. The HCGP has set up and implemented the online monitoring and evaluation system in line with best practice from the CBT. Monitoring is generally of a good standard with grantees reporting on the success and impact of their funded schemes, the enhanced reach of the funding provided and how the funding has helped to leverage additional or match-funding for projects.
22. The CGU currently oversees and manages 93 active grants across all programmes.

General

23. The table below outlines the shows the application deadlines for the CGP in 2019/20.

Funding Theme	Application Deadlines
Education and Employment	April 2019 October 2019
Inspiring London through Culture	May 2019 January 2020
Stronger Communities	May 2019 November 2019
Enjoying Green Spaces and the Natural Environment	October 2019

24. The CGP received some positive exposure in the press in 2019/20. **Appendix 4** shows a sample list of media engagements.

25. The CGU will continue to work with the CGO, The Comptroller and City Solicitor's Department and the Chamberlain to explore the consolidation and rationalisation of charities associated with the City Corporation, in particular those whose purpose is charitable funding.
26. The City of London holds a contingency fund of £100,000 in its City's Cash budget, allocated to the International Disasters Fund (IDF) administered by the Finance Committee. The CGU provide advice and make recommendations to the Finance Committee about where to distribute IDF in response to International Appeals. This year donations to the value of £100,000 have been made to the Disaster Emergency Committee (DEC) and Save the Children in response to the two Indonesian Tsunami's and a further donation to the DEC in response to the humanitarian effort in the wake of Cyclone Idai in Southern Africa.
27. Discussions are happening between the CGU and other departments around taking on additional programmes of work.

Appendix 1 – CGP Grants Overview 2018/19

Appendix 2 – Overview of Approved, Rejected and Withdrawn Grants 2018/19

Appendix 3 – Breakdown of CGU Management Costs

Appendix 4 – CGP Media Schedule 2018/19

Background Papers:

- Policy and Resources Committee, January 2017, 'Review and Reclassification of Former Finance Grants Sub-Committee Grants'.
- Policy and Resources Committee, March 2018, 'Central Grants Programme Review'

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Appendix 1 – Central Grants Programme overview 2018/19

Funding Theme	Committee/Officer Panel date	Total number of applications received	Total number of applications approved	Funding Available 2018/19	Total funding awarded through CGP (£)	Balance
Education and Employment	Education Charity Sub-Committee - July 2018, The City of London Corporation Combined Education Charity (290129). - 2 Grant Rounds	15 Applications	5	£75,635	£36,800	£38,835
	Education Charity Sub-Committee - July 2018, (The City Educational Trust Fund (290840). - 2 Grant Rounds	18 Applications	12	£251,359	£243,990	£7,369
	Total Education Overall	33 Applications	17	£326,994	£280,790	£46,204
Inspiring London through Culture	Culture, Heritage and Libraries - 2 Grant Rounds	34 Applications	25	£195,655	£189,394	£6,261
Stronger Communities	2 Officer Panels - 2 Rounds	30 Applications	13	£132,000	£92,725	£39,275

Enjoying Green Spaces and the Natural Environment	Application Received – 1 Grant Round	17 Applications	12	£159,000	£155,475	£3,525
	Total City's Cash Grants	81 Applications	50	£486,655	£437,594	£49,061

Total		114 Application	67	£813,649	£718,384	£95,265
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Appendix 2 – All Applications Approved 2018/19

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
14806	02/05/2018	Active	Education	Mountview Academy of Theatre Arts 2018/2019	£5,000 grant from the City of London Corporation Combined Education Charity towards the course fees for a MA/PG Dip in Performance (Acting) at Mountview Academy of Theatre Arts.	£5,000
14817	24/05/2018	Active	d) The City Educational Trust Fund	Dr Johnson's House Trust Ltd	£8,800 to Dr Johnson's House Trust Ltd from the City Educational Trust towards the delivery of the Education programme at Doctor Johnson's House.	£8,800
14816	24/05/2018	Active	d) The City Educational Trust Fund	in2scienceUK	£25,000 over 12 Months to in2scienceUK from the City Educational Trust, to fund 200 Bursary placements for students in London and a contribution to the salary costs of the Regional Programme Manager.	£25,000
14815	24/05/2018	Active	Education	Middlesex University	£5,000 bursary from the City of London Corporation Combined Education Charity towards the purchase of a computer, film equipment and travel costs for the final year of study of a BA in Journalism and Communication at Middlesex University.	£5,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
14811	24/05/2018	Active	d) The City Educational Trust Fund	Roundhouse Trust	£25,000 over two years (£12,500 and £12,500) to the Roundhouse Trust from the City Educational Trust, to contribute to the Roundhouse Education Programme in London.	£25,000
14813	24/05/2018	Active	d) The City Educational Trust Fund	Sadler's Wells	£25,000 to Sadler's Wells from the City Educational Trust over two years (£12,500 and £12,500) towards the cost of workshops, curriculum support, showcase and professional development for teachers, all within London.	£25,000
14826	25/05/2018	Active	d) The City Educational Trust Fund	Achievement for All (3As) Ltd	£25,000 to Achievement for All (3As) Ltd from the City Educational Charity towards of the costs of the Counterpoint research project that relate to the cultural arts and Science, Technology, Engineering and Maths (STEM) subjects.	£25,000
14825	25/05/2018	Active	d) The City Educational Trust Fund	Ark	£25,000 over 2 years (£12,500; £12,500) towards the design and development of curriculum resources and to support the travel costs of 125 students from London Schools to access programme days at partner business offices and universities for the purposes of supporting BTEC qualifications in Applied Science, Business or IT.	£25,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
14824	25/05/2018	Active	d) The City Educational Trust Fund	Career Ready	£7,800 over 12 months to contribute to the Salary of the Regional Manager to deliver STEM Masterclasses and associated project costs.	£7,800
14823	25/05/2018	Active	d) The City Educational Trust Fund	City of London Academy Islington	£25,000 over one year to cover the cost of the trip to Ypres (£12,300) and the costs of Lighting, Sound Equipment, Theatre Tips and Workshops throughout the year.	£25,000
14827	25/05/2018	Active	e) Combined Education Charity	A New Direction London Limited	£9,600 to A New Direction London Limited from the City of London Corporation Combined Education Charity towards the cost of workshops, coaching and roundtable events as part of the Cultural Leadership Programme, conditional on the grant only being applied to benefit London school teachers from maintained schools and academies.	£9,600
14812	25/05/2018	Active	d) The City Educational Trust Fund	Stratford Circus Arts Centre	£25,000 to the Stratford Circus Arts Centre from the City Educational Trust over two years (£12,500 and £12,500) towards the overall project costs of the Creative Schools brokerage programme in East London. The grant funding to be conditional on the balance being raised for the total cost of the project; funding being released quarterly subject to the Central Grants Unit receiving quarterly management accounts.	£25,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
14858	29/05/2018	Active	a) Stronger Communities	Portsoken Ward Club	£1,000 towards the annual Coach trip for residents of Portsoken Ward to Boulogne. Funding is conditional on the Central Grants Unit receiving appropriate financial information to approve be approved by the Chamberlain's Department.	£1,000
14863	28/06/2018	Active	a) Stronger Communities	Age UK East London	£9,270 to cover the cost of volunteer recruitment, staff time, and project overheads for a project that enables housebound people in the City of London to get out and enjoy activities in their community.	£9,270
14864	28/06/2018	Active	a) Stronger Communities	Aldgate Community Events	£8,000 towards the total cost of delivering the Aldgate Lantern Parade and Winter Fair in 2018.	£8,000
14855	28/06/2018	Active	a) Stronger Communities	Little Angel Theatre	£8,615 towards the costs of weekly and monthly workshops, tickets and a performance for residents of the Iselden House estate.	£8,615
14876	17/07/2018	Active	c) Inspiring London through Culture	Spitalfields Music	£7,500 contribution to the total project cost of the 2018 Spitalfields Festival place that will take place in December.	£7,500
14875	17/07/2018	Active	c) Inspiring London through Culture	St John Ambulance (parent company of Museum of St John which is a member of The Ring consortium	£2,000 contribution to the Project Manager costs in delivering phase 2 of establishing The Ring Consortium.	£2,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
14874	17/07/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Alzheimer's Society	£14,852 over 12 months to continue to support the cost of a Dementia support worker (10.5hpw), volunteer costs and associated running costs for the delivery of a 'Singing for the Brain' programme at 'The View' in Epping Forest. Funding is subject to receipt of a satisfactory monitoring form for the current grant.	£14,852
14878	19/07/2018	Active	c) Inspiring London through Culture	Voces Cantabiles Music	£5,200 to support the workshops at the Gresham Centre, the rehearsal and concert and the project management costs.	£5,200
14881	20/07/2018	Active	c) Inspiring London through Culture	Sing London Limited	£7,500 toward to the cost of commissions, over-time payments and marketing costs to deliver Libraries at night in the City of London.	£7,500
14880	20/07/2018	Active	c) Inspiring London through Culture	Summer Music in City Churches	£7,500 funding to deliver a midsummer festival of music and words in Churches across the square mile in 2019.	£7,500

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
14883	22/07/2018	Active	c) Inspiring London through Culture	City Music Foundation	£7,500 to contribute to the costs of 8 free lunch time concerts and two additional performances at Bart's the Less, the Pathology Museum and Bart's the Great from September to May 2019. Funding is conditional on match funding the rest of the concerts, which is a requirement of this programme.	£7,500
14884	23/07/2018	Active	c) Inspiring London through Culture	London Euphonia Orchestra	£5000 to cover the operational costs including rehearsal space, venue hire and marketing to deliver concerts in the City over the course of a year. Funding is conditional on receipt of further information on how the organisation will develop and collect audience data to ensure best practice.	£5,000
15024	14/09/2018	Active	e) Combined Education Charity	Prisoners of Conscience (PoC) Appeal Fund	£15,000 to support the bursary costs of two individuals that will be managed by the Prisoners of Conscience Charity.	£15,000
15028	27/09/2018	Active	d) The City Educational Trust Fund	Queen Mary University of London	£15,825 to cover the staff, coordination and material costs to deliver two Maths and Science Summer schools in 2019.	£15,825

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15027	27/09/2018	Active	d) The City Educational Trust Fund	Spitalfields Music	Recommendation: £25,000 to provide high-quality, inspiring music education experiences across Tower Hamlets schools which offer few opportunities for engagement in high-quality creative experiences. Funding is conditional on receipt of satisfactory monitoring information from the current funded grant from the City Educational Trust.	£25,000
15030	28/09/2018	Active	d) The City Educational Trust Fund	Galleywall Primary City of London Academy	£11,565 to support the cost of a playground performance area, playground sound centre, the singing playground project and the cost of a singing teacher to deliver a parent pupil choir over a two-year period at Galleywall Primary.	£11,565
15033	01/10/2018	Active	Education	City of London Academy Islington	£2,200 for a cohort of City of London Academy Teachers to take part in a SSAT Lead Practitioner accreditation.	£2,200
15051	16/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Friends of City Gardens	£10,300 to fund the training, conservation work and materials to deliver the City's Biodiversity action plan across the City Gardens over a 12 month period.	£10,300
15050	16/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Highams Park Community CIC	£13,550 over a 12-month period to cover the material and equipment costs to improve the conservation value of the Highams Park part of Epping Forest.	£13,550

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15046	17/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Epping Forest Field Centre	£14,874 Over a 20-month period to support the costs of 1.5 dedicated Educators and overheads to deliver environmental education activities in Wanstead Parkland, Bush Wood, & Wanstead Flats and Epping Forest.	£14,874
15048	18/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	The Berkshire Buckinghamshire and Oxfordshire Wildlife Trust	£8,000 to support the material costs of the improvement works to the Haymill Valley.	£8,000
15047	18/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Friends of West Ham Park	£11,927 to support the equipment and material costs to increase and improve the Vegetable Garden at West Ham Park. Payments for this grant will be made in instalments to be agreed with the Funding Manager.	£11,927
15039	19/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Capital Kids Cricket	£14,800 over an 8-month period for the coaching costs, a cricket festival, equipment and associated running costs for CCK to run physical activities and cricket sessions for women and girls in West Ham Park.	£14,800
15041	19/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Highgate Harriers	£10,000 towards the set up of Good Gym style activities on Hampstead Heath (£3,900) and a weekly Disability athletics session at the Hampstead Heath Athletic track (£6,100).	£10,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15043	19/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Loughton Youth Project (LYP)	£13,174 over a 12 month period to cover the staff and activity costs of an Epping Forest Young Warden Scheme, Forest Focus Youth Club night and a variety of holiday projects on Epping Forest	£13,174
15044	19/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	OrganicLea Ltd	£14,300 to cover the staffing and coordination costs of a 12-month project of guided walks, stretch and relaxation sessions and a family forest cycling programme in Epping Forest.	£14,300
15045	19/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Redington Frognal Association	£15,000 contribution to the design and construction costs to restore the Constable's Branch Hill Pond. Funding is conditional on the balance for the total project being raised.	£15,000
15037	24/10/2018	Active	b) Enjoying Green Spaces & the Natural Environment	Downlands Trust	£14,698 towards the cost of volunteer task days and the oversight of grazing on the City Common's over a 12-month period. The work will be contracted to the Downlands Partnership and monitored and managed by the Downlands Trust.	£14,698
15141	30/10/2018	Active	c) Inspiring London through Culture	Mimbre Ltd	£9,970 towards the cost of delivering Skyline a 10 week youth programme, two performances and workshops in the City of London and Hackney.	£9,970

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15155	09/11/2018	Active	a) Stronger Communities	Afro-Brazilian Arts & Cultural Exchange Institute	£4,900 toward the running costs of a 35-week programme introducing young people for City of London Housing Estates in Southwark to Capoeira and other Afro-Brazilian Arts.	£4,900
15145	14/11/2018	Active	a) Stronger Communities	Age Concern City of London	£9,920 over a 12-month period to continue to deliver a community outreach programme, regular meetings and support the delivery of the Mansell Street Women's Group working with older Bengali women that reside in the Mansell Street estate and surrounding areas.	£9,920
15154	14/11/2018	Active	a) Stronger Communities	Chance UK	£10,000 to cover the staffing and project costs of providing specialist mentoring to two children with severe emotional and behavioural needs, living on City of London housing estates in Southwark.	£10,000
15152	15/11/2018	Active	a) Stronger Communities	Strictly Stylish Sequence Dancers	£2,000 towards the costs of providing 12 monthly practice sessions, two parties and two excursions. This offer is conditional on the grant being spent entirely during 2019 and on the organisation updating its safeguarding policy in line with current good practice.	£2,000
15146	16/11/2018	Active	a) Stronger Communities	Aldgate Community Events	£10,000 contribution towards the event costs associated with hosting the Boishakhi Mela in the Guildhall Yard on 14 April 2019. Funding is conditional on the balance for the project being confirmed.	£10,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15147	16/11/2018	Active	a) Stronger Communities	Forget Me Not Memory cafe	£10,000 towards the staffing, publicity and running costs of a fortnightly "City Connect" activity club at Artizan Street Library, for vulnerable and isolated City of London residents. This grant is conditional upon a minimum 95% of participants being resident in the City of London or on City of London managed housing estates.	£10,000
15143	16/11/2018	Active	a) Stronger Communities	Mint Street Music Festival Team	£7,020 to support the rehearsal, coordination, publicity and other associated costs of a Mardi Gras festival in February and the Mint Street Music festival in July 2019.	£7,020
15144	16/11/2018	Active	a) Stronger Communities	Repowering Limited	£10,000 towards the costs of establishing a community energy project to install solar panels on the Middlesex Street Estate. This grant is conditional upon the ongoing approval of the City of London at each stage of the project.	£10,000
15142	28/11/2018	Active	c) Inspiring London through Culture	Motionhouse	£10,000 to contribute to the cost of two performances of Wild to take place in City over one day in the summer of 2019.	£10,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15255	07/12/2018	Active	c) Inspiring London through Culture	Open City Architecture	£7,000 towards the cost of delivering the project costs for Open House Families architecture tours of the Barbican, the Museum of London, St Paul's Cathedral and the NLA's City Centre.	£7,000
15256	09/01/2019	Active	c) Inspiring London through Culture	Illuminated River Foundation	£3,100 to support the performance and rehearsal costs of new 'Water Music', composed by Guildhall students and performed in the City of London.	£3,100
15279	09/01/2019	Active	c) Inspiring London through Culture	London Bubble	£8,500 to extend year two of the Charting the Mayflower project into the City of London.	£8,500
15257	09/01/2019	Active	c) Inspiring London through Culture	Studio 3 Arts	£10,000 to support the costs of an audience development programme to introduce new audiences from Barking and Dagenham to the City of London's cultural offer.	£10,000
15274	10/01/2019	Active	c) Inspiring London through Culture	Arab British Centre	£7,871 for three artist commissions, academic mentoring for artists, artist expenses, a series of events, workshops and exhibitions, refreshments for events, an accompanying publication and the conversation of the play Irene.	£7,701

