



## **AGENDA**

### **Culture, Heritage and Libraries Committee**

**Date:** MONDAY, 13 MAY 2019

**Time:** 11.30 am

**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

Deputy John Absalom	Deputy Wendy Hyde
Munsur Ali	Alderman Alastair King
Deputy John Bennett	Vivienne Littlechild
Peter Bennett	Andrew Mayer
Deputy David Bradshaw	Jeremy Mayhew
Tijs Broeke	Wendy Mead
Thomas Clementi	Sylvia Moys
Mary Durcan	Barbara Newman
Anne Fairweather	Graham Packham
Sophie Anne Fernandes	John Petrie
Caroline Haines	Judith Pleasance
Deputy the Revd Stephen Haines	Deputy Richard Regan
Graeme Harrower	James de Sausmarez
Deputy Tom Hoffman (Chief Com moner)	Deputy Dr Giles Shilson
Ann Holmes	Jeremy Simons
Alderman Robert Howard	Mark Wheatley

**Enquiries:** Chloe Rew  
tel. no.: 020 7332 1427  
chloe.rew@cityoflondon.gov.uk

**N.B. Part of this meeting may be subject to audio-visual recording.**

**Lunch will be served in Guildhall Club at 1PM**

**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. **COURT ORDER**

To receive the Order of the Court of Common Council dated 25 April 2019 appointing the Committee and setting its Terms of Reference.

**For Decision**  
(Pages 1 - 2)

4. **ELECTION OF A CHAIRMAN**

To elect a Chairman in accordance with Standing Order 29.

**For Decision**

5. **ELECTION OF A DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order 30.

**For Decision**

6. **MINUTES**

To approve the public minutes of the meeting held on 25 March 2019.

**For Decision**  
(Pages 3 - 12)

7. **DRAFT MINUTES OF THE BENEFICES SUB-COMMITTEE**

To receive the draft public minutes of the meeting held on 4 March 2019.

**For Information**  
(Pages 13 - 14)

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

To receive the draft minutes of the meeting held on 18 March 2019.

**For Information**  
(Pages 15 - 18)

9. **APPOINTMENT TO SUB-COMMITTEES, CONSULTATIVE COMMITTEES, CITY ARTS INITIATIVE**

Report of the Town Clerk & Chief Executive.

**For Decision**  
(Pages 19 - 26)

10. **BREXIT UPDATE**  
The Director of Community and Children's Services to be heard.  
**For Information**
11. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**  
Report of the Assistant Town Clerk & Director of Major Projects.  
**For Decision**  
(Pages 27 - 34)
12. **FANTASTIC FEATS FILM**  
Film screening presented by the Cultural and Visitor Development Director.  
**For Information**
13. **SOCIAL MEDIA CHANNELS FOR MEMBERS UPDATES**  
The Cultural and Visitor Development Director to be heard.  
**For Information**
14. **GUILDHALL ARTIST IN RESIDENCE PROGRAMME**  
The Cultural and Visitor Development Director to be heard.  
**For Information**
15. **LONDON LANDMARKS HALF MARATHON: MONITORING AND EVALUATION HEADLINES**  
Report of the Assistant Town Clerk & Director of Major Projects.  
**For Information**  
(Pages 35 - 52)
16. **CENTRAL GRANTS PROGRAMME (CGP) - ANNUAL REPORT**  
Report of the Chief Grants Officer (CGO) & Director of City Bridge Trust.  
**For Information**  
(Pages 53 - 84)
17. **DRAGON CAFE IN THE CITY - FUTURE FUNDING**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 85 - 88)
18. **BARBICAN LIBRARY UPDATE**  
The Director of Community and Children's Services to be heard.  
**For Decision**

19. **REPORT OF ACTION TAKEN - REQUEST FOR DECISION TAKEN UNDER URGENCY**

Report of the Town Clerk & Chief Executive.

**For Information**  
(Pages 89 - 90)

20. **TOWER BRIDGE AND MONUMENT RISK MANAGEMENT**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 91 - 108)

21. **KEATS HOUSE RISK MANAGEMENT**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 109 - 122)

22. **GENDER IDENTITY POLICY**

Report of the Town Clerk & Chief Executive.

**For Information**  
(Pages 123 - 180)

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

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

25. **EXCLUSION OF THE PUBLIC**

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

**For Decision**

**Part 2 - Non-public Agenda**

26. **NON-PUBLIC MINUTES**

To approve the non-public minutes of the meeting held on 25 March 2019.

**For Decision**  
(Pages 181 - 182)

27. **DRAFT NON-PUBLIC MINUTES OF THE BENEFICES SUB-COMMITTEE**

To receive the draft non-public minutes of the meeting held on 4 March 2019.

**For Information**  
(Pages 183 - 186)

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

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ESTLIN, Mayor	<b>RESOLVED:</b> 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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## CULTURE, HERITAGE & LIBRARIES COMMITTEE

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

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

3. **Membership 2019/20**

### ALDERMEN

- 1 Robert Picton Seymour Howard
- 1 Alistair John Naisbitt King

### COMMONERS

9	Barbara Patricia Newman, C.B.E.....	Aldersgate
7	Jeremy Paul Mayhew.....	Aldersgate
9	Sylvia Doreen Moys.....	Aldgate
5	Graeme George Harrower.....	Bassishaw
2	John Petrie.....	Billingsgate
6	Wendy Hyde, Deputy.....	Bishopsgate
3	Andrew Paul Mayer.....	Bishopsgate
7	Dr Giles Robert Evelyn Shilson, Deputy.....	Bread Street
4	John Alfred Bennett, M.B.E., Deputy.....	Broad Street
	(Candlewick has paired with Walbrook for this appointment).....	Candlewick
7	Graham David Packham.....	Castle Baynard
6	Jeremy Lewis Simons.....	Castle Baynard
3	Tijs Broeke.....	Cheap
1	Stuart John Fraser, C.B.E.....	Coleman Street
	(Cordwainer has paired with Bread Street for this appointment).....	Cordwainer
7	The Revd. Stephen Decatur Haines, Deputy.....	Cornhill
9	Vivienne Littlechild, M.B.E., J.P. ....	Cripplegate
3	David John Bradshaw, Deputy.....	Cripplegate
7	Mark Raymond Peter Henry Delano Wheatley.....	Dowgate
5	Ann Holmes.....	Farringdon Within
4	Richard David Regan, O.B.E., Deputy.....	Farringdon Within
4	John David Absalom, Deputy.....	Farringdon Without
5	Wendy Mead, O.B.E.....	Farringdon Without
6	Judith Lindsay Pleasance.....	Langbourn
3	Thomas Cowley Clementi.....	Lime Street
3	Munsur Ali.....	Portsoken
3	Caroline Wilma Haines.....	Queenhithe
4	Anne Helen Fairweather.....	Tower

9	Tom Hoffman, M.B.E., Deputy.....	Vintry
4	Peter Gordon Bennett.....	Walbrook
Together with one Member appointed in place of the Ward of Bridge & Bridge Without, which is not making an appointment:		
2	Mary Durcan.....	Cripplegate

#### 4. **Terms of Reference**

To be responsible for:-

- (a) the City Corporation's activities and services in the fields of culture, heritage and visitors including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
- (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service;
- (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
- (d) the management and maintenance and, where appropriate, furnishing the City Information Centre, the Monument, the Roman Villa and Baths (Lower Thames Street) and the visitor and events elements of Tower Bridge;
- (e) matters relating to the City's obligations for its various benefices;
- (f) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriffs' Chariots and State Harness;
- (g) cart marking;
- (h) London's Roman Amphitheatre and the City of London Heritage Gallery (under Guildhall Art Gallery);
- (i) the City of London's Outdoor Arts Programme (using the old City of London Festival budget);
- (j) the City Arts Initiative – approving recommendations for artworks in the public realm;
- (k) the Guildhall Yard Public Programme (event content only);
- (l) the City of London Police Museum;
- (m) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
- (n) the management of Guildhall Library Centenary Fund (registered charity no. 206950);
- (o) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
- (p) responsibility for the production and publication of the official City of London Pocketbook;
- (q) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
  - Benefices
  - Keats House
- (r) to be responsible for grants in relation to the 'Inspiring London Through Culture' programme for culture and arts from funds under the Committee's control.
- (s) the appointment of the Directors of Open Spaces, Community and Children's Services and the Assistant Town Clerk and Culture Mile Director (in consultation with the Open Spaces and City Gardens, Community and Children's Services and Establishment Committees).



## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

**Monday, 25 March 2019**

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at  
Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 25 March 2019 at

11.00 am

### **Present**

#### **Members:**

Graham Packham (Chairman)	Vivienne Littlechild
Deputy Wendy Hyde (Deputy Chairman)	Jeremy Mayhew
Deputy John Absalom	Wendy Mead
Munsur Ali	Sylvia Moys
Peter Bennett	Barbara Newman
Deputy David Bradshaw	Judith Pleasance
Tijs Broeke	Deputy Richard Regan
Mary Durcan	James de Sausmarez
Alderman John Garbutt	Deputy Dr Giles Shilson
Alderman Sir Roger Gifford	Jeremy Simons
Caroline Haines	Mark Wheatley
Deputy the Revd Stephen Haines	

### **In Attendance**

#### **Officers:**

Chloe Rew	- Town Clerk's Department
Peter Lisley	- Assistant Town Clerk/Culture Mile Director
Nick Bodger	- Town Clerk's Department
Andrew Buckingham	- Town Clerk's Department
Oliver Nesbitt	- Town Clerk's Department
Leanne O'Boyle	- Town Clerk's Department
Geoff Pick	- Town Clerk's Department
Graham Nickless	- Chamberlain's Department
Julie Smith	- Chamberlain's Department
Ian Hughes	- Department for the Built Environment
Carol Boswarthack	- Community and Children's Services
Richard Jones	- Community and Children's Services
Prachi Ranade	- Community and Children's Services
Colin Buttery	- Director of Open Spaces
Christopher Earlie	- Open Spaces
Gerry Kiefer	- Open Spaces
Rob Shakespeare	- Open Spaces

### **Also In Attendance**

Adam Grant	- Film-maker
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1. **APOLOGIES**

Apologies were received from Deputy John Bennett, Thomas Clementi, Anne Fairweather, Sophie Fernandes, Graeme Harrower, Deputy Tom Hoffman, Anne Holmes, Andrew Mayer and John Petrie.