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15277	10/01/2019	Active	c) Inspiring London through Culture	Artis Foundation	£9,200 to run a series of interactive arts-based workshops engaging schoolchildren with the Guildhall Art Gallery's Permanent Collection during the academic year 2019/20.	£9,200
15275	10/01/2019	Active	c) Inspiring London through Culture	Artsadmin	£8,500 towards the staging of "Wild Longings" at Cleary Gardens in 2019 and a paid mentorship for an emerging London based LGBTQIA+ artist.	£8,500
15278	10/01/2019	Active	c) Inspiring London through Culture	CITY OF LONDON GUIDE LECTURERS' ASSOCIATION (CLGLA)	£8,850 to train 100 City of London Guides in disability awareness.	£8,850
15260	10/01/2019	Active	c) Inspiring London through Culture	Urbanwise.London	£5,390 over a 12-month period to deliver a range of accessible walks and visits to places of cultural interest in the City of London for west London residents.	£5,390
15273	11/01/2019	Active	c) Inspiring London through Culture	Apples & Snakes	£10,000 towards the costs of the Platform Poets programme in 2019/20; £1,290 of which to be spent on additional performances taking place in the City of London.	£10,000

15259	11/01/2019	Active	c) Inspiring London through Culture	City Music Foundation	£4,500 towards the artist costs, venue hire and performance costs of 12 performances over the Barbicans Sound Unbound Festival weekend on the 18th & 19th May.	£4,500
15264	11/01/2019	Active	c) Inspiring London through Culture	Garsington Opera	£10,000 towards the project costs to support a musical outreach programme for 240 children across the City of London, in partnership with the Lord Mayors Appeal.	£10,000
15258	11/01/2019	Active	c) Inspiring London through Culture	St John Ambulance (parent company of Museum of St John which is a member of The Ring consortium	£4,950 to undertake an audience development planning project for The Ring, a consortium of cultural attractions around Farringdon.	£4,950
15262	11/01/2019	Active	c) Inspiring London through Culture	University of Cambridge History Faculty	£9,863 to cover the cost of a research assistant and a contribution to the overall exhibition costs to deliver an open-air exhibition and walk highlighting women's businesses in the heart of the City in the 18th century. Funding is conditional on all appropriate financial information being provided and subject to review by Chamberlains.	£9,863
15341	20/02/2019	Active	a) Stronger Communities	The Barbican Tuesdy Club	£2,000 to support the cost of a coach outing, educational visits, speakers, a Christmas and summer party and a new year lunch for older isolated residents of the Barbican.	£2,000

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Project Description	Grant Amount
15270	11/03/2019	Active	c) Inspiring London through Culture	Games London / Film London	£9,500 to fund a day of family and arts activity reflecting games culture and digital innovation in the Guildhall yard and Art Gallery in April.	£9,500
15271	11/03/2019	Active	c) Inspiring London through Culture	National Literacy Trust	£10,000 towards the costs of running the Young City Poets programme at City of London cultural venues. This grant is conditional on securing match funding for the rest of the project.	£10,000

Rejected Applications

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Request Amount
14805	18/04/2018	Rejected	Education	Italia Conti Academy of Theatre Arts	£5,000
14856	24/04/2018	Rejected	a) Stronger Communities	Huntington's Disease Association	£106,906
14857	03/05/2018	Rejected	a) Stronger Communities	Youth Direct	£4,500
14808	16/05/2018	Rejected	d) The City Educational Trust Fund	Empower Learning Academy Trust T/A Bower Park Academy	£25,000
14810	21/05/2018	Rejected	d) The City Educational Trust Fund	City Year UK	£20,000

14809	23/05/2018	Rejected	Education	LONDON SCHOOL OF ECONOMICS	£4,000
14814	25/05/2018	Rejected	d) The City Educational Trust Fund	Redriff Primary School, City of London Academy	£26,035
14828	25/05/2018	Rejected	d) The City Educational Trust Fund	Vivify Hub	£13,548
14859	04/06/2018	Rejected	a) Stronger Communities	Ronald McDonald House Charities	£10,000
14861	13/06/2018	Rejected	a) Stronger Communities	Lord's Taverners	£8,500
14862	15/06/2018	Rejected	a) Stronger Communities	Core Arts	£9,972
14873	03/07/2018	Rejected	c) Inspiring London through Culture	Open Audio Ltd	£7,500
14877	19/07/2018	Rejected	c) Inspiring London through Culture	The Academy of St Mary-le-Bow	£5,000
14882	20/07/2018	Rejected	c) Inspiring London through Culture	JCI London	£5,000
15023	10/09/2018	Rejected	Education	SOAS University of London	£5,000
15025	27/09/2018	Rejected	Education	ST PATRICK'S INTERNATIONAL COLLEGE	£5,000
15026	27/09/2018	Rejected	Education	ST PATRICK'S INTERNATIONAL COLLEGE	£5,000
15031	28/09/2018	Rejected	b) Enjoying Green Spaces & the Natural Environment	City of London Academy, Shoreditch Park	£25,000

15032	28/09/2018	Rejected	e) Combined Education Charity	City of London Academy, Shoreditch Park	£10,000
15029	28/09/2018	Rejected	e) Combined Education Charity	Performing Production CIC	£10,110
15160	15/10/2018	Rejected	a) Stronger Communities	Reaching All People Trust	£9,952
15049	17/10/2018	Rejected	b) Enjoying Green Spaces & the Natural Environment	Campaign to Protect Rural England London Branch	£14,875
15159	18/10/2018	Rejected	a) Stronger Communities	Bermondsey Community Kitchen	£9,500
15040	19/10/2018	Rejected	b) Enjoying Green Spaces & the Natural Environment	FARNHAM COMMON MIDDLE SCHOOL - SCHOOL FUND	£8,000
15042	19/10/2018	Rejected	b) Enjoying Green Spaces & the Natural Environment	Leyton Orient Trust	£10,030
15038	19/10/2018	Rejected	b) Enjoying Green Spaces & the Natural Environment	Epping Forest Centenary Trust	£12,000
15158	23/10/2018	Rejected	a) Stronger Communities	Future Communities	£2,000
15157	01/11/2018	Rejected	a) Stronger Communities	Community Advice and Support Scheme	£10,000
15151	15/11/2018	Rejected	a) Stronger Communities	Southwark Playhouse	£6,656
15153	15/11/2018	Rejected	a) Stronger Communities	Whizz-Kidz	£10,000
15148	16/11/2018	Rejected	a) Stronger Communities	Performing Production CIC	£10,000
15149	16/11/2018	Rejected	a) Stronger Communities	Pro Touch SA CIC	£9,489

15150	16/11/2018	Rejected	a) Stronger Communities	Project Circle Community Interest Company	£9,650
15253	15/12/2018	Rejected	a) Stronger Communities	Revive Congo	£786
15272	10/01/2019	Rejected	c) Inspiring London through Culture	Academy of Ancient Music	£10,000
15261	11/01/2019	Rejected	c) Inspiring London through Culture	Ante Terminum Productions LTD	£12,000
15265	11/01/2019	Rejected	c) Inspiring London through Culture	DASH	£10,000
15263	11/01/2019	Rejected	c) Inspiring London through Culture	Museum of London	£15,300

Withdrawn Applications

ID/Ref	Request Date	Status	CoL Programmes	Organisation Name	Request Amount
14647	31/03/2018	Withdrawn	Education	Mountview Academy of Theatre	£5,000
14646	02/04/2018	Withdrawn	Education	Italia Conti Academy of Theatre Arts	£5,000
14807	16/05/2018	Withdrawn	d) The City Educational Trust Fund	MOLA (Museum of London Archaeology)	£6,636
14818	25/05/2018	Withdrawn	d) The City Educational Trust Fund	City of London Academy Islington	£15,700
14860	12/06/2018	Withdrawn	Education	King's College London Students' Union	£3,000
14879	20/07/2018	Withdrawn	c) Inspiring London through Culture	Bishopsgate Institute	£7,000

15156	06/11/2018	Withdrawn	a) Stronger Communities	Providence Row Housing Association	£9,980
15276	10/01/2019	Withdrawn	c) Inspiring London through Culture	Theatre Centre	£3,500

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Appendix 3 – Breakdown of Management Costs

Recharge Breakdown 2018/19

Recharge 2018/2019				
Theme	A	B	C	D
	Direct costs per theme	shared costs	overheads	Total
Education and Employment	£7,964	£4,628	£5,250	£17,842
Inspiring London Through Culture	£11,036	£4,628	£5,250	£20,914
Open Spaces	£3,245	£4,628	£5,250	£13,123
Stronger Communities	£10,051	£4,628	£5,250	£19,929
Total	£32,296	£18,512	£21,000	£71,808

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Appendix 4 – CGP Media Clippings 2018/19

[Coverage in City Matters about the City Corporation's Central Grants Programme, which has awarded 12 voluntary groups funding to projects supporting community, cultural, environmental, educational, and employment projects across London.](#) City Bridge Trust is also mentioned. Graeme Smith, Chairman of the City Corporation's Open Spaces Committee, is quoted. [viewable internally only]

The [Epping Forest Guardian](#) reported that the Field Studies Council, in partnership with the Friends of Wanstead Parklands will introduce new environmental activities for schools, families and community groups in Wanstead Park, Bush Wood, and Wanstead Flats in Epping Forest. The two-year project is funded by City of London Corporation's Central Grants Programme. Graeme Smith, Chairman of the City Corporation's Open Spaces Committee, was quoted.

Further coverage in the [Newham Recorder](#) about the City Corporation's Central Grants Programme, which has awarded funding to projects supporting community, cultural, environmental, educational, and employment projects across London. City Bridge Trust is also mentioned.

Further coverage in [Ham and High](#) [viewable internally] and [Charity Today](#) about the City of London Corporation's Central Grants Programme, which has awarded funding to projects supporting community, cultural, environmental, educational, and employment projects across London. City Bridge Trust was also mentioned. Further coverage in [Epping Forest Guardian](#).

[Classical Music](#) reported that a community orchestra developing Square Mile-based amateur musicians has received a £5,000 grant to hold a series of City concerts over the next year. The funding comes from the City Corporation's charitable Central Grants Programme, which supports community, cultural, environmental, educational and employment projects across the capital.

[The Stronger Communities fund, part of the City of London Corporation's Central Grants Programme, has provided funding totalling over £47,000 - City Matters reports.](#) The grant scheme designed to develop stronger neighbourhoods in the City and wider London also promotes community health and wellbeing initiatives. Alison Gowman, Chairman of City Bridge Trust Committee, is quoted. [viewable internally only]

Further coverage of the news that the City of London Corporation's Central Grants Programme is now open for applications appears in [Fundraising](#).

An article reporting that the City of London Corporation's Central Grants Programme is now open for applications appears in [FE News](#).

[Fundraising UK](#) runs a story about the City of London Corporation's Central Grants Programme supporting education, cultural and community projects across London. City Bridge Trust Committee chairman Alison Gowman is quoted.

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<p>Committee(s) <u>For decision:</u> Establishment Committee Policy and Resources Committee</p> <p><u>For information:</u> Community and Children’s Services Committee Culture, Heritage and Libraries Committee Barbican Centre Board Heath and Wellbeing Board Hampstead Heath Consultative Committee Open Spaces and City Gardens Committee</p>	<p>Date(s): 30 April 2019 2 May 2019</p> <p>8 May 2019 13 May 2019 22 May 2019 4 June 2019 8 July 2019 15 July 2019</p>
<p>Subject: Gender Identity Policy</p>	<p>Public</p>
<p>Report of: Town Clerk and Chief Executive</p>	<p>For Decision: Establishment Committee and Policy and Resources</p>
<p>Report author: Simon Cribbens, Assistant Director, Commissioning and Partnerships, DCCS Tracey Jansen, Assistant Director, HR Business Services, Town Clerk’s Department Marcus Roberts, Head of Strategy and Performance, DCCS</p>	<p>For Information: All other committees</p>

Summary

This report presents a City Corporation policy on gender identity, and the findings from independent analysis of an online survey conducted in 2018.

Recommendation

Members of Establishment Committee and Policy and Resources Committee are asked to:

- Consider the survey findings
- Approve the Gender Identity Policy.

Members of the Community and Children’s Services Committee, the Culture Heritage and Libraries Committee, Barbican Centre Board, the Hampstead Heath Consultative Committee, the Open Spaces and City Gardens Committee and the Health and Wellbeing Board are asked to

- Consider the survey findings
- Note the Gender Identity Policy and its implications for them.

Main Report

Background

1. In July 2018, Establishment Committee asked that officers undertake a piece of work to develop an over-arching policy on gender identity for the City Corporation, covering both the Corporation's workforce and access to services.
2. The Equality Act 2010 says that someone must not be discriminated against if their gender identity is different from the gender assigned at birth (this is referred to as 'gender reassignment' and is identified as a 'protected characteristic'). To be protected under the Act it is not necessary to have undergone specific treatment; changing gender attributes is understood as a personal process, and not a medical one.

Gender Identity Policy

3. Adopting the proposed Gender Identity Policy (see Appendix 1) will ensure that the Corporation has a clear and consistent approach to gender identity in service delivery and in the workplace.
4. The policy that we are proposing is:
 - A clear statement of our duties under the Equality Act 2010
 - Supported by the findings of a Gender Identity Survey (see below and Appendix 2)
 - Informed by an Equality Impact Assessment, which concludes that the Gender Identity Policy should be implemented (see Appendix 3).
5. Its adoption will mean that:
 - Transgender staff are not subject to less favourable treatment at work;
 - Corporation management and staff receive training and support to enable them to address transgender issues appropriately in the workplace;
 - Transgender people are not discriminated against in the provision of Corporation services and are able to access services provided for the gender with which they consistently identify now;
 - Transgender people may still be excluded from single-sex services in rare circumstances where this could be demonstrated to be a proportionate means to a legitimate end and fully compliant with the Equality Act 2010.

Gender Identify Survey

6. An online survey was conducted to support the development of the policy by capturing the views of city residents, workers, visitors and other stakeholders (Appendix 2). The survey was open from 25 July to 14 September 2018. Analysis of responses was undertaken by an independent consultancy (Smart Consult), and completed in March 2019.

7. A substantial majority of the 21,191 valid responses were in favour of the propositions on gender identity set out in the survey – including that transgender people should be able to access services relating to the gender with which they identify now - with between two and four times as many respondents strongly supporting or agreeing with the key propositions as said that they opposed or strongly disagreed with them. This was also the balance of opinion among City residents who responded.
8. Among the minority who opposed the proposals many claimed that ‘sex’ was biologically given, itself a protected characteristic under the Equality Act 2010, and that this was a justification for preventing or limiting trans access to single sex spaces. The importance of safeguarding was also a recurrent theme.