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

The following declarations were made under the code of conduct:

With respect Item 9, the Chairman declared an interest as a Patron of Doctor Johnson's House, with whom the Arab British Centre are collaborating. Jeremy Simons declared an interest as City Governor for Doctor Johnson's House. Caroline Haines declared an interest due to involvement with Garsington Opera. Alderman Sir Roger Gifford declared an interest due to involvement with the City Music Foundation. The Deputy Chairman, Wendy Mead, Judith Pleasance and Deputy Dr Giles Shilson declared an interest as Patrons of the Barbican.

With respect to Item 10, Mark Wheatley declared an interest due to involvement with the Mayflower 400.

Sylvia Moys declared an interest as a Member of Maritime London.

3. **MINUTES**

**RESOLVED** – That, the public minutes and summary of the previous meeting held 11 December 2018 be agreed subject to the following amendments:

Deputy Dr Giles Shilson, Deputy David Bradshaw and Mary Durcan to be listed under Members present.

Julie Smith, Chamberlain's Department, to be listed under Officers in attendance.

James de Sausmarez to be listed as having sent apologies.

4. **BREXIT UPDATE**

Members received oral updates of the Cultural and Visitor Development Director and the Head of Barbican and Community Libraries regarding Brexit.

Based on research and assumptions promoted by London and Partners, the Association of Leading Visitor Attractions (ALVA), Visit Britain and others, the Cultural and Visitor Development Director reported on the impact of Brexit on tourism, noting that there are concerns from EU visitors regarding access to the UK, and from UK visitors travelling to EU destinations, with questions over identification cards, the strength of the British Pound and political instability. There are concerns from the tourism industry regarding the supply chain, staff retention and abuse of EU nationals working at attractions. The Director reported that visits from EU countries had dropped by 8.3% in 2018, and there was a 7.6% drop in EU arrivals in the first two months of 2019. However, there

has been an 18% increase in tourism from the US and a 19% increase from China.

Members suggested that the decline in tourism from EU visitors could also be related to terrorism threats and high cost of travel in the UK. The Director advised that further research would determine the extent of reasons for decline in tourism. Members emphasised the importance of engaging with visitors to promote the City and the UK.

The Head of Barbican and Community Libraries reported that libraries in the City have facilities to capture biometric data to assist individuals applying for UK visas, residency and citizenship. Applicants are often individuals who have been hired by a City company that have not been able to recruit from the UK and the service has also been accessed by a number of City residents.

**RESOLVED** – That the oral updates be received and their contents noted.

**5. ALDGATE SQUARE EVENTS (DEFERRED FROM JANUARY)**

Members received an oral report of the Cultural and Visitor Development Director relative to the events at Aldgate Square. With support from The Aldgate Partnership (TAP), the City's outdoor arts programme team are curating a programme and centralised booking system for the Square, working with and advising community groups who wish to use the space. Events currently booked include a street food exhibition from Guildhall Library, a grand designs exhibition featuring London's iconic buildings from the London Metropolitan Archives, and a Circus performance with Mimbire, a Hackney-based dance company.

**RESOLVED** – That the oral report be received and its contents noted.

**6. UPDATE ON THE CITY OF LONDON CORPORATION CROWDFUNDING PROJECT (DEFERRED FROM JANUARY)**

Members received a joint report of the Director of Community and Children's Services and the Assistant Town Clerk/Director of Major Projects which provided an update on the City of London Corporation's Crowdfunding Project "Our City". Members were informed that the project initially operated in a limited geographic area, and has been expanded across the whole Square Mile.

**RESOLVED** – That the report be received and its contents noted.

**7. CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE (DEFERRED FROM JANUARY)**

Members considered a report of the Assistant Town Clerk/Director of Major Projects recommending to Members that no further funding be provided for the statues of Sylvia Pankhurst in Clerkenwell and Mary Wollstonecraft in Newington Green, as both statues are located outside of the City boundaries and do not advance the objective to better recognise women within the City's own public realm.

Members expressed support for prioritising commemorations of women and locating these within the City's public realm. The Deputy Chairman suggested focusing researching on women who were active in the City community in the past to identify those who should be commemorated.

The Director advised that programmes are underway to recognise women at Guildhall and in the Cheapside area.

**RESOLVED** – That Members ratify the City Arts Initiative's recommendations to decline endorsing further funding requests for the statues of Sylvia Pankhurst and Mary Wollstonecraft in order to maintain focus and resources on providing commemorations within the City.

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

Members considered a report of the Assistant Town Clerk/Director of Major Projects relative to public art proposals.

**RESOLVED** – That Members ratify the City Arts Initiative's recommendations in relation to proposals 1 to 6 as follows:

- 1) River View: approve subject to final consent from City engineers, and Highways and Planning Teams;
- 2) Wayward, Smithfield Rotunda: approve, subject to final consent of the City Gardens Team;
- 3) Volo – dreams of flight: approve subject to final consent from City Gardens, Highways and Public Realm Teams;
- 4) Sculpture in the City: approve shortlist in principle and subject to necessary permissions and licences from Highways and Planning Teams, and the City Gardens Team, noting the serious concerns from the Director of Communications over some works appearing on the shortlist;
- 5) London Festival of Architecture – Benches: approve subject to final consent from the Highways and City Gardens Teams and implementation of recommendations;
- 6) London Festival of Architecture – St Paul's Plinth: approve subject to final consent from Planning and Engineering Teams; and,
- 7) note the application for 22 Bishopsgate acknowledging that the CAI may only comment and not recommend, and that your Committee may not approve or decline applications for public art on private land.

9. **CENTRAL GRANTS PROGRAMME - INSPIRING LONDON THROUGH CULTURE: RECOMMENDATIONS REPORT TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**

Members received a report of the Assistant Town Clerk/Director of Major Projects relative to the *Inspiring London through Culture* funding theme, which forms part of the Central Grants Programme. Members were asked to note the grants approved by the panel.

**RESOLVED** – That the report be received and its contents noted.

10. **MAYFLOWER 400**

Members received an oral report of the Cultural and Visitor Development Director relative to the 2020 Outdoor arts programme and the proposal to include the Mayflower 400<sup>th</sup> anniversary along with other major events and programmes including Becket 900 and Euro 2020, as well as activities celebrating the City's local communities. The programme will run for several months during the year and stage events at various locations in the City.

**RESOLVED** – That the oral report be received and its contents noted.

11. **ADAM GRANT: COMMISSIONED FILM**

Members heard an oral update of the Cultural and Visitor Development Director relative to developments at the Guildhall Art Gallery (GAG). The Director reported that an uplift to the GAG's local risk budget had been agreed at the Resource Allocation Subcommittee, and *Architecture of London* has received the highest corporate sponsorship for any exhibition in the GAG's history. General admission, school visits, school gallery sessions and family visits have all increased and the financial year 2018/19 has broken all previous records for the Gallery in terms of footfall.

Following the update, Members were presented with a 3-minute film by local film-maker Adam Grant which promoted the upcoming GAG exhibition entitled *Architecture of London*.

Members congratulated and thanked Adam for the excellence of his work which provided a terrific showcase for both the City and the GAG.

**RESOLVED** – That the oral report and film be received and their contents noted.

12. **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 - GUILDHALL LIBRARY CENTENARY FUND**

Members received a joint report of the Chamberlain and the Assistant Town Clerk/ Culture Mile Director relative to the Guildhall Library Centenary Fund Trustees Annual Report and Financial Statements for the Year Ended 31 March 2018, in accordance with the format required by the Charity Commission.

**RESOLVED** – That the report be received and its contents noted.

**13. TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018 - KEATS HOUSE**

Members received a joint report of the Chamberlain and the Director of Open Spaces relative to the Keats House Trustees Annual Report and Financial Statements for the Year Ended 31 March 2018, in accordance with the format required by the Charity Commission.

**RESOLVED** – That the report be received and its contents noted.

**14. FINAL DEPARTMENTAL HIGH-LEVEL BUSINESS PLANS 2019/20 - DEPARTMENT OF COMMUNITY & CHILDREN'S SERVICES, OPEN SPACES DEPARTMENT AND TOWN CLERK'S DEPARTMENT (CULTURAL SERVICES)**

Members considered a joint report of the Town Clerk, Director of Community and Children's Services and Director of Open Spaces relative to the Final Departmental High-Level Business Plans 2019/20 for the Department of Community and Children's Services, Open Spaces Department and the Town Clerk's Department (Cultural Services). The report presented the business plans for approval.

**RESOLVED** – That Members approve the final high-level Business Plans for 2019/20 for the Department of Community and Children's Services, the Open Spaces Department and the Town Clerk's Department (Cultural Services)

**15. TOWER BRIDGE RE-DECKING AND APPROACH VIADUCT WATERPROOFING PROJECT \***

Members received a report of the Director of the Built Environment relative to the progress of the Tower Bridge re-decking and approach viaduct waterproofing project.

**RESOLVED** – That the report be received and its contents noted.

**16. SPECIAL EVENTS ON THE HIGHWAY**

Members considered a report of the Director of the Built Environment relative to Special Events on the highway planned for 2019. Members were informed that there were 14 core events scheduled to take place in the City in 2019, with an increasing number of one-off programmes which aim to promote the City's Cultural and Visitor agendas, transport strategy, objectives of City partner organisations and community groups.

At the London Landmarks Marathon which took place on Sunday 24 March 2019, Members were informed that the event was very successful, with 13,000 runners and an estimated 50,000 spectators. A mobile app which allowed spectators to track individuals based on the runner's number and location received a high-level of engagement and will be used for future events.

Members expressed concern that many events take place on Sundays, therefore road closures and disruptions impact church-goers. The Chairman advised that heat maps are used to identify the benefits and extent of disruption

from events in order to evaluate which events should be approved. The Director of the Build Environment advised that the issue of maintaining church access will be reviewed.

**RESOLVED – That Members:**

1. agree to support the regular core events programme listed in paragraph 5 and detailed in Appendix 1; and,
2. agree to support the additional Cultural, Visitor & Transport Strategy events outlined in paragraphs 18-36, subject to the appropriate degree of due diligence regarding safety, licensing approval, traffic orders (where required) and impact on local stakeholders.

**17. REQUEST FOR URGENT DECISION - REPORT OF ACTION TAKEN \***

Members received a report of the Town Clerk relative to a decision taken under urgency procedures. An urgent decision was taken to authorise the Head of Barbican and Community Libraries to replace one diesel vehicle with an electric equivalent and provide driver training in advance of the Ultra-Low Emission Zone tariffs coming into effect on 1 April 2019.

**RESOLVED – That the report be received and its contents noted.**

**18. LIBRARY SELF SERVICE KIOSKS**

Members considered a Gateway 3/4 report of the Director of Community and Children's Services relative to a request for approval to replace the self-service kiosks and associated peripherals for Barbican and Community Libraries. The Director reported that the existing self-service stations are nearing their end-of-life, and need to be replaced to be maintainable and allow for card and contactless payments and improved ease of use.