Implementation of the Policy

9. Establishment Committee will oversee the Gender Identity Policy. The Equality and Inclusion Board, chaired by the Town Clerk, will be responsible for ensuring it is effectively implemented.
10. Chief Officers will ensure they are compliant with the Gender Identity Policy and will be asked to report annually on their progress. Departmental Leadership Teams will satisfy themselves that managers are appropriately supported to implement the policy, with Human Resources ensuring that appropriate guidance and training is available for managers and other staff.

Corporate & Strategic Implications

11. The Gender Identity Policy will contribute to the deliver of key outcomes in the City Corporation’s Corporate Plan 2018-23:
 - People are safe and feel safe
 - People enjoy good health and wellbeing
 - People have equal opportunities to enrich their lives and reach their full potential
 - Communities are cohesive and have the facilities they need
 - We have access to the skills and talents we need.
12. The policy will contribute to delivering the City Corporations Equality Objectives for 2016-20.

Legal Implications

13. The Gender Identity Policy will enable the City Corporation to discharge the Public Sector Equality Duty under the Equality Act 2010 with respect to gender identify.

Appendices

- Appendix 1 - Gender Identity Policy
- Appendix 2 - Gender Identity Survey: Report
- Appendix 3 - Equality Impact Assessment

Background Papers

Equality and Human Rights Commission - statement on sex and gender reassignment: legal protections and language 30 July 2018

<https://www.equalityhumanrights.com/en/our-work/news/our-statement-sex-and-gender-reassignment-legal-protections-and-language>

Equality and Human Rights Commission – Gender Reassignment Discrimination (online resource) <https://www.equalityhumanrights.com/en/advice-and-guidance/gender-reassignment-discrimination>

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Gender Identity Policy

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Introduction

1. The issue of gender identity has relevance and importance for services across the City Corporation and for our members and staff. This policy is intended to support a consistent and coherent approach both in service delivery and in the workplace.
2. This policy contributes to the delivery of the City Corporation's Corporate Plan 2018-23. It contributes to the following key outcomes:
 - People are safe and feel safe
 - People enjoy good health and wellbeing
 - People have equal opportunities to enrich their lives and reach their full potential
 - Communities are cohesive and have the facilities they need
 - Businesses are trusted and socially and environmentally responsible

Equality and Inclusion Policy

3. The City Corporation is committed to delivering excellent customer service. We recognise the different needs of our customers and actively work to minimise potential issues of exclusion and to challenge discrimination. We aspire to be a leader in equality and inclusion, serving a wide range of communities including our members, staff, residents, businesses and workforce.

4. The City Corporation also aims to provide an inclusive, respectful and discrimination-free work environment for staff. We will use best practice in employment in accordance with legislation to ensure that employees feel respected and able to give their best. As far as possible, we want our workforce to be broadly representative of all sections of society.
5. The City Corporation's Equality Objectives for 2016-20 are to:
 - Increase community engagement and improve cohesion within our communities so that people feel safe;
 - Support the City's most disadvantaged groups and develop our understanding of communities;
 - Improve the way we listen to our communities and respond to their feedback to improve services; and
 - Promote staff development and career progression to ensure equality of opportunity for the promotion and development of a workforce that reflects the make-up of our communities.
6. The City Corporation is required to have due regard to the Public Sector Equality Duty (s.149 Equality Act 2010) and in particular:
 - To eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act;
 - To advance equality of opportunities between persons who share a relevant protected characteristic and persons who do not share it; and
 - To foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Gender Identity: Our Services

7. The protected characteristics under the Equality Act 2010 are: age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
8. The term 'gender reassignment' applies to a person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to reassign their sex by changing their physiological or other attributes. This is a personal process, and not a medical one, and may or may not involve medical interventions (e.g. surgery or hormone treatment).
9. The Equality and Human Rights Commission advises that the term 'gender reassignment' is outdated or misleading, and the preferred umbrella term is 'trans'. The City Corporation recognises that gender identity is complex and varied (e.g. some people identify as genderfluid), and this will be reflected in our approach.
10. The Equality Act requires that people with the protected characteristic of gender reassignment are not discriminated against in the provision of single-sex services and are able to access services aligning with their gender identity. In a few circumstances, services may lawfully discriminate if excluding trans people is a proportionate means to achieving a legitimate aim. The explanatory notes in the Equality Act provide single-sex

counselling services for survivors of sexual violence as an example of where lawful discrimination could take place.

11. The City of London Corporation is committed to trans inclusivity and to open dialogue with the people who use our services. We will consider any 'legitimate aim' on a case by case basis, only deviating from a presumption of inclusivity where this can be evidenced to fully comply with the Equality Act. Any action taken by the City Corporation to legally discriminate by excluding trans people would need to be rigorously justified under the Equality Act, taking account of all the circumstances of the case and informed by an Equality Impact Assessment.

Gender Identity: Our workforce

12. The City Corporation is committed to promoting equality and fairness in our employment practices. It is opposed to all unlawful discrimination, harassment and victimisation.
13. This policy should be read in conjunction with the City Corporation's Managers' [Guide to Transgender Equality](#) which provides a broad introduction for managers and guidance on supporting an individual who is transitioning, time off and use of facilities. A Trans Awareness course is available for staff online.
14. The Equality Act gives protection against less favourable treatment of employees in relation to an absence that is because of their gender reassignment. Our policy for staff makes clear that time off for medical or other treatment should be treated no less favourably than time off for illness or medical appointments. In addition, it states that a trans employee must be able to use the toilet or changing room of their expressed gender identity without fear of harassment.

Responsibilities

15. Chief Officers will be responsible for the provision, design and development of their services / departments to ensure compliance with the Equality Act. All Departments within the City Corporation will report on their progress on Gender Identity through the Equality and Inclusion Annual Report, which is publicly available on the City Corporation's website.
16. Departmental Leadership Teams are required to refer to the Managers Guide on Transgender Equality and ensure that all managers access and implement appropriate training.
17. The City Corporation's Human Resources Department will ensure that the Manager's Guide to Transgender Equality and this policy are included in mandatory equality training for managers and will facilitate appropriate training packages for staff.

Conclusion

18. The City Corporation takes its responsibilities under the Public Sector Equality Duty very seriously, and aspires to be a leader on equality and inclusion issues, including the implementation of our Equality Act responsibility for trans inclusion.

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City of London Gender Identity Survey: Report April 2019



FOR COMMITTEE

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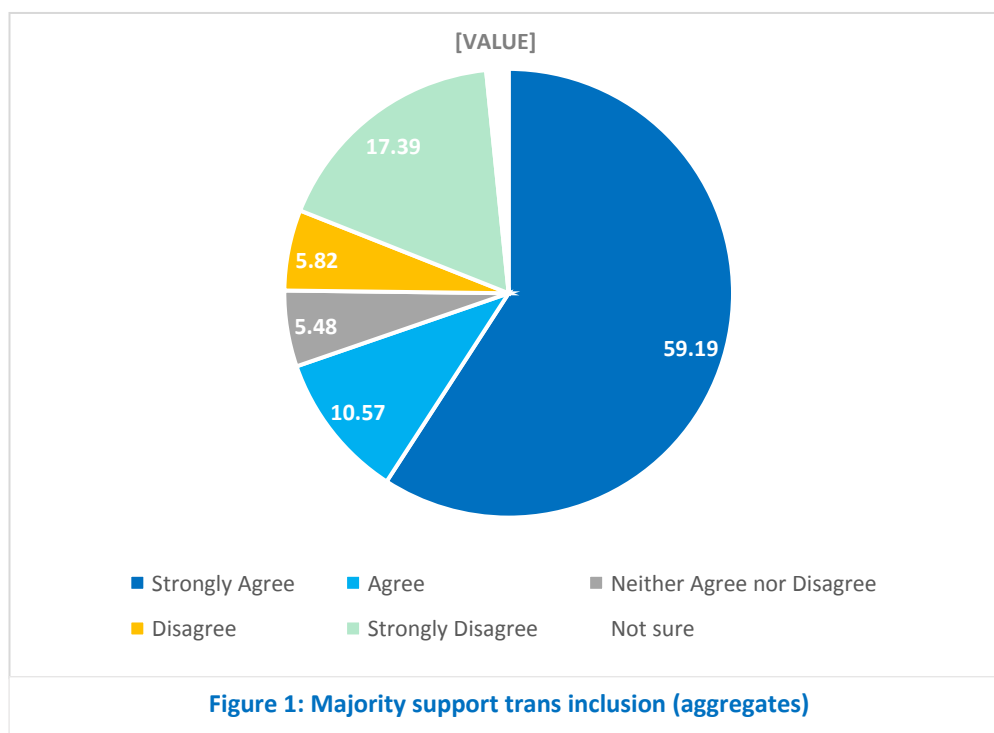
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Executive Summary

Survey findings

- For all stakeholder groups there was a clear majority in favour of the principles and propositions on gender identity that were set out in the survey, with between two and four times as many respondents strongly supporting or agreeing as said they opposed or strongly disagreed.



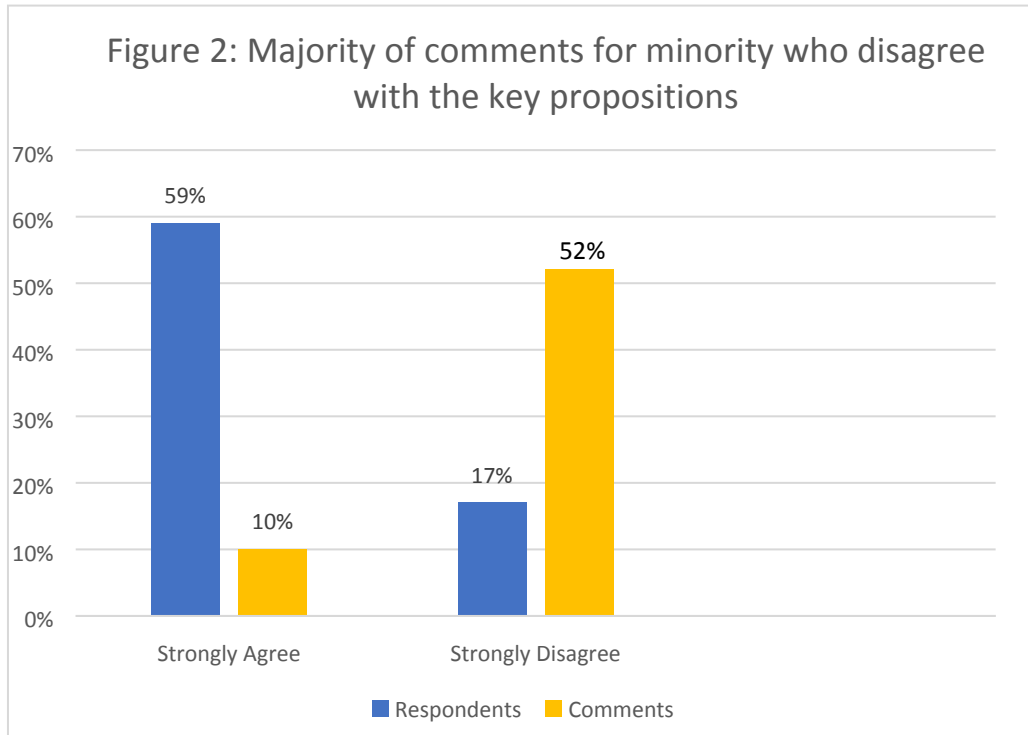
Responses

- There were 21,191 valid responses to the survey. 1,564 respondents identified as 'City Resident' and a further 3,148 as 'City Resident and Worker' (22% of responses in total). Analysis using postcode information to narrow this down to 'Square Mile' residents suggests that 318 responses were from 'City Residents' and 657 from 'City Residents and Workers'. Most of the rest of this self-identified group were Londoners.
- The demographic profile of respondents was similar across all groups, with women in the majority, and most respondents (a) aged 18 to 54 years and (b) of white British ethnicity.

Free text analysis

- While most respondents were supportive, those opposed to the proposals were much more likely to use free text facilities, and this is reflected in the balance of comments provided, which does not reflect the balance of opinion on the issues reflected in the survey.
- Many of these respondents took the opportunity to question the consultation process itself, with a recurrent theme being the use of language (particularly 'gender' and 'sex').

- The importance of appropriate safeguarding was a recurrent theme.
- A consistent message in the responses was the importance of respect, acceptance, ensuring the voices of all of those affected are heard and the need to involve and consider the views of all, particularly the most vulnerable.



FOR COM

Key Findings

1. Introduction

- 1.1 This report was commissioned by the City of London Corporation (City Corporation) to provide an independent analysis of the findings of a Gender Identity Survey.
- 1.2 The survey ran on the Survey Monkey Platform from 25 July to 14 September 2018. It was widely publicised to provide those who accessed City services, both within and outside the Square Mile, with the opportunity to respond – whether as residents, visitors or workers. It also sought views from relevant experts and interested organisations.
- 1.3 The Survey was an action of the City Corporation’s Establishment Committee, which is responsible for all workforce and inclusion matters. It was designed to assist the City Corporation to develop an overarching Gender Identity Policy, and to discharge its duties under the Equality Act 2010.
- 1.4 The survey was constructed in four parts:
 - About You – including association to the City Corporation
 - Gender identity – Basic Principles
 - Gender Identity – Access to Services
 - Demographic and Equalities information.

In total there were 18 multiple response questions, of which 12 allowed for free text comments (see Appendix 1 for a full list of questions).
- 1.5 The survey generated nearly 40,000 responses of which 21,191 were valid responses (see below for criteria for validity).

2. Approach to Analysis

Respondents

2.1 There were 39,650 responses, with the large majority from members of the public. Almost half of these responses did not address any of the questions on gender identity. Once these were excluded there were 21,191 valid responses, which formed the basis for this evaluation.¹ For the purposes of this report this group are referred to as ‘all respondents’² Respondents were grouped according to whether they were responding as an individual, expert on gender identity or organisation representative.

TABLE 1: BREAK DOWN OF RESPONDENTS BY STAKEHOLDER STATUS

Respondent	Valid	Invalid	Total
An individual member of the public	19,333	17,467	36,800
A relevant expert in respect to gender identity	1,671	851	2,522
A representative of a specific organisation	167	133	300
Not Stated	20	8	28
Grand Total	21,191	18,459	39,650

- 2.2 The overall response from self-defined experts were regrettably of limited value, as many did not have genuine expertise (for example, many cited basic biological qualifications as constituting ‘expertise’ on physical sex differences). It did, however, include responses from people with relevant academic, professional and lived experience, which have been considered as part of the free text analysis. Expert opinion was considered as part of the wider research that was undertaken to inform the policy. The same broadly applies to organisational responses.
- 2.3 1,564 respondents identified as ‘City Resident’ and a further 3,148 as ‘City Resident and Worker’ (22% of responses in total). Postcode information suggests that in fact 318 responses were from ‘City Residents’ and 657 from ‘City Residents and Workers’, while others who self-identified as such were residents of Greater London.

Coding

2.4 The survey was a mixture of:

- Closed questions – multiple response questions with defined answers (e.g. agree, disagree), these received statistical analysis.
- Open questions - free text comments.

¹ The 46% (18,459) response which were deemed invalid were respondents who primarily answered the introduction About You section which sought to identify the respondent’s stakeholder status. The one question some of this group answered was Q10 which enquired about their interest in the survey. 5% (989) responded with answers to this question ranging from transgender rights, to protecting women’s spaces, feminism, equality, interest in the subject, being a visitor to London and social media promotion.

² To ensure that only relevant responses were included for analysis, and findings were not adversely skewed, the eligibility criteria for inclusion was determined as respondents who had answered one of the questions posed (in Section 2 and Section 3) rather than limited their contribution to commenting on Question 10². This group of valid responses is identified as the core cohort. For the purpose of this report they are referred to as all respondents.

As part of this analysis the open questions were coded into key themes and grouped by frequency using a text analytics approach.