**RESOLVED – That Members:**

- 1) approve Option 2 to source a new system, for proceeding to procurement and Gateway 4a;
- 2) approve the total estimated cost of £120,000;
- 3) approve request for additional Capital budget of £70,000 to proceed to procurement and reach the next Gateway.

**19. BARBICAN MUSIC LIBRARY EXHIBITION PROGRAMME**

Members received a report of the Director of Community and Children's Services relative to the Barbican Music Library Exhibition Programme. Partnerships with the Barbican Art Gallery, individuals, organisations and community groups have resulted in a successful, high-profile programme at the Library. The Library has received Priority Investment Pot funding for new cabinets to allow for displaying a wider variety of items. The Library has been promoted by The Guardian, BBC Radio 2 and 3.

The Chairman requested the Director inform all Members of the City of London of events at the Library, not only Members of the Committee.

**RESOLVED – That the report be received and its contents noted.**

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

In answer to a question concerning London and Partners, Members were informed that the Policy and Resources Committee had agreed to grant £100,000 per year for three years to be paid to London and Partners, enabling the City Corporation to take a Strategy Partner role in their new Domestic Tourism programme and campaigns.

Whilst it was noted that the grant had initially been dealt with as a non-public matter, as at the time other partners had not been informed of the funding, the Chairman suggested seeking advice to determine when the information as set out above could be made public.

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

There was no other business.

22. **EXCLUSION OF THE PUBLIC**

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

Item	Paragraph
23-24	3
25	3&7

23. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the previous meeting held 11 December 2018 be agreed as a correct record.

24. **REPORT ON THE EFFICIENCY SAVINGS FOR 2019/20 (DEFERRED FROM JANUARY)**

Members considered a joint report of the Chamberlain, the Assistant Town Clerk/ Culture Mile Director/ Director of Open Spaces and the Director of Community and Children's Services relative to the report on the efficiency savings for 2019/20.

25. **MONUMENT VISITOR CENTRE UPDATE**

Members received an oral report of the Head of Tower Bridge relative to the updates to the Monument Visitor Centre.

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

There were no other questions.

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

There was no other business.



**The meeting ended at 12.45 pm**

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Chairman

**Contact Officer: Chloe Rew  
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[chloe.rew@cityoflondon.gov.uk](mailto:chloe.rew@cityoflondon.gov.uk)**

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## **BENEFICES SUB (CULTURE, HERITAGE & LIBRARIES) COMMITTEE**

**Monday, 4 March 2019**

**Minutes of the meeting of the Benefices Sub (Culture, Heritage & Libraries)  
Committee held at Guildhall, EC2 on Monday, 4 March 2019 at 4.30 pm**

### **Present**

#### **Members:**

Andrew McMurtrie (Chairman)	Ann Holmes
Caroline Haines	James de Sausmarez
Deputy the Revd Stephen Haines	Ian Seaton
Deputy Tom Hoffman	

#### **Officers:**

Julie Mayer	- Town Clerk's Department
Chloe Rew	- Town Clerk's Department

#### **1. APOLOGIES**

Apologies were received from Alderman Gregory Jones, Deputy Wendy Hyde, Deputy Jamie Ingham Clark and Graham Packham.

#### **2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

There were no declarations.

#### **3. MINUTES**

The minutes of the previous meeting held on 5 October 2018 were approved as a correct record.

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

There were no questions.

#### **5. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

#### **6. EXCLUSION OF THE PUBLIC**

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

#### **7. NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the previous meeting held 5 October 2018 be approved as a correct record.

8. **ARCHBISHOPS' COUNCIL CONSULTATION TO AMEND THE PATRONAGE (BENEFICES) MEASURE 1986 ENDING 24 JANUARY 2019**  
**RESOLVED** – That Members note the City Solicitor's response, following consultation with Members of the Benefices Sub Committee in January 2019.
9. **ALDERMAN CHURCH COMMISSIONER**
10. **VISITS TO THE VARIOUS BENEFICES**  
Members discussed recent visits to their Benefices.
11. **RECRUITMENT UPDATE**  
Members heard an update from the Chairman relative to recruitment.
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**  
There was one question.
13. **ANY OTHER BUSINESS WHAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were five items of business.

**The meeting closed at 5.30 pm**

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Chairman

**Contact Officer: Chloe Rew**  
**tel. no.: 020 7332 1427**  
**chloe.rew@cityoflondon.gov.uk**

## KEATS HOUSE CONSULTATIVE COMMITTEE

**Monday, 18 March 2019**

Minutes of the meeting of the Keats House Consultative Committee held at  
Committee Room, 2nd Floor, West Wing, Guildhall on Monday, 18 March 2019 at  
1.45 pm

### **Present**

#### **Members:**

Graham Packham, Chairman, Culture, Heritage and Libraries Committee	Graeme Harrower, Culture, Heritage and Libraries Committee
Deputy Wendy Hyde, Deputy Chairman, Culture, Heritage and Libraries Committee	Jeremy Simons, Culture, Heritage and Libraries Committee
Stephen Ainger, Chair, Downshire Hill Residents Association	

### **In Attendance**

#### **Officers:**

Chloe Rew	- Town Clerk's Department
Colin Buttery	- Director of Open Spaces
Rob Shakespeare	- Open Spaces
Bob Warnock	- Open Spaces

#### **1. APOLOGIES**

Apologies were received from Steven Bobasch (represented by Nigel Steward), Karina Dostalova, Andrew Dutton-Parish and Vivienne Littlechild.

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

There were no declarations.

#### **3. MINUTES**

**RESOLVED** – That the minutes of the previous meeting held 3 October 2018 be agreed as a correct record, subject to an amendment to the spelling of Nigel Steward's surname, who represented Keats Community Library in the place of Steven Bobasch.

#### **Matters Arising:**

Licensing arrangements: The Principal Curator, Keats House, advised that licensing arrangements are progressing. Neighbourhood consultation is complete, and the license application will be submitted to Camden Council shortly. Neighbours have requested notification regarding any changes, however the Chairman requested that legal advice be sought before this is confirmed with neighbours.

Objections are expected from police, as this is standard practice for police to submit objections, however the Superintendent of Hampstead Heath advised he would work with police to resolve any objections.

The Superintendent advised there would be approximately 20 events per year which would require a license, plus any additional private hire events.

### **Heat Pumps:**

Members were advised that all options were considered including heat pumps when the central heating at Ten Keats Grove was replaced, and the Department of Open Spaces is aware of the restrictions on digging at a heritage site.

### **Livery Companies:**

The Superintendent will continue to contact Livery Companies regarding using Keats House as an event venue, in order to promote potential revenue from livery companies.

### **Private Hire:**

Members were informed that delays to major works on the house have prevented confirming future event hire at a Keats House. Structural works to the roof and windows will take six to eight weeks and will require a two-week closure.

Low staff capacity also puts restrictions on events, as casual staff cannot be responsible for the security of Keats House. Members suggested employing City of London Corporation employees for events, as they are security-vetted.

### **Internet at the Library:**

Keats House Community Library has purchased a broadband service from a third-party supplier leading to an improved on-line service.

### **CIL Project to Improve the Entrance to the House:**

The application for planning and listed building consent has been submitted to the London Borough of Camden. The new layout and lights will provide a notable improvement. Some objections may be received due to the Grade I listed status of Keats House and its residential setting.

#### **4. DRAFT ANNUAL REPORT FOR KEATS HOUSE CHARITY 2018/19**

Members received a report of the Superintendent of Hampstead Heath relative to the Draft Annual Report for Keats House Charity 2018/19. The report presented the draft annual report on activities at Keats House for the year ending 31 March 2019 and proposed to change the timing of Keats House Consultative Committee meetings to better align with the City of London Corporation's reporting cycle. The following discussion ensued:

By reorganising the meeting schedule to May and October, the information in the May report can also be used for the statutory charities report eliminating unnecessary effort. The information in the November report (such as revenue and visitor numbers) will contain actual half year data and will help inform the planning for the following financial year. The Consultative Committee supported this proposal.

Regarding the wording of 'The Charity's Origin' in the Draft Annual Report, the Bridge House Estate (BHE) contact in the Chamberlain's Department is being consulted to reword the section without losing meaning.

The Keats House business plan is informed by the City's Corporate Plan, and the achievement of key priorities relates to the departmental vision and priorities. The Chairman noted that cultural objectives should also be recognised, and Keats House should not be seen solely as an Open Spaces initiative.

Members were informed that the Keats200 Programme has been successfully launched. The programme was brought forward from 2021 to 2018. At the launch in December 2018, 230 visitors attended, and although entrance was free on that day, Keats House made more revenue from gift shop sales than ticket and shop sales combined for the same day the previous year. The event demonstrated a clear link between history, location and connections with the Heath. The over-all events programme is strong, with Keats200 being promoted throughout the programme.

Members were informed of other successful Keats House Programmes, including the Poetry Ambassadors, Poet In-Residence, Open House London and Late-Night Keats.

Members emphasised the importance of thanking volunteers, including Heath Hands. The recent reception for volunteers organised by the Chief Commoner at Guildhall was appreciated by attendees.

Public engagements have been positive and demonstrated increased involvement with the public. At the Hampstead Art Fair, Keats House representatives engaged positively with approximately 100 people.

External Members' expressed concern that Keats House does not bring a profit for the City and there is a risk that the City may no longer support Keats House due to the financial loss. The Chairman stated that although Keats House does not bring a profit, there is no desire in the Culture, Heritage and Libraries Committee to release Keats House from the care of the City.

In response to questions regarding Keats Foundation, the Principal Curator stated that Keats Foundation supports the Poets Programme, private hire for the annual conference carries the Keats House logo, and was the first to sign up to the Keats200 programme.

Overall, Keats House's primary goal is to increase visitor numbers through Keats200 programming and its legacy, which will result in increased revenue.

**RESOLVED – That Members:**

1. note the contents of the report;
2. indicate support for fixing the timing of the Keats House Consultative Committee meetings to better fit the annual reporting cycle;
3. the views of the Keats House Consultative Committee be conveyed to the Culture, Heritage and Libraries Committee at their meeting on 13 May 2019.

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

There were no other questions.

**6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no other business.

**7. DATE OF THE NEXT MEETING**

The date and time of the next meeting will be rescheduled by the Committee Clerk to reflect the change in schedule as discussed in Item 4. The Committee Clerk will inform Members and Officers when the date is confirmed.

**The meeting ended at 3.25 pm**

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Chairman

**Contact Officer: Chloe Rew**  
**tel. no.: 020 7332 1427**  
**chloe.rew@cityoflondon.gov.uk**



<b>Committee:</b> Culture, Heritage and Libraries Committee	<b>Date(s):</b> 13 May 2019
<b>Subject:</b> Appointment of the Benefices Sub-Committee; Appointments to the Keats House Consultative Committee 2019/20; Appointment to the City Arts Initiative 2019/20	<b>Public</b>
<b>Report of:</b> Report of the Town Clerk & Chief Executive	<b>For Decision</b>
<b>Report author:</b> Chloe Rew, Committee and Members Services Officer	

## Summary

The purpose of this report is to ask the Culture, Heritage and Libraries Committee to:

- a) appoint the Benefices Sub-Committee, which receives nominations from the whole Court of Common Council, and approve its composition and Terms of Reference;
- b) appoint two of its Members to serve on the Keats House Consultative Committee and approve its composition and Terms of Reference; and,
- c) appoint two of its Members to serve on the City Arts Initiative.

Details of the composition and Terms of Reference of the Benefices Sub-Committee are set out in Appendix A. Details of the composition and Terms of Reference of the Keats House Consultative Committee and the representatives which the Committee is requested to appoint are set out in Appendix B. Details of the composition and Terms of Reference of the City Arts Initiative are set out in Appendix C.

## Recommendation(s)

The Committee is asked to:

1. Agree the appointment, composition and terms of Reference of the Benefices Sub-Committee (*Up to 9 Members, with the Chairman and Deputy Chairman as ex-officio*).
2. Appoint two representatives to the Keats House Consultative Committee and approve its composition and Terms of Reference.
3. Appoint two representatives to the City Arts Initiative.

## Main Report

1. The purpose of this report is for the Culture, Heritage and Libraries Committee to consider the appointment of the Benefices Sub-Committee for 2019/20 and to approve its composition and Terms of Reference; to appoint two of its Members to serve on the Keats House Consultative Committee, approve its composition and

Terms of Reference; and to appoint two of its Members to serve on the City Arts Initiative.

### **Benefices Sub-Committee**

2. At the Culture, Heritage and Libraries Committee on 2 March 2015, Members agreed to widen the field of nominees to the Benefices Sub-Committee, in order to build a pool of Members who would be able and willing to make a *Declaration of Membership*\*, should the need arise. **(Please see Appendix A)**
3. Sub-Committee Members aim to carry out at least one visit per year/attend a service at each of their allocated City Benefices. All Members of the Court have been canvassed for nominations, and the names of those expressing an interest will be circulated before the meeting of the Culture, Heritage and Libraries Committee on 13 May 2019. The Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee serve as ex-officios.
4. Although the Terms of Reference of the Benefices Sub-Committee state that the Sub-Committee would only have 10 Members (including the Chairman and Deputy Chairman), due to high levels of interest, one additional Member was recently appointed for a total of 11.

### **Keats House Consultative Committee**

5. The Chairman and Deputy Chairman of the Grand Committee (as ex-officio) together with 2 other Members of this Committee, are usually appointed to serve on the Keats House Consultative Committee. Members are invited to indicate whether they wish to serve. **(Please see Appendix B)**

### **City Arts Initiative**

6. The Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee are permanent Members of the City Arts Initiative. Members are nominated to serve by the Culture, Heritage and Libraries Committee for a term of one year and are to be elected annually. **(Please see Appendix C)**

### **Conclusion**

7. Members are asked to note the contents of this report and consider the appointments, compositions and Terms of Reference as set out in the recommendations.

### **Appendices**

- Appendix 1 – Composition and Terms of Reference of the Benefices Sub-Committee Terms of Reference
- Appendix 2 – Composition and Terms of Reference of the Keats House Consultative Committee
- Appendix 3 – Composition and Terms of Reference of the City Arts Initiative

**Report Author:**

Chloe Rew

Committee and Members Service Officer

Town Clerk's Department

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## 2. Benefices Sub Committee: Current Membership 11

**Up to 9 Members of the Court to be appointed** by the Committee - the total membership being 11, including the Chairman and Deputy Chairman as Ex-officio Members).

**Meetings in 2018/19 3**

### 2.1 The Chairman of this Sub Committee is elected from amongst its membership. In 2018/19 the Membership comprised:

Chairman of the Grand Committee (Ex-officio)
Deputy Chairman of the Grand Committee (Ex-officio)
1. Andrew McMurtrie – Chairman (2016)
2. Alderman Gregory Jones QC – Deputy Chairman (2016)
3. Caroline Haines
4. Deputy the Revd Stephen Haines
5. Deputy Tom Hoffman
6. Ann Holmes
7. Deputy Jamie Ingham Clerk
8. James de Sausmarez
9. Ian Seaton

### 2.2 Terms of Reference:

To consider matters relating to the City's obligations for its various Benefices.

*\*The Patronage (Benefices) Measure 1986 and The Patronage (Benefices) Rules 1987, seek to confine the exercise of Church of England Patronage; i.e. the right to present Clergy, to a responsible person who is an actual Communicant Member of the Church of England or of a church in communion with it. On receiving notice of a vacancy, the City of London Corporation, as patron, is required to appoint an individual who is 'willing and able to make the Declaration of Membership and act as its representative to discharge its functions as registered patron'. In practice, the Chairman of the Sub-Committee, being a person able and willing to make the declaration, is usually appointed as the City of London Corporation's representative and this practice has worked well.*

**Keats House Consultative Committee**

**2 Members to be appointed** by the Grand Committee (in addition to the Chairman and Deputy Chairman as ex-officio appointments).

**Meetings in 2018/19      3****1.1 The current composition is as follows:**

<b>Name</b>	<b>Representing</b>
Graham Packham	Chairman (Ex-officio)
Deputy Wendy Hyde	Deputy Chairman (Ex-officio)
Karina Dostalova	Hampstead Heath, Highgate Wood and Queen's Park Committee
Graeme Harrower	Culture, Heritage and Libraries Committee
Vivienne Littlechild	Culture, Heritage and Libraries Committee
Jeremy Simons	Culture, Heritage and Libraries Committee
Stephen Ainger	Downshire Hill Residents Association
Stephen Bobasch	Keats Community Library
Jim Burge	Heath Hurst Road Residents' Association
Bob Hall	Keats Foundation
Andrew Dutton-Parish	Hampstead Conservation Area Advisory Committee
Martin Humphery	Health and Hampstead Society

- 1.2 Meetings are to be chaired by the Chairman of the Grand Committee who attends (ex-officio) together with the Deputy Chairman (also ex-officio) and two other Members of the Committee.

**Terms of Reference:**

To make representations to the Culture, Heritage and Libraries Committee about any matter which, in the opinion of the Consultative Committee, affects or is likely to affect Keats House.

# City Arts Initiative (CAI)

## Terms of Reference 2018/19

### Membership

CAI members (by position)	Department	Postholder	Notes
<i>Members</i>			
Chairman of the Culture, Heritage and Libraries Committee	Member	Graham Packham	
Deputy Chairman of the Culture, Heritage and Libraries Committee	Member	Wendy Hyde	
Chairman of the Sculpture in the City Partner Board	Member	Vivienne Littlechild	
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Barbra Newman	2018/19
Member nominated to serve by the Culture, Heritage & Libraries Committee	Member	Jeremy Simons	2018/19
<i>Officers</i>			
Head of Cultural and Visitor Development	Town Clerk's	Nick Bodger	Chairman
Assistant Director (City Public Realm)	Department of the Built Environment	Simon Glynn	Deputy Chairman (joint)
Assistant Director (Highways)	Department of the Built Environment	Ian Hughes	Deputy Chairman (joint)
Superintendent West Ham Park and City Gardens	Open Spaces	Martin Rodman	
Group Manager (Major Projects & Programmes)	Department of the Built Environment	Clarisse Tavin	
Principal Planning Officer	Department of the Built Environment	Maureen Joyce / Rob Chipperfield	
Senior Historic Building Surveyor	City Surveyor's Department	Julian Kverndal	
Access Advisor	Department of the Built Environment	Lydia Morley	
<i>Visual arts expertise</i>			
Director of Sculpture in the City	Lacuna (external)	Stella Ioannou	
Head of Guildhall Galleries	Town Clerk's	Elizabeth Scott	
Head of Visual Arts	Barbican	Jane Alison	

### **Membership**

1. Membership of the City Arts Initiative (CAI) is by virtue of the position served by the group member within the City Corporation, its relevance to the siting of art in the public realm, and/or visual arts more widely.
2. Chairmen and Deputy Chairmen remain permanent members of the group; the Members nominated to serve by the Culture, Heritage and Libraries Committee are to be elected annually
3. Internal/external guests may be invited to meetings to discuss areas of expertise as appropriate

### **Terms of Reference**

4. To provide knowledge and expertise on public art within the City, advising Members, officers and external agencies as appropriate
5. To assess proposals for temporary and permanent works of public art in the City, and to make recommendations to the Culture, Heritage & Libraries Committee, and other Committees as appropriate, regarding their feasibility and suitability for the City's public realm and/or as part of its cultural programmes
6. To provide advice on the management of existing public art in the City
7. To develop and strengthen partnerships with private sector stakeholders in the context of public art
8. To ensure that new art installations are financially sustainable without undue burden on City corporation resources
9. To oversee the City Surveyor's database of existing public art and maintenance liability

### **Governance**

10. The group will recommend applications for approval and those they consider should be declined to the Culture, Heritage and libraries Committee and other Committees as relevant; ratification of recommendations is required by that Committee (and any other appropriate Committees)
11. The CAI has no authority to approve or decline applications without Committee endorsement.

### **Duration and Timings**

12. Meetings of the CAI will take place no later than one month prior to every Culture, Heritage and Libraries Committee meeting
13. Meetings will usually be 1.5hrs
14. Meetings will take place at Guildhall

### **Documentation**

15. Minutes will be circulated within a month of the meeting.
16. Agendas will be sent at least one week prior to meetings.

### **Delegation**

17. If unable to attend, group members may nominate an appropriate representative to attend in their stead. Representatives should be able to speak on behalf of the substantive group member and offer recommendations on their behalf.

### **Review Terms of Reference**

18. To be reviewed annually.

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<b>Committee(s)</b>	<b>Dated:</b>
Culture, Heritage and Libraries – For Decision	13/05/2019
<b>Subject:</b> City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee	<b>Public</b>
<b>Report of:</b> Peter Lisley – Assistant Town Clerk and Director of Major Projects	<b>For Decision</b>
<b>Report author:</b> Nick Bodger, Cultural and Visitor Development Director	

## Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 28 March 2019. At this meeting, the CAI considered public art proposals 1 to 2 (below):

1. **Culture Mile - Pleasure Garden:** a site-specific sound installation for outdoor spaces commissioned by Culture Mile.
2. **Displaced:** a series of personal objects displayed in glass cabinets, as part of a London-wide fundraising trail created by Paul Atherton for the Museum of Homelessness.