2.5 While all questions were coded in this way, where the assertion is made in this report that a respondent agrees with the ‘basic principles’, this refers to those who answered Question 13 affirmatively³. Similarly, when there is reference to agreement with the access to City Corporation Services, this refers to those who answered Question 14 affirmatively⁴. Quotes from respondents have been used to help illustrate some of the key themes. The respondent’s stakeholder status and any other demographic information - for instance self-reported gender identity - is used here.

Other considerations

2.6 This was an open survey, so the respondents are a self-selecting group.

2.7 *GDPR*. The City Corporation excluded any data that could potentially identify individuals from the dataset that was provided for analysis by Smart Consult:

- Full Postcode information – first two characters were supplied for geographical analysis
- Position within organisation of people submitting on behalf of an organisation.

2.8 *Age Bands*. This was a free text question, which has been aggregated into standard age bands as part of the analysis.

2.9 *Percentages*. These have been rounded for this report, which is why there are respondent categories recorded as 0% when there were some responses from these stakeholder groups.

2.10 *Terminology*. A glossary of acronyms and terms used within the survey and analysis can be found at the end of this report.

2.11 *Quotations and free text comments*. Comments that are abusive, discriminatory and/or contrary to the Equality Act 2010 have not been used in this report. An Excel document containing free text comments received in response to the survey is available on request from the City Corporation.

³ Q.13. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

⁴ Q.14. Do you support or oppose the following proposal...?

Where access to services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.

3. Key Messages: All responses

Stakeholder Groups

3.1 There were 21,191 valid responses to the survey, which were categorised according to their association to the City of London as outlined in Table 3. This broadly replicates the ratios of people who live, visit and work in the City. The resident population is relatively small at 7,500 people; over 500,000 people commute daily for work purposes. There are over 10 million tourists each year.

TABLE 2: BREAKDOWN OF RESPONDENTS BY RELATIONSHIP TO CITY OF LONDON

Respondent	Total	Percentage %
City Resident (self-identified)	1,564	7%
City Resident & Worker (self-identified)	3,148	15%
Worker	2,900	14%
Service User	3,800	18%
Visitor	692	3%
Member of Public	15	0%
Interested Participant	7,301	34%
Organisation Rep	161	1%
Expert	1,590	8%
Not stated	20	0%
Grand Total	21,191	100%

TABLE 1 RESPONDENTS BY STAKEHOLDER STATUS

3.2 Interested Participant are the largest stakeholder group to respond to the survey. Over a third of the total number of respondents do not live or work in the City of London, or use Corporation services. The most common demographic features of respondents identified them as White British, female and aged between 18 and 54.

3.3 Those with no link to the City of London provided a number of reasons why they had chosen to complete the survey:

- The survey was accessible to all, so believed they should respond.
- Policies that are implemented in London may affect those that live in other cities in the UK.
- Because they had transgender friends.
- Members of the transgender community were contacted by their friends to participate.
- They responded to social media promotion.

3.4 While 22% of respondents stated that they lived in the City of London, this did not seem plausible given the small overall resident population. Postcode analysis was conducted and reduced this to 5%. The responses from respondents identifying as City Residents were comparable to other stakeholder groups in terms of levels of support for the key propositions.

Key findings: Overall results

3.5 There was a clear majority in favour of the principles and propositions on gender identity that were set out in the survey, with between two and four times as many respondents strongly

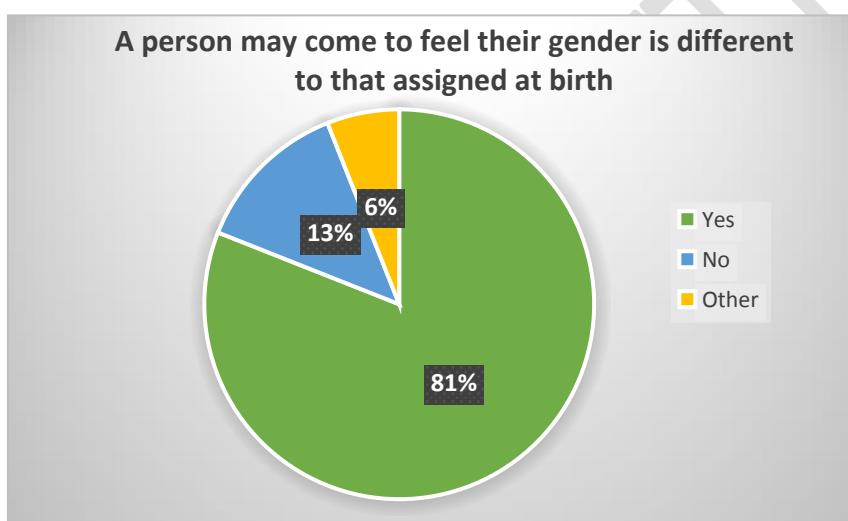
supporting or agreeing as said they opposed or strongly disagreed. This was the case for all six questions and for all the key stakeholder groups, including City Residents.

3.6 Most respondents had strongly held opinions, either in favour or against the principles and proposals, with between 70% and 82% saying they ‘strongly agreed’ or ‘strongly disagreed’.

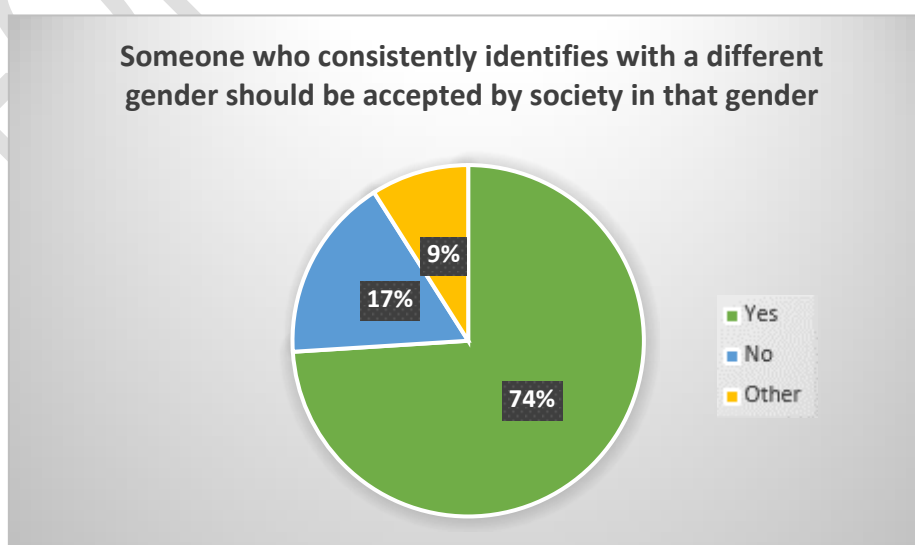
Gender Identity: Principles

3.7 Overall, on aggregate, three quarters of respondents (74%) agreed with the general principles, while one in five (19%) disagreed.

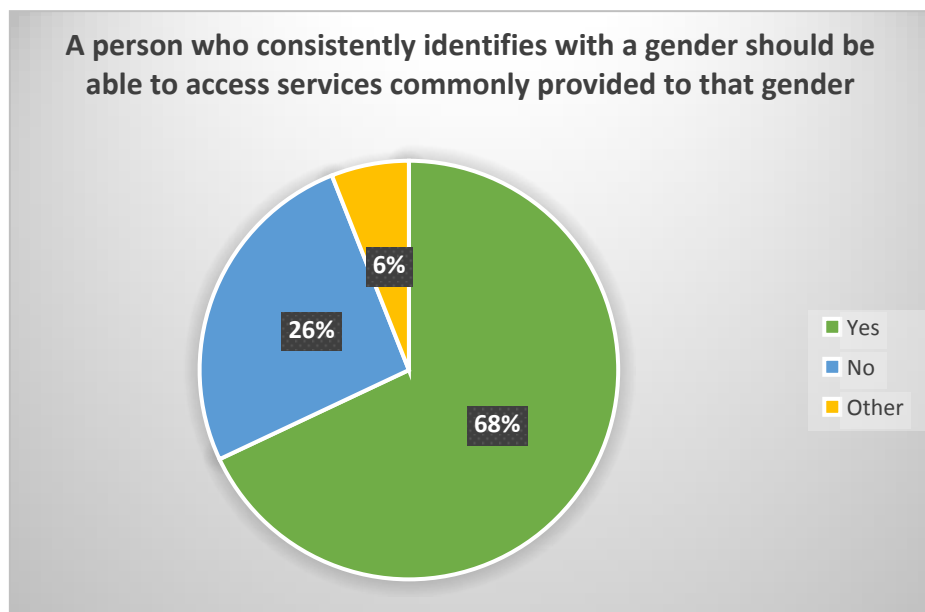
- 81% of respondents agreed that a person may come to feel their gender is different from that assigned to them at birth, with 65% strongly agreeing. 13% disagreed, with 9% strongly disagreeing.



- 74% agreed that a person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity, with 64% strongly agreeing. 17% disagreed, with 11% strongly disagreeing.



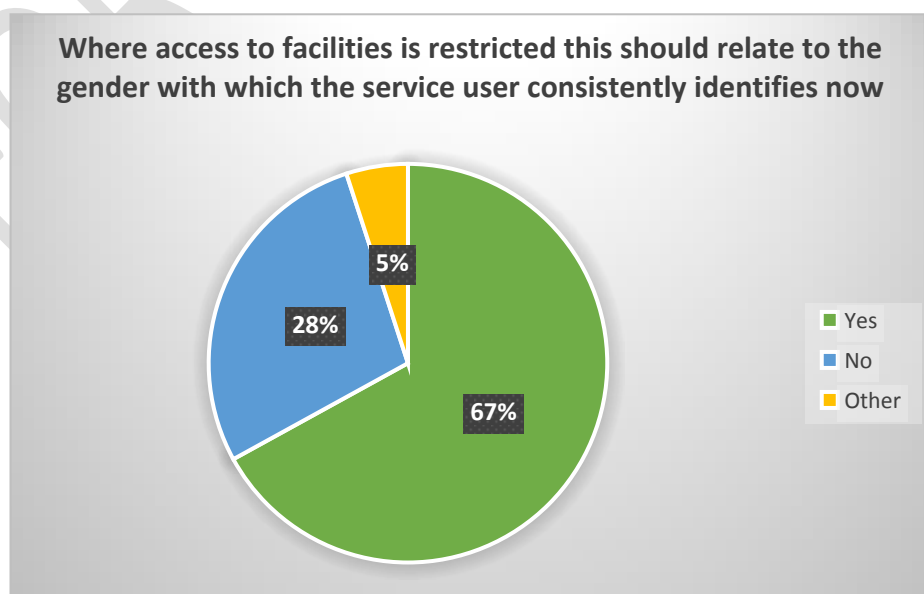
- 68% agreed that a person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify, with 61% strongly agreeing. 26% disagreed, with 18% strongly disagreeing.



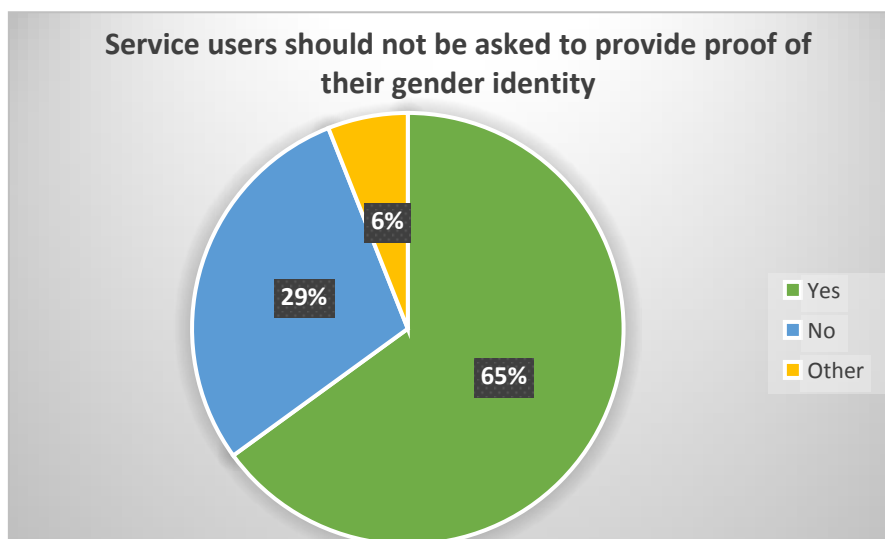
Gender Identity: Access to City Services

3.8 Overall, on aggregate, two thirds of respondents (65%) supported the proposals on access to City Corporation Services, while over a quarter (28%) opposed them.

- 67% supported the proposal that where facilities are restricted by gender, those restriction should relate to the gender with which the service user consistently identifies now, with 60% strongly supporting this. 28% were against this, with 22% strongly opposed.



- 65% supported the proposal that service users should not be asked to provide ‘proof’ of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender, with 56% strongly agreeing. 29% were against this, with 23% strongly opposed.



- 63% agreed that the City Corporation should consider adapting facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity, with 49% strongly agreeing, 28% were against this, with 21% strongly opposed.



Free text comments

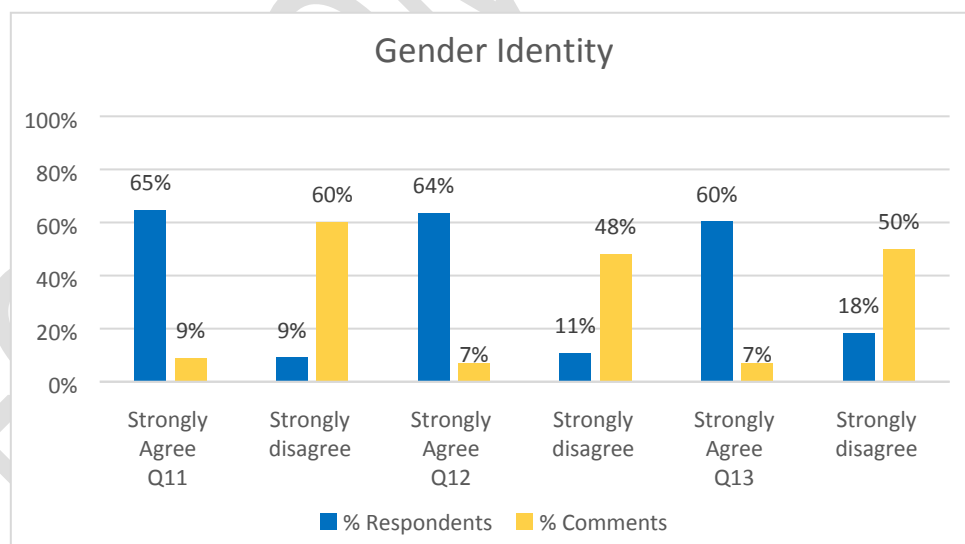
- 3.9 Each of these questions included a free text box to enable respondents to comment. Overall, the response rate to the survey was exceptionally high at 99% of valid responses. However, the MEAN average of respondents who provided free text comments on Gender Identity (Q11-13)

was 22%. Half of respondents provided further comments on the questions on Access to Corporation services (Q14, 16-17).

3.10 It is usually beneficial in surveys to use closed questions (quantitative) in conjunction with free text questions (qualitative), to improve understanding of respondents’ views and provide greater insight. However, in the case of this survey, this is problematic for two main reasons:

- I. The open nature of the survey attracted a high volume of response from people with well-established points of view on a controversial and polarizing issue. Some comments were off topic and flippant or presented offensive, abusive and vulgar views. These comments were often, but not exclusively, from respondents with no clear link to the City of London (e.g. non-UK, interested participants). Abusive comments were coded as such, but were retained in the dataset.
- II. While most respondents agreed with the key propositions in the survey, this is not reflected in the balance of free text comments. On the contrary, those who supported the principles and approach supplied few, if any, free text comments, while respondents who strongly opposed them were much more likely to add comments. It is a common issue that people are much more likely to provide critical than supportive comments. This is illustrated by the tables below which show the disparity between comments given dependent on whether the respondent strongly agreed or strongly disagreed. For example, of the 60% who strongly agreed that ‘people should be able to access services commonly provided to the gender with which they now identify’ (Q13) only 7% provided comments. Half of the 18% who strongly disagreed with this provided a comment.