## Recommendation(s)

Members of the Culture Heritage and Libraries Committee are asked to:

- Ratify the City Arts Initiative's recommendations in relation to proposals 1 to 2 above as follows:
  - **Culture Mile - Pleasure Garden:** note the application, acknowledging that the CAI may only comment and not recommend, and that your Committee may not approve or decline applications for public art on private land.
  - **Displaced:** decline the application at this stage, noting lack of clarity regarding what the objects are and if the presentation of these objects will be breaching City of London advertising policies.

## Main Report

### Background

1. The City Arts Initiative (CAI) was established to improve the management of public art in the City. It provides advice to your Committee and other service

Committees as appropriate on proposals for new public art, the maintenance of the City's existing public art and, if necessary, decommissioning.

2. The CAI comprises elected Members drawn from your Committee and relevant officers across planning, highways, open spaces, and cultural and visitor development, as well as those with specific expertise in the visual arts.
3. At your Committee in May 2018, Members confirmed that those occupying the roles of Chairman and Deputy Chairman on the Culture, Heritage and Libraries Committee, and the Chairman of the Sculpture in the City Partner Board should have permanent seats on the City Arts Initiative. Your Committee also elected Mrs Barbara Newman and Mr Jeremy Simons to serve on the CAI for the 2018/19 committee year.
4. Apart from officer time handling enquiries and managing the installations, there are no resource implications other than where specifically noted.

### **Current Position**

5. The CAI met on 28 March 2019 to consider the proposals outlined below.
6. Full-colour visual representations of the proposed artworks are circulated electronically with this report and available in appendix 1. Full details of all the applications to the CAI are available on request from the Assistant Town Clerk and Director of Major Projects.

### **Proposals**

#### Pleasure Garden

7. The CAI received a proposal for *Pleasure Garden*, a site-specific sound installation for outdoor spaces to be sited in Salters Hall Gardens. It fuses music and technology in a light-touch way to create a contemplative, playful space for audiences of all ages and backgrounds.
8. Inspired by the story and music of Jacob van Eyck - the 17th century Dutch composer - Pleasure Garden combines excerpts from his work, set within specially-composed new music by Genevieve Lacey and Jan Bang.
9. Commissioned by the Barbican Music Programming team as part of Sound Unbound, the installation will be sited in Charterhouse Norfolk Gardens and will then transfer to Salters Hall gardens.
10. Install begins week commencing 13th May and installation live from 23rd May – 14th June.
11. The installation is being funded by Culture Mile.
12. The installation is comprised of 32 speakers and a 16-channel surround sound system. The speakers are housed in bird boxes and/or upturned plant pots, carefully placed around the garden.

13. Cabling will be buried underneath the earth in the gardens. There are no structural requirements.
14. Concerns were raised by the CAI that the installation could affect residents and so consultation with Markets and Consumer Protection prior to installation was advised.
15. The Department for Built Environment also advised that adequate consideration is given to visual signposting to inform people with neurological processing difficulties about the sound installation.
16. The CAI may comment on but not recommend, and your Committee may not approve or decline applications for public art on private land. This application is therefore for informational purposes but subject to standard planning application procedures.
17. The CAI has asked that the following recommendations be taken into consideration:
  - a. Consultation with Markets and Consumer Protection prior to installation to mitigate any potential noise issues with residents, considering viable mechanisms to direct sound and reduce sound levels (if deemed necessary).
  - b. There's adequate consideration given to visual signposting at the entrance of the garden, as this would help people with sensory or neurological processing difficulties (who may experience sensory overload) to assess whether they want to enter or not.
  - c. Organisers provide a lead contact for the project who can be contacted in case of any noise issues over the duration of its installation.
  - d. All construction and maintenance plans are approved by the landowner.

### Displaced

18. The CAI received a proposal for the placement of 5 display cabinets in the City of London which will hold individual items owned by artist Paul Atherton.
19. Displaced is an art project designed to challenge many of the myths associated with homelessness in London. It sees fifty objects extracted from homeless artist Paul Atherton's storage unit, (where they've been for the past ten years since he lost his home) housed in museum cases on-street and in buildings across London's Zone One.
20. The trail is designed to raise awareness and funds for the Museum of Homelessness.
21. The manufacturer of each product on display is being asked to fund the costs of the manufacture, installation, maintenance, extraction and disposal of their own museum case.

22. The submission being suggested for the City of London is to house five objects of the total fifty. There will be three on street and the other two items will be at the Museum of London and the Barbican Centre.
23. Exact sizing of the objects and cases is still being researched. The maintenance requirements are also currently being researched through the building of a prototype.
24. The project is due to start on 1 July 2019 and end 30 September 2019.
25. Concerns were raised over how the sponsors of the project and manufacturers of the cabinets were credited on the trail, as this may breach City of London advertisement regulations. It was recommended that the applicant may need to apply for advertisement consent.
26. Concerns were also raised about the security of the cabinets and the CAI wanted reassurance that the cabinet would not be easily breakable or moveable.
27. The CAI recommends that this application be declined, and that the applicant reapply after more information pertaining to the issues cited above is available; specifically, when concerns over advertising compliance and security have been resolved.

### **Corporate & Strategic Implications**

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

### **Conclusion**

29. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the public art applications considered on 28 March 2019.

### **Appendices**

- Appendix 1: CAI Images, 28 March 2019

### **Background Papers**

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

**Nick Bodger**

Cultural and Visitor Development Director

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## Appendix 1

### **Barbican - *Pleasure Garden***



Image courtesy of Google Maps

Pleasure Garden located here, as part of Salters Hall gardens

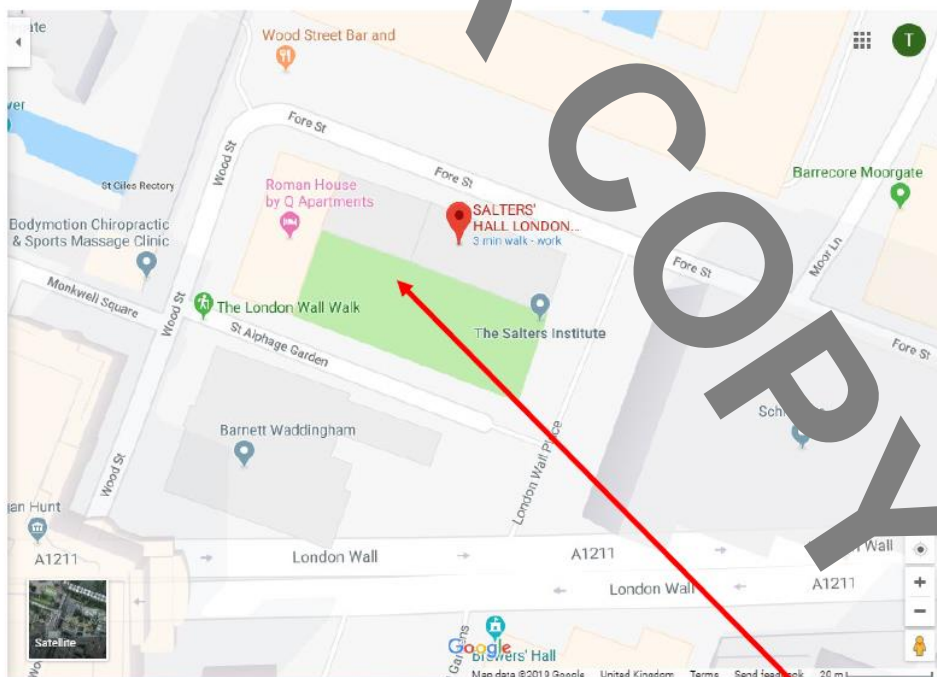
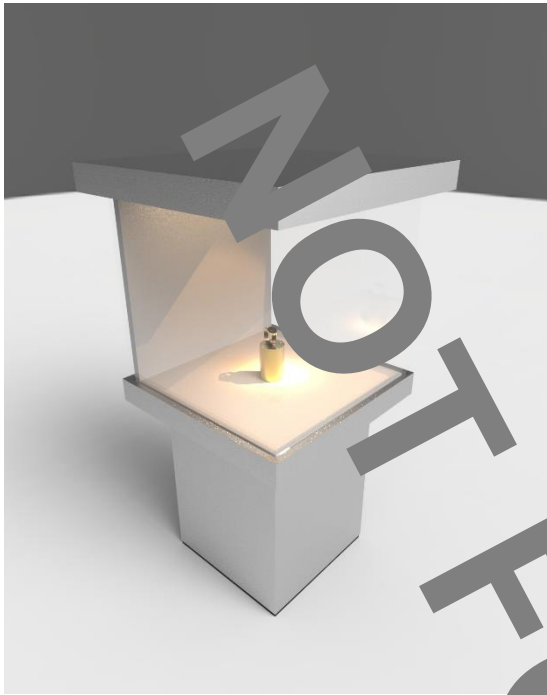


Image courtesy of Google Maps

Pleasure Garden located here, as part of Salters Hall gardens

Paul Atherton: *Displaced*





<b>Committee(s)</b>	<b>Dated:</b>
Culture, Heritage and Libraries	13/05/2019
<b>Subject:</b> London Landmarks Half Marathon: monitoring and evaluation headlines - For Information	<b>Public</b>
<b>Report of:</b> Peter Lisley – Assistant Town Clerk and Director of Major Projects	<b>For Information</b>
<b>Report author:</b> Nick Bodger, Cultural and Visitor Development Director	

## Summary

On Sunday 24 March 2019, the second London Landmarks Half Marathon (LLHM) saw just under 12,009 runners complete a 13-mile route across the City of London and Westminster. The race was watched by approximately 49,000 spectators.

This report outlines some of the key findings from the robust monitoring and evaluation exercise undertaken by the organisers and considers whether the City's ambitions for hosting the event – in particular the aim for the race to shine a light on our sometimes hidden, often quirky cultural and heritage offer – were met.

While attractions taking part in race day (by opening early, hosting special programmes or offering discounts for runners and their families) have reported only small gains in footfall, it is noted that the profile of the City's cultural offer has been much enhanced, with a PR reach for the race of over 41.7m and 80% of spectators perceiving the City to be a more cultural place as a consequence of watching it (up 2% on 2018).

In addition, 67% of spectators assert that they are more likely to come to other cultural events in the City as a result of their time here; this compares favourably to those surveyed in Westminster where only 47% shared this view.

All in all, the event was a significant success, with £6.96m raised to date for 180 charities. This is £2m up on last year with an additional 78 charities benefitting.

## Recommendation(s)

Members are asked to:

- Note the report

## Main Report

## Background

1. The London Landmarks Half Marathon (LLHM) took place on Sunday 24 March 2019. This is the second time the race has been run, its inaugural year being 2018.
2. The 2019 race sought to raise £6m for charities (with just under half going to Tommy's, the charity organising the event) and to shine a light on the City's cultural offer.
3. Following last year's race, your Culture and Visitor Development Team (CVDT) reported disappointing numbers at the attractions that had opened early to receive visitors on the day. In response, they outlined plans to develop discounts for runners' families on the Saturday before the race to help swell numbers and bring the City's cultural offer into focus for national, domestic audiences.
4. The CVDT also committed to continue working with the race organisers to develop animations and activities at key points of interest on-street including – as recommended in the last report – locating the race's most popular activation (the Harry Potter Party) in the City, so helping to swell on-street spectator numbers.

### **Current Position**

5. This year saw just under 12,009 runners (up from 10,000 in 2018) complete a 13-mile route across the City of London and Westminster. The race was watched by approximately 49,000 spectators.
6. To date, LLHM 2019 has raised £6.96m for 180 charities. This is £2m up on last year with an additional 78 charities benefitting.
7. While the discount offers did not have any significant impact on visitor numbers (some attractions reported an additional 30 to 40 visitors, while some saw no difference at all), all those taking part in the scheme felt that the relative ease of setting up offers meant that this could be continued and – with stronger marketing – that growth could be achieved. In addition, all attractions felt the race to be beneficial for the City – not least because of the profile it gives our cultural offer and the unmeasurable benefit this may deliver outside of the race weekend.
8. Similarly, the Harry Potter Party animation being located in the City did not deliver a noticeable difference to footfall in the area in which it was situated. However, overall, the City was busier on-street than it was in the previous year, noting that this is true for the entire route which saw crowds grow year-on-year by 22%.
9. In terms of economic gain, benefitting our retailers specifically, Audience Agency research estimates that approximately £833,000 was spent across the Cities of London and Westminster which would not have been spent were it not for London Landmarks taking place.
10. Furthermore, a PR reach of just under 42m was achieved, with 80% of spectators perceiving the City to be a more cultural place because of watching the race and 67% asserting that they are more likely to come to other cultural events in the

City as a result of their time here. This compares favourably with Westminster where only 47% of spectators asserted this view.

11. These and other headline findings are detailed in the LLHM Evaluation Report at appendix 1 and in the detailed Spectator Survey jointly commissioned from the Audience Agency by the City Corporation and the London Landmarks Half Marathon Team. This is available from the City Corporation's website using [this link](#).

## **Corporate & Strategic Implications**

12. The City Corporation's support of London Landmarks Half Marathon is aligned with its Cultural Strategy 2018/22 under strategic objectives 7 and 9, stating that it will:
- a. Better promote our world class culture and heritage offer and use our wealth of outdoor spaces to widen our appeal to a more diverse audience, enabling communities in the City and beyond
  - b. Play our part as a catalyst and convener in supporting and connecting with the wider cultural ecology of the capital, the rest of the UK and globally.
13. It aligns with the Corporate Plan in that it supports actions:
- a. 2b – raise awareness of factors affecting mental and physical health
  - b. 2d – provide inclusive access to facilities for physical activity and recreation.
  - c. 3b – provide access to world-class heritage, culture and learning to people of all ages, abilities and backgrounds.
  - d. 7d – promote London for its creative energy and competitive strengths.
  - e. 8a – promote the City, London and the UK as attractive and accessible places to live, learn, work and visit.
  - f. 10d – protect, curate and promote world-class heritage assets, cultural experiences and events.

## **Conclusion**

14. All in all, the London Landmarks Marathon was a significant success, with nearly £7m raised for 180 charities.
15. A PR reach for the race of just under 42m and that 80% of spectators perceived the City to be a more cultural place as a consequence of visiting while 67% asserted that they are more likely to come to other cultural events in the City as a result of their time here, suggests that our cultural ambitions for supporting this event were achieved.
16. As previously reported for LLHM 2018, attendance levels at City attractions during the race did not see an increase and this remains likely as a result of spectators wishing to cheer on those they have come to support; it is noted however that direct benefit for attractions may be achieved over the year as families return for leisure activities.

17. With spectator growth of 22% year-on-year, funds raised up by £2m and an additional 78 charities benefiting (with a further 105 seeking places for next year), the London Landmarks Half Marathon is growing. This growth will help to further build the City's cultural profile on the national stage and deliver benefits for stakeholders across the cultural and visitor sectors.

## **Appendices**

- Appendix 1 - London Landmarks Half Marathon Evaluation report 2019

## **Background Papers**

*London Landmarks Half Marathon: Spectator survey results, Audience Agency [March 2019]* – available on the City Corporation tourism intelligence pages at <https://www.cityoflondon.gov.uk/things-to-do/visit-the-city/strategies-trends/Documents/london-landmarks-half-marathon-spectator-survey-results-2019.pdf>.

## **Nick Bodger**

Cultural and Visitor Development Director

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E: [Nick.Bodger@cityoflondon.gov.uk](mailto:Nick.Bodger@cityoflondon.gov.uk)

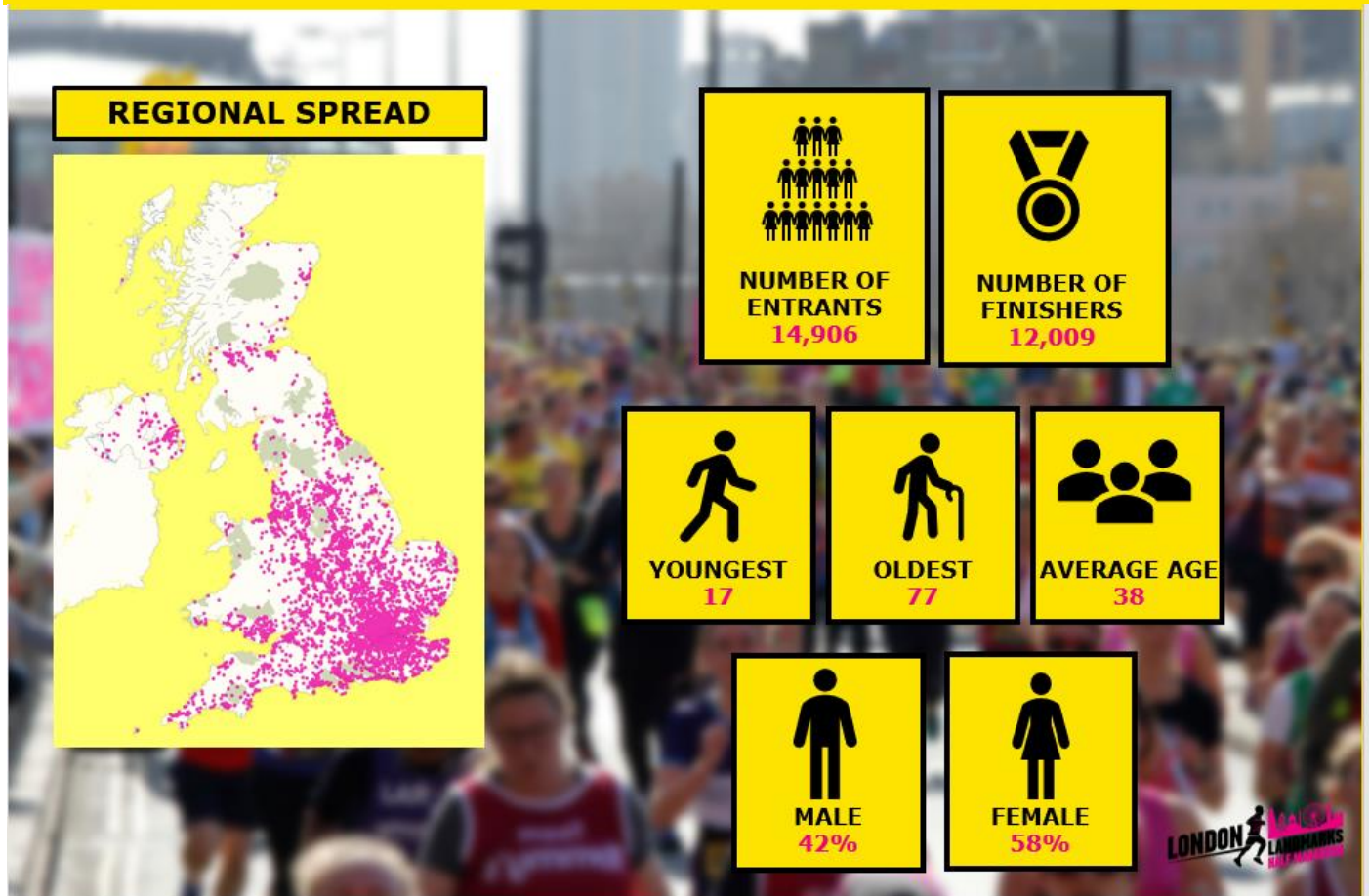
## LLHM 2019 Report for the City of London

### FUNDRAISING

	TARGET	ACTUAL RAISED TO DATE
<b>TOMMY'S</b>	£2.56m	£2.78m
<b>180 OTHER CHARITIES</b>	£3.44	£4.18m
<b>GRAND TOTAL RAISED TO DATE</b>	£6m	£6.96m*

\* The grand total is expected to rise to £7m+ as 'offline income' (money received through paper sponsor forms and matched giving) has not yet been accounted for in these numbers

### PARTICIPANT STATS



### OVERNIGHT STAYS

- The LLHM participant survey revealed that 39% of LLHM participants arranged an overnight stay in London for them and their supporters.

### ESTIMATED SPECTATOR NUMBERS

- The estimated total spectator figure is **49,000** which is a 22.5% increase from the estimated 40,000 from last year. This has been calculated as follows:
  - The LLHM participant survey revealed that 12,000 participants brought approximately 31,000 supporters with them.
  - The LLHM spectator survey revealed that 63% of spectators were at the event to support a participant suggesting the remaining 37% of spectators totalled approximately 18,000
  - $31,000 + 18,000 = 49,000$

## PRESS COVERAGE

- **Total pieces of coverage:** 261
- **Total reach:** 41,698,895
- **Coverage breakdown**

Area	
London	<b>46</b>
National	<b>78</b>
Regional	<b>137</b>
<b>Grand Total</b>	<b>261</b>



Type	
Online	161
Print	86
Radio	10
TV	4

### Evening Standard.

**London Landmarks Half Marathon: 13,000 runners and celebrities race around the capital**

News Article | Amanda Holden | Sunday, 26th March 2017 | 12 comments

in Pictures | London Landmarks Half Marathon 2019



More than 13,000 runners rounded the capital's streets for the London Landmarks Half Marathon on Sunday morning.