TABLE 4 COMPARISON OF RESPONDENTS’ AGREEMENT TO PERCENTAGE OF COMMENTS RECEIVED - GENDER IDENTITY

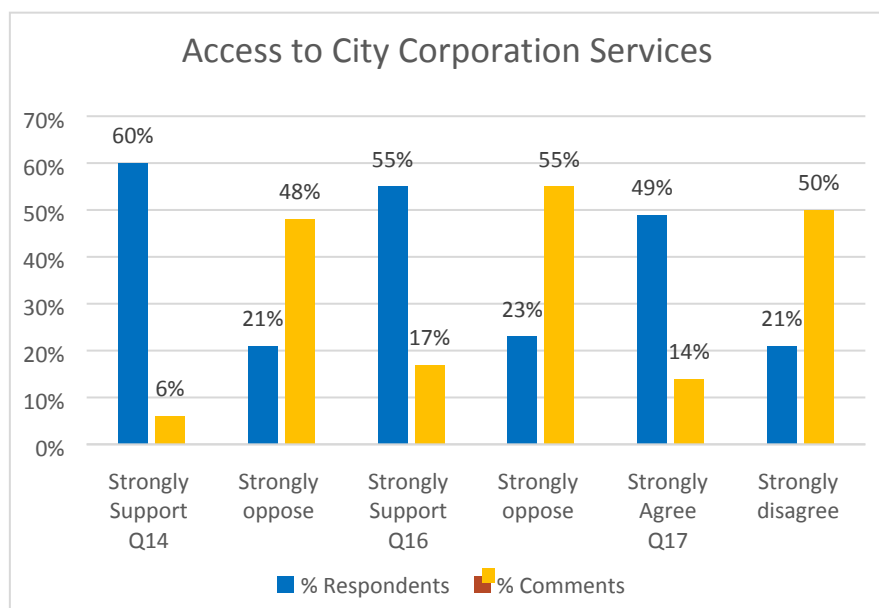


Q.11. Do you agree or disagree with the following statement...? A person may come to feel that their gender is different from that assigned to them at birth?

Q.12. Do you agree or disagree with the following statement...? A person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity

Q.13. Do you agree or disagree with the following statement...? A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

TABLE 5 COMPARISON OF RESPONDENTS’ AGREEMENT TO PERCENTAGE OF COMMENTS RECEIVED - ACCESS TO SERVICES



Q.14. Do you support or oppose the following proposal...? Where access to particular services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.

Q.16. Do you support or oppose the following proposal...? The City Corporation proposes not asking service users to provide ‘proof’ of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender.

Q.17. Where the City Corporation provides services or facilities accessed according to the gender of the service user (for example male and female public lavatories), it should consider adapting those facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity?

3.11 Most respondents who provided free text comments raised issues about the consultation process itself – i.e. the dissemination, construct and format of the survey. A recurrent theme was challenge to the use of ‘sex’ and ‘gender’ within the survey, and the use and definition of these terms. Some felt that the consultation was inconsistent with the Equality Act 2010 in the way it used the terms ‘sex’ and ‘gender’, a claim that was considered and rejected by the City Corporation. Others felt that more should have been done to restrict responses to London residents. Respondents raised questions about the cost of implementing a gender identity policy. A common theme was the importance of respect and acceptance for all and the voices of all being heard, particularly vulnerable and equalities groups.

I object to the implication that I was 'assigned' a gender at birth. Genders are socially constructed roles based on sexist stereotypes to the (mainly) disadvantage of women.

Interested Participant, White British, Male, Heterosexual/Straight, 52

3.12 A common view among those who did not support the proposals was that biology is a given. Gender was portrayed as a social construct, a learned social phenomenon that shapes assumptions about behaviour, clothing, feelings and identity. It was felt that acceptance of other’s gender identity should not be at the expense of other vulnerable groups. A minority stated that acceptance should be contingent on transition – which is inconsistent with the legal

requirements of the Equality Act 2010. At the same time, there was a broad consensus that everyone deserves to be treated with equal respect, and on the need to adapt services so that they work for everyone, so long as people's rights are protected.

- 3.13** On access to City Corporation services some respondents said that they or others would feel awkward, uncomfortable or 'at risk' sharing services with people who were not biologically the same. There were also concerns about the potential for a gender identity policy to be abused by men who may harm women and girls. Others highlighted the risks to transgender people where they were required to continue to use services based on the gender assigned to them at birth. On proof of gender identity, some proposed restricting access to services depending on 'biological sex', which would be inconsistent with the Equality Act 2010, other than in exceptional circumstances. Others questioned the possibility of 'proof', given the complexities of gender identity. Some commented on the difficulties of relying on appearances, and the subjective nature of this approach, which could leave security personnel and other staff in an awkward situation.

'Transgender people just want to be treated like human beings. We are not dangerous, contagious, or doing anything to bother anyone. Not allowing us access to the recourses we need such as proper bathrooms is hurtful both on an individual level and to a large group of the people you serve.'

Expert, White, Agender, Bisexual, 22

- 3.14** Some respondents offered practical proposals for the design of inclusive services and facilities. Supplying individual cubicles and stalls in gender neutral toilets was one of the most frequent suggestions of this kind, and it was noted that these are available in many settings (e.g. educational institutions and airplanes). A number said that gender-neutral toilets with lockable cubicles and without urinals would be comfortable for most people, but a small minority canvassed for the inclusion of urinals to keep change to the minimum. Similar suggestions were made regarding the provision of changing areas/ cubicles in swimming areas.

I think gender neutral toilets should indicate whether they contain stalls, urinals or both and indicate gender neutral on the door or have no gender marker. Which is a working model I've seen on many occasions and has eradicated confusion and discomfort. I think that in general people like to have the option of cubicles anyway in terms of varying levels of personal comfort with their bodies and for trans women and non-binary folks this can be advantageous for safety as well, to avoid potential harassment or microaggressions from transphobic people which sadly is common in our society at present - which can be a traumatic situation and cause undue anxiety.

Visitor, Chinese Polish, Queer, 31

Summary of key issues raised

	ISSUE	FOR	AGAINST	COMMON GROUND
GENDER IDENTITY ACCESS	<i>Restrictions should be based on gender identity</i>	<ul style="list-style-type: none"> • Safety risks for trans people • Transgender rights • Wellbeing and inclusion of transgender people 	<ul style="list-style-type: none"> • People must complete transition first* • Restrict access based on biological sex* • Prioritise dignity of women and girls • Single sex provision is itself an equalities 	<ul style="list-style-type: none"> • Safety risks • Respect for human rights
GENDER IDENTITY: BASIC PRINCIPLES	<i>A person may feel their gender is different than assigned at birth</i>	<ul style="list-style-type: none"> • Transgender people exist and should be recognised • Gender identity can be fluid 	<ul style="list-style-type: none"> • Sex should be defined biologically • Gender is not 'assigned' but 'given' by sex* 	<ul style="list-style-type: none"> • Importance of correct definition of sex and gender
	<i>Acceptance by society in that gender</i>	<ul style="list-style-type: none"> • Impact of gender dysphoria • Transgender people should be accepted • Transgender experience of victimisation and exclusion 	<ul style="list-style-type: none"> • This may impact on other vulnerable groups • Acceptance should not be forced or an expectation • Acceptance should be contingent on complete transition* 	<ul style="list-style-type: none"> • Gender as a social construct
	<i>Access to services should be based on the individual's gender identity</i>	<ul style="list-style-type: none"> • This will improve equality • This will improve the health and wellbeing of transgender people 	<ul style="list-style-type: none"> • Access should be based on biological sex* • Transgender people are a small minority and 'can't program' for this group* • This would exclude others for religious and cultural reasons 	<ul style="list-style-type: none"> • This should not be in ways that infringe the rights of other people • Adapt services for everyone • Put safeguards in place to protect vulnerable groups

Note that free text comments were disproportionately from those who disagreed with/opposed the principles and proposals in the survey

Basic Principles

* These comments are inconsistent with the legal requirements of the Equality Act 2010.

TO CIT	<i>Safeguarding Measures (free text)</i>		<p>issue</p> <ul style="list-style-type: none"> There should be separate pools for males and females 	<ul style="list-style-type: none"> Prioritise safeguarding vulnerable groups Diverse options Importance of individual privacy Separate cubicles (for/against) Urinals (for/against)
	<i>Proof of gender identity</i>	<ul style="list-style-type: none"> No need for proof Proof should be only in instances of doubt/concern Proof of identification is discriminatory 	<ul style="list-style-type: none"> Identity documents should be provided Self-identification should be discouraged Self-identification is subjective 	<ul style="list-style-type: none"> Risks of assault Protect vulnerable groups
	<i>Gender Neutral Facilities and Services</i>	<ul style="list-style-type: none"> Hygiene issues 		<ul style="list-style-type: none"> Gender neutral facilities are a feasible option Gender neutral facilities are less stigmatising Protection of vulnerable groups

Access to Corporation Services

* These comments are inconsistent with the legal requirements of the Equality Act 2010.

4. Key findings City Residents, Workers and Service Users

City Residents: Response

4.1 City residents will have identified as either ‘living in the City of London’ or ‘living and working in the City of London’. 1,564 respondents self-identified as a City resident and 3,184 as a City resident and worker. However, analysis by postcode suggested that most of these respondents lived in Greater London, rather than the Square Mile (see Table 6a and 6b below), and that a little under 1,000 respondents were residents on the narrower and intended definition.

TABLE 6A: SELF-IDENTIFIED CITY RESIDENTS BY HOME POSTCODE

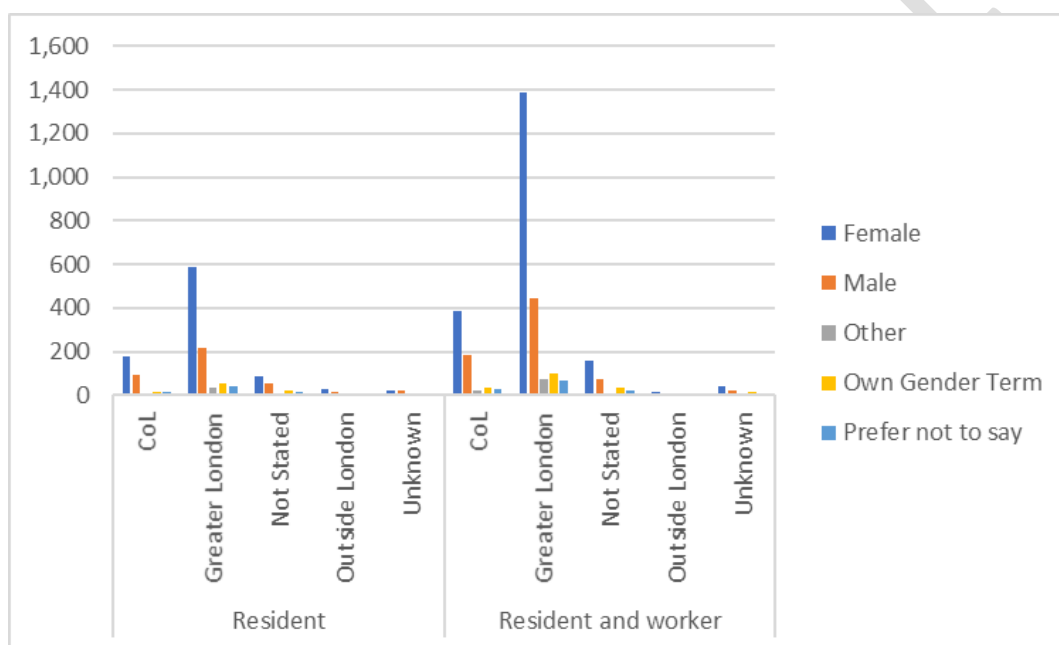


TABLE 6B: CITY RESIDENT NUMBERS BASED ON POSTCODE ANALYSIS: GRAPH

Respondent	Female	Male	Other	Own Term	Prefer not to say	Grand Total	% Total Respondents
City Resident	181	93	12	17	15	318	2%
City Resident & Worker	386	183	21	37	30	657	3%
Grand Total	567	276	33	54	45	975	5%

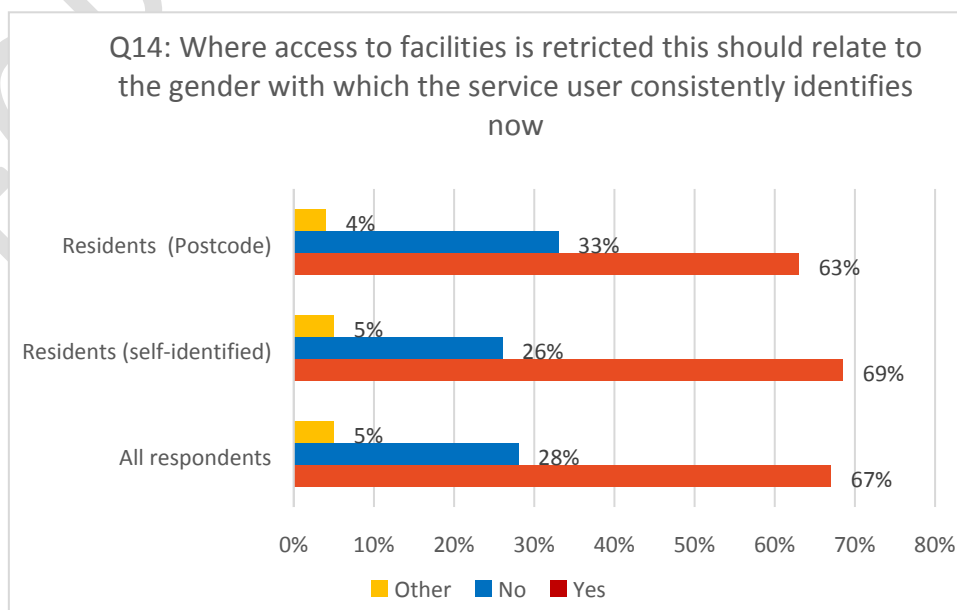
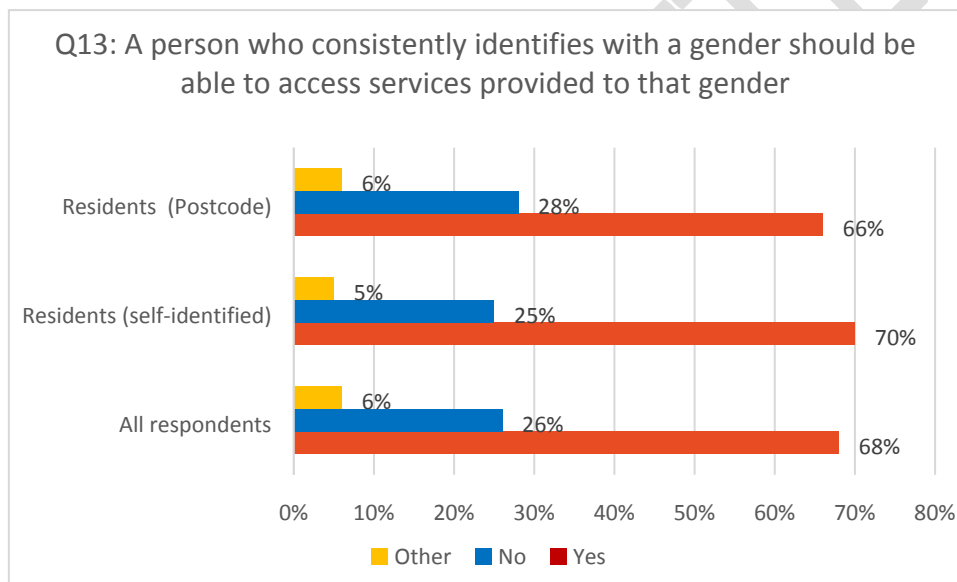
TABLE 2 CITY RESIDENTS, AS IDENTIFIED BY HOME POSTCODE

4.2 The demographic profile of this group is comparable to that for respondents generally, with 58% identifying as female, 56% as White British and 43% in the age range 25-34 (but, note, that 24% of City Residents did not provide information about their age).⁵

City Residents: Views on Gender Identity

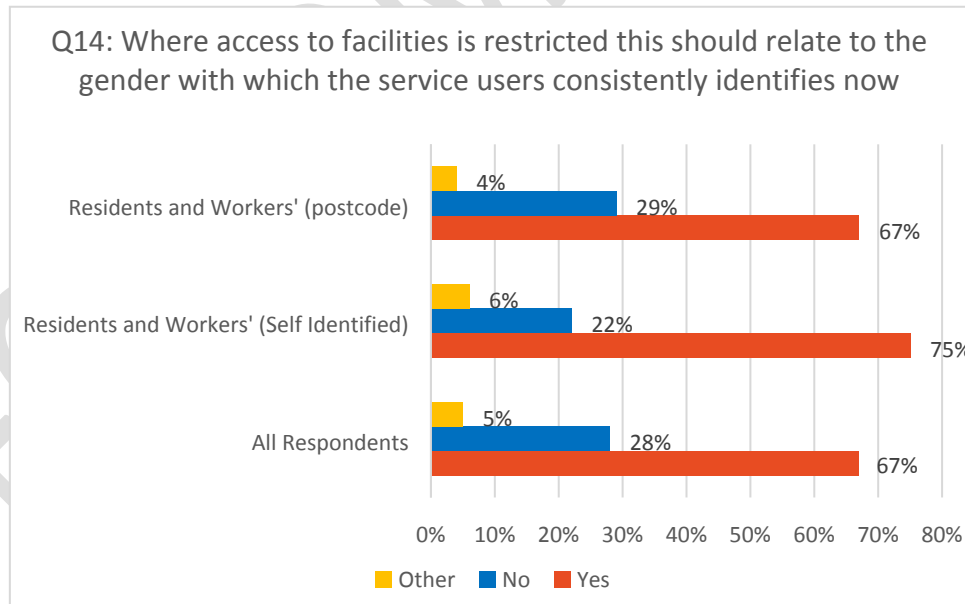
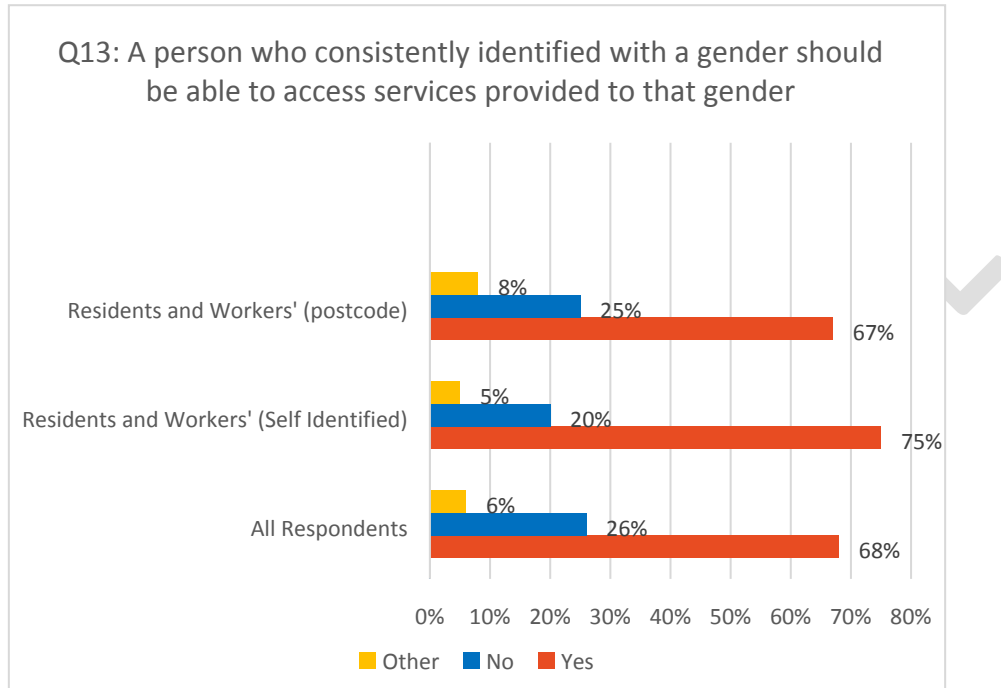
- 4.3 The views of City Residents were broadly in line with other stakeholders, with an aggregate of two thirds (65%) supporting the basic principles, contrasted with 15% who strongly disagreed with them. Two thirds of City residents strongly agreed that restrictions on access to services ‘should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth’.
- 4.4 Those who self-identified as City residents were marginally more likely to be supportive of the key propositions than respondents overall. Those identified as City residents following postcode analysis were a little less likely to be supportive, but with a majority in favour of the proposals.

‘Resident’ response compared to All Respondents – Q13 and Q14



4.5 The same overall pattern was reflected in the responses of those who self-identified as ‘Residents and Workers’ and following a postcode analysis of the responses from this group.

‘Resident and Worker’ response compared to all responses – Q13 and Q14



4.6 As with respondents in general, City residents who opposed the principles and/or proposals on access to services were much more likely to comment in the free text boxes. A sample of resident comments on access to City services on the basis of current gender identity is provided below.

For	Against
------------	----------------

<p><i>I am happy to share services for women with those not born into female bodies. I think their safety would be more compromised in male spaces than mine would be by having trans women (women) in a female space with me.</i></p> <p>City Resident and worker, White British, Female, Heterosexual - Straight, 31</p>	<p><i>I am a man (and nothing will change that) and I use male facilities - I do not expect to see ANYBODY of the opposite sex within those facilities regardless of whether they "identify as male" or not. And I'm sure most women (including my wife) don't want to see men in their facilities.</i></p> <p>City Resident and worker, White British Male, Heterosexual - straight</p>
<p><i>Not doing so [i.e. enabling access] would be unsafe for the person in question (i.e. women being forced to use men's facilities simply because they were assigned male at birth).</i></p> <p>City Resident and worker, Asian or Asian British: Pakistani, Female, Heterosexual - Straight, 34</p>	<p><i>I will no longer be able to use women only pool and changing area if men are allowed in. My nieces are not allowed to be uncovered around men and will not be able to learn to swim. Muslim girls are put at risk and discriminated against by this change.</i></p> <p>City Resident, Asian or Asian British: Pakistani, Female, Heterosexual-straight</p>
<p><i>I am "passing" meaning that others see me as a woman. For me to enter the men's room would be disruptive if not dangerous!</i></p> <p>Resident, Mixed - Asian and White, Female</p>	<p><i>This is opening-up opportunities and safe spaces for women to any man who claims to self-ID as a woman. Statistics show that women are at risk of male violence. This includes genuine transwomen - these transwomen with GRC and cis women need safe places and not to have misogynistic self-ID advocates trying to erode their rights and safe spaces.</i></p> <p>Resident and Worker, Female, (Ethnicity not stated)</p>

- 4.7 Almost all City Residents answered Q15⁶ which requested that respondents note any safeguards that would be required if the policy under consultation was adopted.
- 4.8 City Residents noted the safeguards in the question (individual cubicle and gender-neutral toilets) and felt that these were reasonable options. Most of those who commented felt that gender neutral spaces would be the best option for inclusiveness (see para 3.14 above). Supplying individual cubicles and stalls in toilets was the most common practical suggestion for City Residents, along with changing areas/cubicles in swimming areas.

⁶ Q15 If this policy were adopted, what safeguards, if any, do you believe the City Corporation should put in place to preserve the dignity of all service users? For example, at swimming facilities, should changing areas have individual cubicles to allow users to dress unseen by others? And where toilets are offered on gender neutral basis, should urinals be removed, and only individual stalls be made available?

Service users: Response

- 4.9 18% (3781) of all respondents said that they used City Corporation Services (in addition, of course, it is a reasonable assumption that many of those identifying as City Residents or City Workers and Residents will also be users of City services).
- 4.10 A common challenge was that the survey had not provided a list of services which might be affected by the consultation, and had left it to respondents to establish this information for themselves. Comments ranged from it should not be the expectation of the respondent to list services and it was likely that the services they did use would be affected, to general terms such as 'Various', or 'All'.
- 4.11 Where respondents provide further information on their service use, by far the largest number focused on their use of swimming facilities - Hampstead Heath Ponds, Kenwood Ponds, the Parliament Hill Lido, Highgate/Female/Women's ponds/ Men's ponds/ changing rooms. This was followed by: arts centres, galleries and museums notably Barbican but also Guildhall; Public Toilets (Bathroom, Restrooms, lavatories and urinals); Green spaces (Epping Forest/Parks) and Transport services (Trains/Tube/Bus).

5. Conclusion

5.1 A substantial majority of respondents to the survey supported its six key propositions:

- ✓ a person may come to feel that their gender is different from that assigned at birth
- ✓ in these circumstances, they should be accepted in their stated gender identity
- ✓ in these circumstances, they should be able to access services commonly provided to the gender with which they now identify
- ✓ that, where access to services or facilities are restricted by gender, those restrictions should relate to the gender with which the service user consistently identifies now
- ✓ That the City Corporation should not require service users to provide 'proof' of their identity at single gender services and facilities but rely on each service user to self-identify their gender
- ✓ That the City Corporation should consider adapting facilities to be gender neutral.

This should be reflected in the development of the City Corporations approach to Gender Identity.

5.2 A significant minority of respondents did not support these propositions, and their views too should be considered. This group were much more likely to provide comments, and their views are therefore disproportionately represented in analysis of free text responses. Key messages were:

- The importance of language and clarity in the use of language (e.g. 'sex' and 'gender')
- The need to consider and address safeguarding risks.
- The need to balance the rights and interests of the transgender community against those of other protected groups under the Equality Act (e.g., sex and religion and belief)
- The need to consider the cost implications of any gender identity policy.

5.3 Respondents proposed constructive ways forward to address the issues they identified. For example, the benefits of individual lockable cubicles in gender neutral toilets. These views should be considered in the development and implementation of a Gender Identity policy.

5.4 To conclude, most respondents supported the statements posed in the survey and highlighted the need to respect all groups which would ensure equality and basic human rights were upheld. Those who were least supportive were also most 'vocal'. Despite the differences in views, a common thread in the free text responses was the importance of the Equality Act 2010 and the need for the voices of all to be heard and considered, particularly those of vulnerable groups.

Glossary

The following sets out a glossary of terms and acronyms used within this report

TERM/ACRONYM	DESCRIPTION
BAME	Black, Asian, and minority ethnic (commonly used to refer to members of non-white communities in the UK)
Cisgender	A respondent whose gender identity matches their sex assigned at birth, e.g. who is not transgender
Core Cohort	A respondent who has answered one of the key questions in the survey Q11-Q13 Gender Identity – Basic Principles and Q14-17 Access to City Corporation Services Valid response to the survey
GDPR	The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area
Gender fluid	Refers to someone who prefers to be flexible about their gender identity. They may fluctuate between genders or express multiple gender identities at the same time
Gender Neutral facilities	Facilities that can be accessed regardless of gender.
Interested Participant	A respondent who does not live, work, visit or use City Corporation service
Member of the Public (MoP)	An individual member of the public who did not supply their City Stakeholder status Did not answer Q7
Non-Binary	An umbrella term used to describe gender identities where the individual does not identify exclusively as a man or a woman. There are many included within this, such as agender, genderqueer and gender fluid.
Non-Core Cohort	A respondent who has not answered one of the key questions in the survey Q11-Q13 Gender Identity – Basic Principles and Q14-17 Access to City Corporation Services. An invalid response to the survey
Not a gender	A respondent who identified as their biological sex not by gender.
Not stated	Not stated indicates that the answer was blank, and the respondent did not complete the question.
Relevant Expert	A respondent who self-identified as a relevant expert in respect to gender identity – Answering Q1a of survey
Representative	A respondent who has indicated that they are a representative of a specific organisation – Answering Q1b of survey
Resident	<i>Self-defined:</i> A respondent who has stated that they live in the City of London <i>By postcode:</i> A respondent who provided a postcode that is in the City of London
Resident and Worker	<i>Self-defined:</i> A respondent who has stated that they live and work in the City of London <i>By postcode:</i> A respondent who provided a postcode that is in the City of London
Respondent	An individual who has completed the survey

Service User	A respondent who has stated they regularly use City Corporation services which may be affected by this consultation
Text/Phrase (related)	Text or phrase relating to sex and/ or gender but not specifically noting the respondent's own gender
Text/Phrase (unrelated)	Text or phrase not relating to sex and/ or gender, nor stating respondent's own gender
Transgender	Umbrella terms used to describe individuals who have a gender identity that is different to the sex recorded at birth. This might lead to gender dysphoria. Non-binary people may or may not consider themselves to be trans.
Transsexual	Used in the past to refer to someone who transitioned to live in the 'opposite' gender to the one assigned to them at birth. Many now prefer trans or transgender
Valid response to the survey	A respondent who has answered one of the key questions in the survey Q11-Q13 Gender Identity – Basic Principles and Q14-17 Access to City Corporation Services Also known as the Core Cohort
Visitor	A respondent who has stated that they do not live or work in the City of London. Visitors who are also service users are those who supplied a home postcode.
Worker	A respondent who has stated that they work in the City of London but are not also a resident.
Visitor	A respondent who has stated that they do not live or work in the City of London. Visitors who are also service users are those who supplied a home postcode.

Appendix 1: Survey Questions

About You

Question 1

1. In what capacity are you answering this consultation? As... (Please select the ONE option that best applies)

- a) A relevant expert in respect to gender identity
- b) A representative of a specific organisation
- c) An individual member of the public

Question 2

If 1=a

2. Using the box below, please tell us about your qualifications as an expert in this field

(Free text box)

Question 3

If 1=b

3. What is the name of the organisation you are submitting a response from?

(Free text box)

Question 4

4. What position do you hold in the organisation?

(Free text box)

Question 5

5. What is your organisation's interest in this consultation?

(Free text box)

Question 6

6. Please confirm that you have been authorised by the board, management committee, or chief executive to respond on behalf of your organisation and that this is the only response that your organisation will be submitting to this consultation.

- a. Yes, I have been authorised and this will be the only response from my organisation
- b. No, I have not been authorised or my organisation may be submitting other responses

Question 7

If 1 = c

7. Which of the following applies to you? Please select all that apply.

- a. I live in the City of London
- b. I work in the City of London
- c. I do not live or work in the City of London
- d. I live and work in the City of London

Question 8

If 7= a or b

8. Please enter your work and/or home postcodes into the boxes below

- a. Home (Free text box)
- b. Work (Free text box)

Question 9

9. Do you regularly use any of the City Corporation's services which may be affected by this consultation?

a. Yes, I do

- (Please specify) (Free text box)

b. No, I do not

Question 10

If 7 = c and 9=b

Q.10. You indicated that you do not live or work in the City and are not a service user. Using the box below, please explain your interest in this consultation. (Free text box)

FOR COMMITTEE

GENDER IDENTITY – BASIC PRINCIPLES

Looking at your views on gender identity to begin with.

Question 11

11. Do you agree or disagree with the following statement...?

A person may come to feel that their gender is different from that assigned to them at birth?

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

Question 12

12. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

Question 13

13. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

Access to City Corporation Services

Question 14a

14. Do you support or oppose the following proposal...?

Where access to particular services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.

- Strongly Support
- Support
- Neither support nor oppose
- Oppose
- Strongly oppose
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer

. (Free text box)

Question 15

15. If this policy were adopted, what safeguards, if any, do you believe the City Corporation should put in place to preserve the dignity of all service users?