Starting at Finsbury Park and taking in some of the city's most iconic sights, the London Half was held in partnership with the London Marathon.

Evening Standard, the capital's most popular newspaper, has been a long-time supporter of the London Landmarks Half Marathon.

London Landmarks Half Marathon 2019

### METRO

Join the fun, Amanda Holden and runners at the London Landmarks Half Marathon

2019

Getting out and about

There's a lot going on in London this weekend. So much so, it's a bit of a challenge to keep up with it all. But one thing is for sure: the London Landmarks Half Marathon is a must-see event.

SCANDINAVIAN OPENING MARKET: The capital's most popular newspaper, the Evening Standard, has been a long-time supporter of the London Landmarks Half Marathon.

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### Time Out London

City life

Pounding the pavement

OPPORTUNITIES To enjoy a run on the London streets, the capital's most popular newspaper, the Evening Standard, has been a long-time supporter of the London Landmarks Half Marathon.

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### MailOnline

**Amanda Holden leads the stars as she takes part in the London Landmarks half marathon**

Amanda Holden led the masses as she posed for a snap ahead of the London Landmarks half marathon on Saturday.

The star, 46, was geared up for the big race as she excitedly warmed up by the start line.

The British's Got Talent judge was suitably dressed for the sporting occasion, dressed in a black and white zip up top and black sports leggings, as she joined fellow celebs and keen runners for the charity event.



### Runner's World

**New course record at the London Landmarks half marathon 2019**

By Ben Hoadson 26/03/2019



A new course record was set at the second London Landmarks Half Marathon at the weekend as Sefiya Jamal who runs for London Heathrow AC, set a new course record and personal best of 1:01:14 taking the title from last year's winners, father and son duo Ben and Graham Green.



## MEDIA RUNNERS

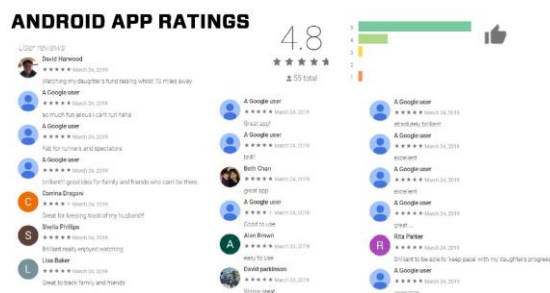
- **39** people from the media industry signed up to take part in the event
- **34** of them started the race
- They represented **24** different media organisations who delivered **17** pieces of coverage for the event (alongside their own social media posts.)
- At least **5** more pieces of coverage following the event are expected.
- A whole range of media runners took part in the LLHM including editors, writers & bloggers from:
  - Runners World
  - The Evening Standard
  - Closer/Bella
  - Coach Magazine
  - Talk Sport
  - Heart
  - Women's Health
  - The Daily Star
  - The Guardian



- Running Channel
- Running Works
- Sports Industry Group
- Outdoor Fitness
- London Unattached
- G-A-Y
- The Express
- This is London
- Absolutely London

**LLHM APP**

- 22,349 downloads
- 4.8 star rating
- MYLAPS who produce the app are using our app as a best case reference APP for their other timers around the world.



## FACEBOOK LIVE BROADCAST

- The LLHM was broadcast live through the LLHM, London Evening Standard and Tommy's Facebook pages with a total reach of  $\sim 800,000$

• <b>Distribution channels</b>	<ul style="list-style-type: none"> <li>• LLHM Facebook page</li> <li>• London Evening Standard Facebook page</li> <li>• Tommy's Facebook page</li> </ul>
• <b>Total reach</b>	• 800,300
• <b>Production Partner</b>	• FilmNova
• <b>Duration</b>	• 3 hours 37 (09.15 -12:52)
• <b>Live Broadcast Presenter</b>	• Radzi Chinyanganya: Blue Peter Presenter
• <b>Live Broadcast Commentator</b>	<ul style="list-style-type: none"> <li>• Rob Walker: British Sports Commentator</li> <li>• Rachel Stringer: TV Presenter</li> </ul>



## CELEBRITY SUPPORT

- Amanda Holden was our lead celebrity
- 20 other celebrities from Bucks Fizz, Love Island, Master Chef, Blue Peter, This Morning, Emmerdale, The Great British Bake Off, Call the Midwife, Liberty Ex, Towie and Eastenders also ran



## CHARITY PARTNERS

- **2018 Charity Partners:** 102
- **2019 Charity Partners:** 180
- **2020 Waiting List:** 105 extra charities seeking places

## CHARITY MASCOT RELAY

- 17 charity mascots took part in the first ever charity mascot race including the brand new Tommy's mascot, 'The Tommy's Rainbow'



## DIGNITARY SUPPORT

- LLHM 2019 was started by the City Sherriff and the Lord Mayor of Westminster and both also handed out medals at the finish line





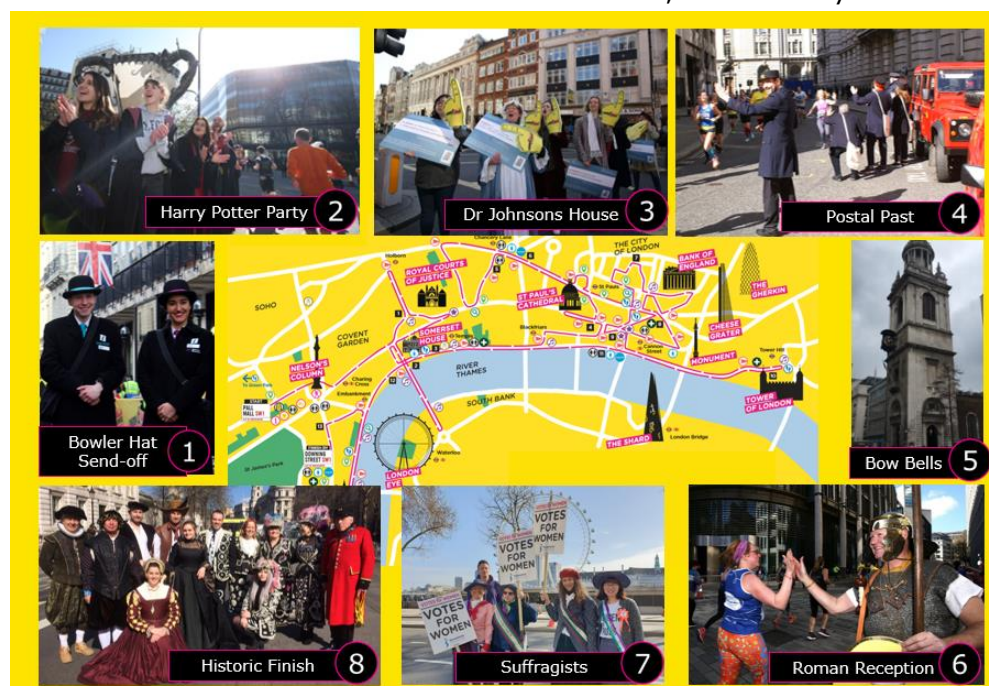
## RACE DAY ACTIVATIONS

Our number of race day activations increased from 190 to 271

Activation	Number
LLHM historical activations	8 (5 in the City)
Large themed cheer stations	17 (11 in the City)
Smaller themed cheer stations	181
Community cheer stations	2
Music, DJ's and dance groups	37
Musical acts supplied by charities	11
Performance stages	3 (2 in the City)
History Tours	7 (3 in the City)
Treasure hunts	3 (2 in the City)
Photo challenge	1 (in the City)
Relay races	1
<b>TOTAL</b>	<b>271</b>

## HISTORICAL ACTIVATIONS

- LLHM 2019 hosted 8 historical activations, 5 in the City





## THEMED CHARITY CHEER STATIONS

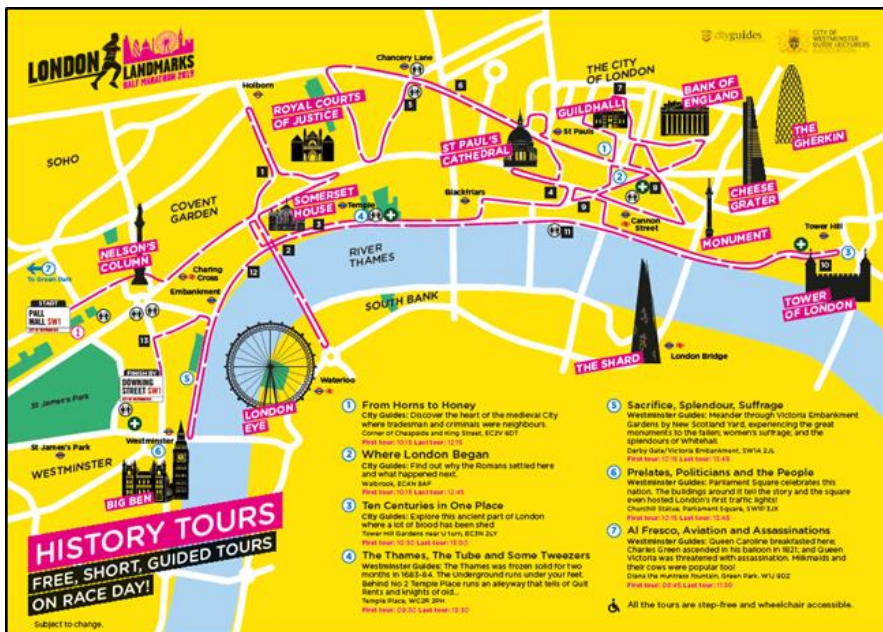
- Our charity cheer stations this year included themes from Mary Poppins, Monopoly and Charles Dickens!





## HISTORY TOURS

- 7 Free guided history tours took place encouraging spectators to explore the area whilst they waited for the loved ones to approach.
- City titles this year included: From Horns to Honey, Ten Centuries In One Place and Where London Began.



## THE CITY SELFIE CHALLENGE

- We organised a family photo challenge encouraging spectators to solve clues, explore sites and attractions to be in with a chance of winning a prize at the Apex Hotel City of London and dinner at Bread Street Kitchen.

### THE LLHM CITY 'SELFIE' CHALLENGE

WIN AN OVERNIGHT STAY IN LONDON!