For example, at swimming facilities, should changing areas have individual cubicles to allow users to dress unseen by others? And where toilets are offered on gender neutral basis, should urinals be removed, and only individual stalls be made available?

(Free text box)

Question 16

16. Do you support or oppose the following proposal...?

The City Corporation proposes not asking service users to provide 'proof' of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender.

- Strongly Support
- Support
- Neither support nor oppose
- Oppose
- Strongly oppose
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

Question 17

17. Where the City Corporation provides services or facilities accessed according to the gender of the service user (for example male and female public lavatories), it should consider adapting those facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity?

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly Disagree
- Not sure

Please feel free to use the box below if there is anything you wish to add to expand on your answer.

(Free text box)

Question 18

18. Please provide any further comments you would like to make about this consultation below

(Free text box)

Demographic Information

Gender

A1. Do you identify as

Female

Male

Other

Prefer not to say

If you prefer to use your own term, please provide this here: _____

A2. Is your gender now the same as the gender you were assigned at birth?

Yes

No

Prefer not to say

A3 Do you identify as trans?

Yes

No

If you prefer to use your own term, please provide this here: _____

Disability

B1. Do you consider yourself disabled?

Yes

No

Prefer not to say

Sexual Orientation

C1. Do you identify as

Bisexual?

Gay man

Gay woman/lesbian

Heterosexual/straight

Other

Prefer not to say

If you prefer to use your own term, please provide this here: _____

(Free text box)

Age

D1. What is your current age?

Prefer not to say

(Free text box)

Ethnicity

E1. Do you describe your race or ethnicity as:

Arab

Asian or Asian British: Indian

Asian or Asian British: Pakistani

Asian or Asian British: Bangladeshi

Asian or Asian British: Chinese

Asian or Asian British: Other

Black or Black British: African

Black or Black British: Caribbean

Black or Black British: Other

Mixed: Asian and White

Mixed: Black and White

Mixed: Other

White: British

White: Irish

White: European

White: Gypsy or Irish Traveller

White: Other

If 'Other' or if you would prefer to use your own definition, please specify: _____

Prefer not to say

(Free text box)

Citizenship

F1. Of which countries are you a Citizen:

United Kingdom

Other EU

Other

Please specify: _____

Prefer not to say

(Free text box)

Religion or Belief

G1. Do you consider yourself to be:

Buddhist

Christian

Hindu

Jewish

Muslim

Non-religious (including Atheist, Agnostic, Humanist)

Sikh

Other

If you prefer to use your own term, please provide this here: _____

Prefer not to say

(Free text box)

Appendix 2 – Survey Data

GENDER IDENTITY – BASIC PRINCIPLES

Looking at your views on gender identity to begin with.

Question 11

11. Do you agree or disagree with the following statement...?

A person may come to feel that their gender is different from that assigned to them at birth?

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	7,487	3,848	870	1,028	475	13,708	65%
Agree	1,811	1,038	53	206	235	3,343	16%
Neither agree nor disagree	621	224	22	111	84	1,062	5%
Disagree	302	250	7	143	51	753	4%
Strongly disagree	776	669	40	312	128	1,925	9%
Not sure	128	49	4	28	15	224	1%
Not Stated	99	20	4	44	9	175	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 3 AGREEMENT TO Q11 BY GENDER

Question 12

12. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be accepted by society in their stated gender identity

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	7,410	3,765	860	990	445	13,470	64%
Agree	1,094	691	39	173	124	2,121	10%
Neither agree nor disagree	853	358	30	157	134	1,532	7%
Disagree	646	379	15	120	102	1,262	6%
Strongly disagree	930	831	45	334	164	2,304	11%
Not sure	184	54	5	44	22	309	1%
Not Stated	107	20	6	54	6	193	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 4 AGREEMENT TO Q12 BY GENDER

Question 13

13. Do you agree or disagree with the following statement...?

A person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify?

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	7,025	3,555	828	950	424	12,782	60%
Agree	789	564	44	83	62	1,542	7%
Neither agree nor disagree	391	298	20	158	101	968	5%
Disagree	802	444	27	135	121	1,529	7%
Strongly disagree	1,947	1,146	67	445	251	3,856	18%
Not sure	196	74	9	45	32	356	2%
Not Stated	74	17	5	56	6	158	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 5 AGREEMENT TO Q13 BY GENDER

Question 14

14. Do you support or oppose the following proposal...?

Where access to particular services or facilities are restricted by gender, the City Corporation has it in mind that the restriction should relate to the gender with which the service user consistently identifies now, regardless of whether that is the gender they were assigned at birth.

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly support	7,021	3,545	816	910	425	12,717	60%
Support	663	530	38	117	50	1,398	7%
Neither support nor oppose	266	269	28	120	72	755	4%
Oppose	649	383	15	103	93	1,243	6%
Strongly oppose	2,375	1,254	85	507	321	4,542	21%
Not sure	190	89	14	48	32	373	2%
Not Stated	60	28	4	67	4	163	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 6 AGREEMENT TO Q14 BY GENDER

Question 16

16. Do you support or oppose the following proposal...?

The City Corporation proposes not asking service users to provide 'proof' of their gender identity at single gender services and facilities but would rely on each service user to self-identify their gender.

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly support	6,406	3,203	796	895	400	11,700	55%
Support	663	530	38	117	50	1,398	7%
Neither support nor oppose	266	269	28	120	72	755	4%
Oppose	649	383	15	103	93	1,243	6%
Strongly oppose	2,375	1,254	85	507	321	4,542	21%
Not sure	190	89	14	48	32	373	2%
Not Stated	60	28	4	67	4	163	1%
Grand Total	10,609	6,098	1,000	1,872	997	21,191	100%

TABLE 7 AGREEMENT TO Q16 BY GENDER

Question 17

17. Where the City Corporation provides services or facilities accessed according to the gender of the service user (for example male and female public lavatories), it should consider adapting those facilities to be gender neutral, i.e. to enable anyone to use them regardless of their gender identity?

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage %
Strongly Agree	5,445	2,934	736	857	389	10,361	49%
Agree	1,557	907	102	169	115	2,850	13%
Neither agree nor disagree	908	497	52	145	86	1,688	8%
Disagree	696	374	25	105	79	1,279	6%
Strongly disagree	2,338	1,281	73	456	303	4,451	21%
Not sure	199	82	11	30	20	342	2%
Not stated	81	23	1	110	5	220	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 8 AGREEMENT TO Q17 BY GENDER

DEMOGRAPHIC INFORMATION

A LITTLE MORE ABOUT YOU

Gender

A1. Do you identify as

Respondents	Number	Percentage%
Female ⁷	11,224	53%
Male ⁸	6,098	29%
Other	1,000	5%
Own Gender Term	1,872	9%
Prefer not to say	997	5%
Grand Total	21,191	100%

TABLE 9 RESPONDENTS BY GENDER

The graph below gives a breakdown of those respondents who choose to use their own gender term. This table also includes those who subsequently noted their identity as female or male.

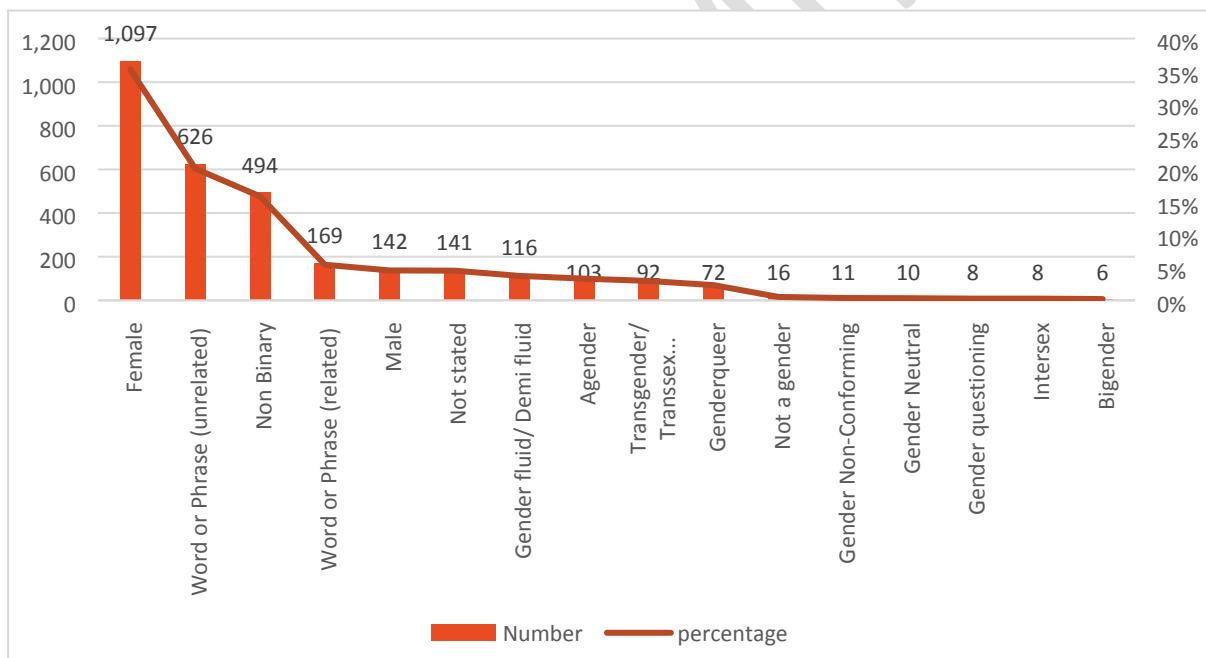


TABLE 10 RESPONDENT OWN GENDER TERM DETAILED

⁷ Includes respondents who initially indicated *Own Term*, then specified ‘female’ or ‘woman’. Original percentage was 48% (10,127) and increased to 53% when this group was added

⁸ Includes respondents who initially indicated *Own Term*, then specified ‘male’ or ‘man’. Original percentage was 28% (5,957) and increased to 29% when this group was added

A2. Is your gender now the same as the gender you were assigned at birth?

Respondents	Number	Percentage%
Yes	15,459	73%
No	3,270	15%
Prefer not to say	2,085	10%
Not Stated	377	2%
Grand Total	21,191	100%

TABLE 11 RESPONDENTS CONFIRMING IF CURRENT GENDER IS SAME AS THAT AT BIRTH

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Total	Percentage%
Yes	9,216	5,487	66	433	257	15,459	73%
No	1,055	421	759	957	78	3,270	15%
Prefer not to say	761	165	167	330	662	2,085	10%
Not Stated	192	25	8	152		377	2%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 12 RESPONDENTS CONFIRMING IF CURRENT GENDER IS SAME AS THAT AT BIRTH DETAILED

A3 Do you identify as trans?

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage%
Yes	930	400	545	712	56	2,643	12%
No	9,821	5,539	299	737	314	16,710	79%
Prefer not to say	390	141	153	281	626	1,591	8%
Not Stated	83	18	3	142	1	247	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 13 RESPONDENTS TRANSGENDER STATUS

The table below notes their transgender status in correlation to Question A1 (gender identity). 712 respondents who used the option of specifying their *Own Gender Term* also identified as transgender.

Respondents	Female	Male	Other	Own Gender Term	Prefer not to say	Grand Total	Percentage%
Yes	930	400	545	712	56	2,643	12%
No	9,821	5,539	299	737	314	16,710	79%
Prefer not to say	390	141	153	281	626	1,591	8%
Not Stated	83	18	3	142	1	247	1%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 14 RESPONDENTS TRANSGENDER STATUS DETAILED

The table below considers the 12% of respondents who identified as transgender cross referenced by stakeholder group

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage%
Yes	930	400	545	712	56	2643	
City Resident	34	29	31	34	6	134	5%
City Resident & Worker	38	18	46	68	5	175	7%
Worker	76	26	33	45	6	186	7%
Service User	121	44	92	95	7	359	14%
Visitor	39	16	20	16	3	94	4%
Expert	144	64	76	143	12	439	17%
Member of Public	1			1		2	0%
Organisation Rep	9	3	4	15	1	32	1%
Interested Participant	467	200	243	294	16	1,220	46%
Not stated	1			1		2	0%
Grand Total	930	400	545	712	56	2,643	100%

TABLE 15 STAKEHOLDERS TRANSGENDER STATUS

Disability

B1. Do you consider yourself disabled?

99% of respondents consider the question of whether they were disabled and supplied an answer. 6% preferred not to say if they were or not, however 18% considered they were.

The table below illustrates respondent's confirmation on whether they are disabled. 46% (1,759) of who state yes were White British and 50% (1,903) are female.

Respondents	Expert	Member of Public	Interested Participant	Not stated	Organisation Rep	City Resident	City Resident & Worker	Service User	Visitor	Worker	Grand Total	Percentage%
Yes	507	5	1,354	3	52	258	424	645	113	434	3,795	18%
No	918	9	5,513	13	97	1,205	2,573	2,869	520	2,253	15,970	75%
Prefer not to say	150	1	406	3	9	82	135	219	49	186	1,240	6%
Not stated	15		28	1	3	19	16	67	10	27	186	1%
Grand Total	1,590	15	7,301	20	161	1,564	3,148	3,800	692	2,900	21,191	100%

TABLE 16 STAKEHOLDERS DISABILITY STATUS

Sexual Orientation

C1. Do you identify as

Respondents	Female	Male	Other	Own Term	Prefer not to say	Total	Percentage%
Bisexual	2,995	976	377	483	136	4,976	23%
Gay man	11	1,018	15	20	10	1,074	5%
Gay woman/lesbian	1,696	7	67	82	26	1,878	9%
Heterosexual/straight	4,235	3,328	31	158	88	7,840	37%
Other	375	137	251	104	61	928	4%
Prefer not to say	931	273	61	101	607	1,973	9%
Not stated	4,235	3,328	31	158	88	7,840	37%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 17 RESPONDENTS SEXUAL ORIENTATION BY GENDER

Age

D1. What is your current age?

(Free text box)

Prefer not to say

This question allowed free text responses, which have been aggregated into standardised age bands. The response includes for the range of ages, including decimals, positive and negative numbers, in addition to text responses related and unrelated to age.

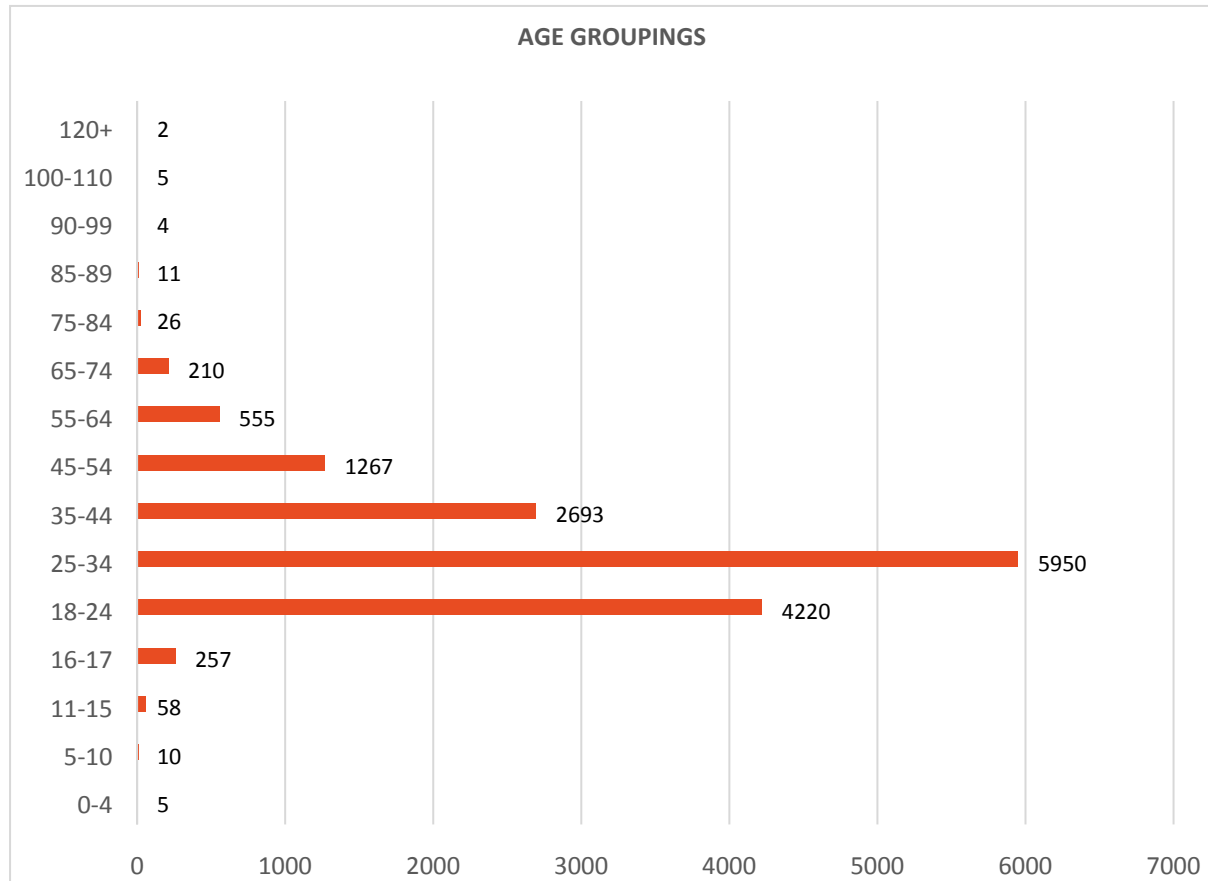


TABLE 18 RESPONDENTS AGE BANDS

A higher number of respondents were from 25-34 years age group. Not stated or information supplied in a format that couldn't be grouped into the standardised age bandings above were 5940 responses.

Ethnicity

E1. Do you describe your race or ethnicity as:

Respondents	Female	Male	Other	Own Term	Prefer not to say	Grand Total	Percentage%
Arab	64	54	14	57	25	214	1%
Asian or Asian British: Indian	112	41	2	11	6	172	1%
Asian or Asian British: Pakistani	53	45	7	16	15	136	1%
Asian or Asian British: Bangladeshi	21	9	4	3	2	39	0%
Asian or Asian British: Chinese	51	22	7	9	4	93	0%
Asian or Asian British: Other	56	32	10	7	6	111	1%
Black or Black British: African	109	44	13	23	18	207	1%
Black or Black British: Caribbean	63	24	7	13	8	115	1%
Black or Black British: Other	28	15	7	14	8	72	0%
Mixed: Asian and White	197	85	23	30	17	352	2%
Mixed: Black and White	151	76	14	35	5	281	1%
Mixed: Other	336	170	57	101	98	762	4%
White: British	6,487	3,301	435	542	308	11,073	52%
White: Europe	1,382	974	170	209	92	2,827	13%
White: Gypsy or Irish Traveller	16	24	9	20	6	75	0%
White: Irish	521	273	32	47	20	893	4%
White: Other	1,126	665	144	265	97	2,297	11%
Prefer not to say			1			1	0%
Not Stated	451	244	44	470	262	1,471	7%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 19 RESPONDENTS ETHNICITY BY GENDER

Citizenship

F1. Of which countries are you a Citizen:

Respondents	Female	Male	Other	Own Term	Prefer not to say	Total	Percentage %
United Kingdom	8,699	4,256	625	979	638	15,197	72%
Other EU	926	645	115	182	72	1,940	9%
Prefer not to say	661	469	113	196	240	1,679	8%
Not Stated	938	728	147	515	47	2,375	11%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 20 RESPONDENTS CITIZENSHIP STATUS BY GENDER

Religion or Belief

G1. Do you consider yourself to be:

Respondents	Female	Male	Other	Own Term	Prefer not to say	Total	Percentage%
Buddhist	130	57	10	28	11	236	1%
Christian	1,236	804	54	113	52	2,259	11%
Hindu	40	13	2	5	1	61	0%
Jewish	313	128	50	74	18	583	3%
Muslim	178	122	39	85	41	465	2%
Non-religious (Atheist, Agnostic, Humanist)	7,694	4,219	625	863	396	13,797	65%
Shinto			1			1	0%
Sikh	9	6		5	3	23	0%
Other	365	159	100	86	32	742	4%
Prefer not to say	855	287	61	113	410	1,726	8%
Not Stated	404	303	58	500	33	1,298	6%
Grand Total	11,224	6,098	1,000	1,872	997	21,191	100%

TABLE 21 RESPONDENTS RELIGION BY GENDER

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EQUALITY ANALYSIS (EA) TEMPLATE

What is the Public Sec

What is an Equality Ar

Decision

Adjustments to remove barriers identified by the assessment or to better advance equality

12 April 2019

How to demonstrate c

Deciding what needs to be assessed [Double click here for more information / Hide](#)

Role of the assessor [Double click here for more information / Hide](#)

How to carry out an Equality Analysis (EA) [Double click here for more information / Hide](#)

The Proposal *Click and hover over the questions to find more details on what is required*

Assessor name: William Coomber

Contact details: William.coomber@cityoflondon.gov.uk

1. What is the Proposal?

A City Corporation Gender Identity (GI) Policy

2. What are the recommendations?

That the GI Policy will support the City Corporation to deliver its duties under the Equality Act 2010 effectively.

3. Who is affected by the Proposal? *Identify the main groups most likely to be directly or indirectly affected by the recommendations.*

The proposal will directly affect transgender City residents, workers and visitors (including those in transition). There will be an indirect impact for other service users, particularly those who use single sex facilities and services.

Age *Double click here to add impact / Hide*

Check box if NOT applicable

Key Demographic statistics:

The Square Mile has proportionately more residents aged 25-69 than Greater London and fewer young people. Summaries of the City of London [age profiles from the 2011 Census can be found on our website](#)

The City resident population is projected to grow steadily, with greatest growth amongst the over 65 years group over the next decade.

Those under 18 and over 65 years are concentrated in areas of deprivation in the east and north of the City.

City Workers tend to be younger, aged between 20-50 years of age. The younger age profile is consistent with the findings of prior independent reports and reflects the fact that finance and insurance industries represent a large % of the City workforce.

Demographics projections and analysis can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics.

Age

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

There is no reliable data currently available on gender identity by age for residents, workers or visitors in the City of London. Some young people identify with a gender other than that assigned to them at birth.

What is the proposal's impact on the equalities aims?

The GI Policy does not have a disproportionate impact on a particular age group.

The GI Policy will not apply to schools who will develop their own policies.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

N/A

Key demographic statistics:

Day-to-day activities can be limited by disability or long-term illness - In the City of London as a whole, 89% of the residents feel they have no limitations in their activities – this is higher than both in England and Wales (82%) and Greater London (86%). In the areas outside the main housing estates, around 95% of the residents responded that their activities were not limited. Extract from summary of the [2011 Census relating to resident population health for the City of London can be found on our website](#).

City workers tend to be healthier than the general population and this is largely due to their younger age profile, although lifestyle choices (such as drinking, smoking and diet) may have a negative impact.

The 2011 Census identified that for the City of London’s resident population:

- 4.4% (328) had a disability that limited their day-to-day activities a lot
- 7.1% (520) had a disability that limited their day-to-day activities a little.

Source: 2011 Census: [Long-term health problem or disability, local authorities in England and Wales](#)

Disability and health inequality amongst residents tends to be geographically concentrated in pockets of deprivation such as Portsoken in the east and north of the City.

NB: These statistics provide general data for these protected characteristics.

Disability

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

There is no reliable data currently available on gender identity and disability for residents, workers or visitors in the City of London.

Some disabled people may identify with a gender other than that assigned to them at birth.

Research shows that trans people are more likely than the general population to experience mental health issues. The disability provisions under the Equality Act 2010 protect those with a ‘physical or mental impairment which has a substantial and long-term adverse effect on ... ability to carry out normal day-to-day activities.’

What is the proposal’s impact on the equalities aims?

The GI Policy may have a positive affect on the mental health of trans people, because it improves access to services and facilities and contributes to tackling stigma and discrimination.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Implement the GI policy and make sure that disabled trans people are aware of the policy and can access services/facilities.

Key borough statistics:

Under the theme of population, the [ONS website](#) has a large number of data collections grouped under:

- [Conception and Fertility Rates](#)
- [Live Births and Still Births](#)
- [Maternities](#)

NB: These statistics provide general data for these protected characteristics.

[Double click here to show borough wide statistics / hide statistics](#)

Pregnancy and Maternity

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals.*

The GI Policy is not expected to impact pregnancy and maternity.

What is the proposal's impact on the equalities aims?

No impact.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Not applicable.

Key demographic statistics:

White British residents comprise 57.5% of the total population, followed by White – Other at 19%.

The second largest ethnic group amongst residents is Asian (12.7%), this group is divided between Asian-Indian (2.9%), Asian-Bangladeshi (3.1%), Asian-Chinese (3.6%) and Asian-Other (2.9%). The City has the highest % of Chinese people of any authority in London and the second highest in England & Wales.

These Asian communities tend to be concentrated geographically in the east and north of the City.

[See ONS Census information](#) or [Greater London Authority projections](#)

The City of London has a relatively small Black population comprising 2.6% of residents. This is considerably lower than the Greater London wide percentage of 13.3%.

City workers are largely white (79%), compared to Asian ethnicity (12%), black groups (5%), mixed race (3%) and Arab origins (1%).

NB: These statistics provide general data for these protected characteristics.

Race

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals.*

There is no reliable data currently available on gender identity by race for residents, workers or visitors in the City of London.

What is the proposal's impact on the equalities aims?

No direct impact on race or ethnicity.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Develop a better understanding of the potential impact of multiple levels of discrimination and mitigation to address these.

Religion or Belief [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key demographic statistics – sources include:

The ONS website has a number of data collections on [religion and belief](#), grouped under the theme of religion and identity.

[Religion in England and Wales provides a summary of the Census 2011 by ward level](#)

The City is a religiously diverse area, with a wider range of religious/faith identities than England as a whole. In the City, 45.3% of residents identify as Christian, with 34.2% stating that they have no religion. The next largest group is Islam (5.5%), followed by Judaism (2.3%), Hindus (2%), Buddhists (1.2%) and Sikhs (0.2%).

Since 2011 the Christian population has fallen by approximately 10% and those with no religion risen by roughly the same figure.

NB: These statistics provide general data for these protected characteristics.

Religion or Belief

Additional Equalities Data (Service level or Corporate)

There is no reliable data currently available on gender identity and religion or belief for residents, workers or visitors in the City of London.

The GI Policy may challenge beliefs about single sex services and facilities in some religious communities. The GI Policy could therefore have a challenging impact on the use of services and facilities by members of those communities.

What is the proposal's impact on the equalities aims?

The proposal is consistent with the Equality Act 2010 provisions on religion and belief.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Religious worship is exempt from the provisions of the Equality Act 2010.

The Public Sector Equality Duty includes a responsibility to 'foster good relations between people who share a relevant protected characteristics and persons who do not share it', and the City may want to consider what opportunities the GI Policy creates for dialogue with and between different communities.

Page 194

Sex [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key demographic statistics:

At the time of the [2011 Census the usual resident population of the City of London](#) could be broken up into:

- 4,091 males (55.5%)
- 3,284 females (44.5%)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics.

Sex

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Some males and females who use single-sex facilities have concerns about and/or are uncomfortable with trans access to those facilities (as illustrated by some of the responses to the City Corporation's GI Survey).

What is the proposal's impact on the equalities aims?

Sex is a protected characteristic under the Equality Act 2010.

The Act also has a strong inclusive presumption for trans people with respect to single sex services and facilities.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

The City Corporation should consider exclusion of trans people from single-sex services in exceptional circumstances where this is a proportionate means to a legitimate end.

The Public Sector Equality Duty includes a responsibility to 'foster good relations between people who share a relevant protected characteristics and persons who do not share it', and the City may want to consider what opportunities the GI Policy creates for dialogue with and between different groups in the community.

Page 10

Sexual Orientation and Gender Reassignment [Double click here to add impact / Hide](#)

Check box if NOT applicable

Key demographic statistics:

It is estimated that 10% of the UK population belong to the lesbian, gay and bisexual communities in the UK. Stonewall have estimated that 1% of the UK population are Transgender or identify as non-binary or gender fluid.

Please refer to:

- [Sexual Identity in the UK – ONS 2014](#)
- [Measuring Sexual Identity – ONS](#)

NB: These statistics provide general data for these protected characteristics.

Sexual Orientation and Gender Reassignment

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

There is currently no reliable data on the numbers of transgender people living, working or visiting the City of London.

The GI policy was strongly supported by trans respondents to the GI Survey.

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The GI policy will have a positive impact on transgender inclusion, and for LGBTQ

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

As it implements the policy, the City Corporation may have opportunities to

Sexual Orientation and Gender Reassignment

rights (noting that this is a diverse community, and includes people who do not support the policy, as was reflected in a minority of responses to the GI Survey).

The policy highlights the challenges for public authorities of responding to new understandings of and expectations about gender, with implications for the Public Sector Equality Duty. For example, how people who identify themselves as 'non-binary' or 'gender fluid' are covered by a gender identity policy.

promote dialogue between Trans, LGBT and Women's groups, which would be beneficial in fostering good relationships.

It would be beneficial to have more data on gender identity in the City, while recognising the challenges of monitoring on a trans classification.

There are legal limits to the degree to which people who identify as non-binary or gender fluid can be covered by this policy. However, the policy can commit to do whatever is possible (within the current limits of the law) to address issues for people who identify as non-binary/gender fluid as a matter of policy.

Marriage and Civil Partnership [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

Key borough statistics - sources include:

[The 2011 Census contain data broken up by local authority on marital and civil partnership status](#)

NB: These statistics provide general data for these protected characteristics.

[Double click here to show borough wide statistics / hide statistics](#)

Marriage and Civil Partnership

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

There were no obvious impacts upon marriage and civil partnership arising from the proposed draft policy.

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

No negative impact

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

Non-applicable

Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#)

This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the protected characteristics covered by these aims. In addition to the sources of information highlighted above – you may also want to consider using:

- Equality monitoring data in relation to take-up and satisfaction of the service

- Equality related employment data where relevant
- Generic or targeted consultation results or research that is available locally, London-wide or nationally
- Complaints and feedback from different groups.

[Double click here to show borough wide statistics / hide statistics](#)

Additional Impacts on Advancing Equality & Fostering Good Relations

Additional Equalities Data (Service level or Corporate)

Are there any additional benefits or risks of the proposals on advancing equality and fostering good relations not considered above?

What actions can be taken to avoid or mitigate any negative impact on advancing equality or fostering good relations not considered above? Provide details of how effective the mitigation will be and how it will be monitored.

Non-applicable

Conclusion and Reporting Guidance

This analysis has concluded that...

The proposed policy provides a statement of the City Corporation's Public Sector Equality Duty under with the Equality Act 2010 with respect to Gender Assignment.

The City should also consider what opportunities the launch and implementation of a Gender Identity Policy creates for fostering understanding, dialogue and good relations between different equality groups.

The GI policy is an important tool in delivering the Equality Act 2010 and Chief Officers should draw up plans to promote trans equality in their service areas, with impact monitored and appropriate accountability and governance. Monitoring should also look out for evidence of any negative impact on service use by other protected groups.

There is little data on gender identity and how it intersects with other protected characteristics. It would be beneficial to build this evidence base where practicable.

Outcome of analysis - [check the one that applies](#)

Outcome 1

No change required where the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

Outcome 2

Adjustments to remove barriers identified by the assessment or to better advance equality.

Outcome 3

Continue despite having identified some potential adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should in line with the duty have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

Outcome 4

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

Signed off by Director:

Name:

Andrew Carter

Date:

12.04.2019

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of the Local Government Act 1972.

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