### THE CHALLENGE!

Between 9am on Friday 22 March 2019 and 5pm on Monday 25 March 2019:

1. Solve the clues and visit the answer locations
2. Take a selfie or photo at **all 5 locations**
3. Go to our Facebook page [facebook.com/londonlandmarkshalf](https://facebook.com/londonlandmarkshalf)
4. Post your photos using the tag **#LLHMCityChallenge**

### THE PRIZE!

An over night stay at **Apex City of London Hotel** PLUS bottomless pizza for four at **Bread Street Kitchen\***

### THE CLUES!

1. This **medieval hall** is the heart of the City of London, the home of giants, and witnessed the trial of a Queen.
2. The only place in London where you can admire pre-Raphaelite **art** and pretend to be Russell Crowe in **Gladiator**.
3. Ello, ello, ello, move along, nothing for you to see in this **museum**.
4. In 1952 Albert Gunter jumped his number 78 bus across this **bridge** as it opened.
5. This **column** is a commemoration of the Great Fire and was used by Robert Hooke to conduct experiments.

\*Competition T&CS can be found at [llhm.co.uk/city-challenge](http://llhm.co.uk/city-challenge)



## COMMUNITY & CULTURAL ENGAGEMENT

- The LLHM engaged schools, university, choirs, dance groups, community organisations, businesses and Youth Groups with the event.
- Example include: Spitalfields Music Acts, Volunteer Police Cadets, Drum Works Barbican, Queen Mary University, SOAS World Choir, Cheapside Business Alliance, Bloomberg, ING & Bread Street Kitchen.





## LITTLE SPOTTERS TREASURE HUNT

- The LLHM developed free family-friendly treasure hunts that brought to life London's hidden animals. There were three trails with 2 starting in the City.



## ROUTE SIGNAGE

- LLHM worked with the City Guides to create route signage pointing out quirky and hidden facts and to also celebrate a number of City location anniversaries.



### 150th Anniversary of the Opening of Blackfriars Bridge (1869)

Originally named William Pitt Bridge, after Prime Minister William Pitt the Elder.



### 150th Anniversary of the Opening of Holborn Viaduct (1869)

In 1882 Holborn Viaduct became home to the world's first coal-fired power station, the Edison Electric Light Station.



### 200th Anniversary of the birth of Horace Jones, designer of Tower Bridge and Old Billingsgate.



### 125th Anniversary of Tower Bridge Completion (1894)

In 1952 Tower Bridge opened while a double-decker bus was crossing. The driver put his foot down and cleared a 3 foot gap in the bridge, landing safely on the other side!





### London Stone

A landmark since the late 1100's but originally on the other side of the road!





### The Mithraeum

Go beneath the streets of London's financial district to discover the Roman temple of Mithras



### The Monument Built by Christopher Wren and Robert Hooke as a giant stone telescope



## DISCOVERING THE CITY

- We dedicated two pages in our Race Day Guide to City must see sights.

## 48 HOURS IN LONDON

Staying in London for the whole weekend? Our friends in the City of London Corporation and the Westminster Guides have suggested some must see sights!



### TOWER BRIDGE

Ascend to the high-level walk ways of Tower Bridge for panoramic views of the London skyline and take photos of your feet as you look down on London life through the glass floor.

[towerbridge.org.uk](http://towerbridge.org.uk)

### ONE NEW CHANGE

Pop into One New Change Shopping Centre and take the lift to the top floor where you can enjoy the view of St Paul's Cathedral dome and perhaps treat yourself to a fortifying cocktail in one of the roof top bars.

[onenewchange.com](http://onenewchange.com)

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### ST PAUL'S CATHEDRAL

Visit St Paul's Cathedral and explore the crypt and the famous Whispering Gallery in the dome. Multimedia guides and free guided tours will bring the history to life. Pause on the steps outside to admire the setting – and remember the iconic 'Feed the Birds' scene from Mary Poppins.

[stpauls.co.uk](http://stpauls.co.uk)



### GUILDHALL GALLERIES

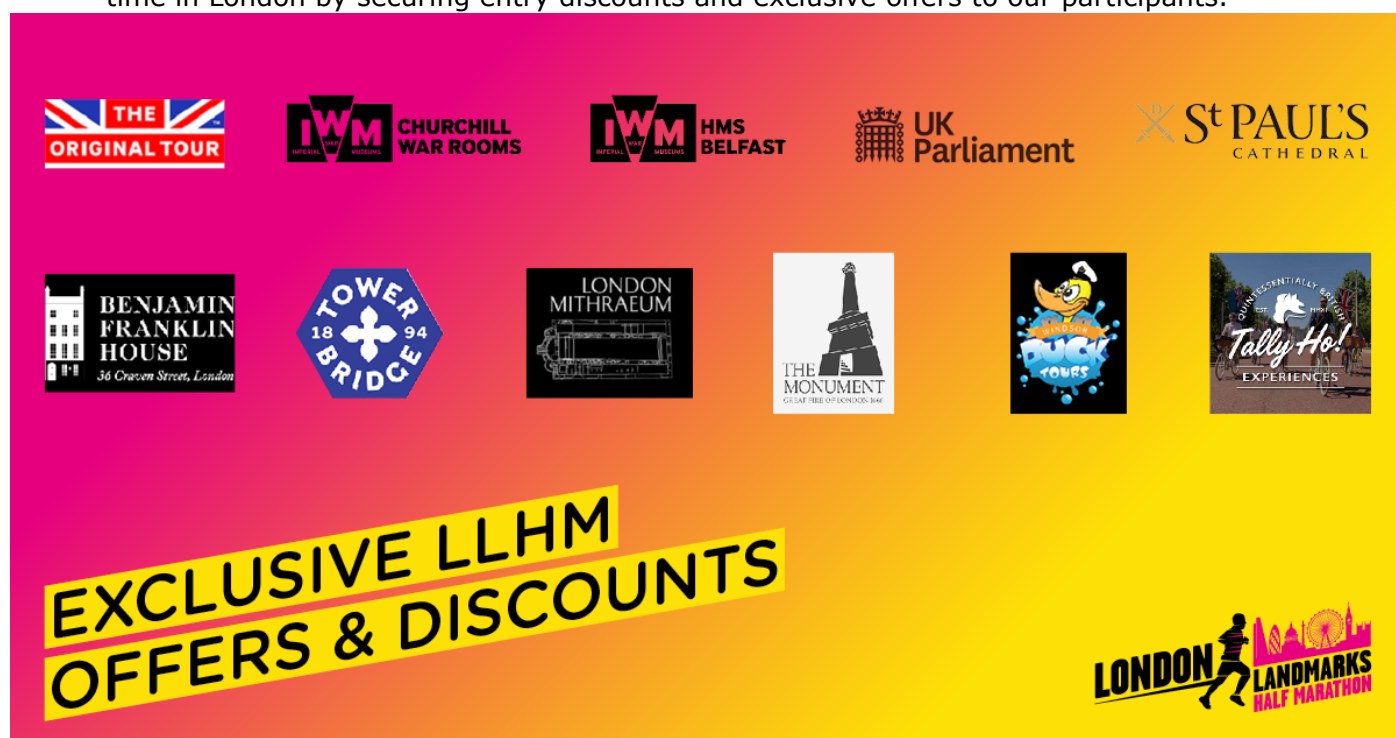
Visit eight attractions in one place at Guildhall Galleries. See a stunning collection of pre-Raphaelite paintings at Guildhall Art Gallery. Imagine what life was like for gladiators in London's Roman Amphitheatre. Find the City of London's giants, Gog and Magog in the medieval Great Hall. Discover 175 years of policing the Square Mile at the City of London Police Museum. Guildhall Galleries is also home to Guildhall Library, City of London Heritage Gallery, The City Centre and St Lawrence Jewry.

[cityoflondon.gov.uk/guildhallgalleries](http://cityoflondon.gov.uk/guildhallgalleries)

15



- We also encouraged runners and their families to explore the City and make the most of their time in London by securing entry discounts and exclusive offers to our participants.



## LIVERY COMAPNIES

- LLHM approached all livery companies with the following opportunities:
  - Attend the LLHM in company robes
  - Display company colours and coat of arms
  - Demonstrate trade
  - Open hall to the public
  - Volunteer for event day roles
  - Run the LLHM
- The Chartered Accountants had 3 members running and held a cheer stand
- We hope to increase Livery Company involvement for LLHM 2020.



## HEALTH AND WELL-BEING

- **General health & wellbeing:** 94% of participants agreed or strongly agreed that participation in the LLHM had helped improve their general health & wellbeing.
- **Diet:** 78% of participants agreed that they would continue with the positive lifestyle changes they had made to their diet.
- **Alcohol consumption:** 57% of participants agreed that they would continue with the positive lifestyle changes they had made to their alcohol consumption.
- **Smoking:** 43% of participants agreed that they would continue with the positive lifestyle changes they had made to how much they smoke.

Each of these have increased at least 2% from last year.

## AWARDS

### AWARDS WON

**Third Sector Awards:** Fundraising Event of the Year

**The Running Bible:** March 2018 Medal of the Month

**The Running Bible:** Medal of the Year 2018

**The Running Bible:** March 2019 Medal of the Month

**BT Sports Industry Awards 2019:** Active Award

**The 2019 Running Awards:** Best Half Marathon with 5000+ participants

### AWARDS SHORTLISTED FOR

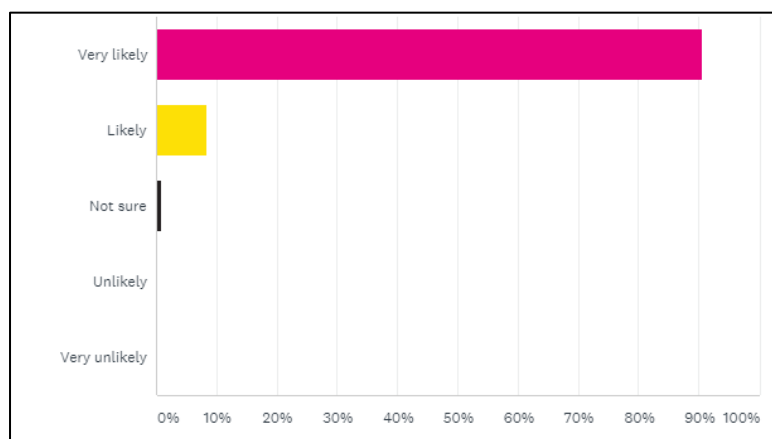
**The 2019 Charity Event Awards:** Best New Charity Event (Will find out on 17/05/19)

**The Running Bible:** Medal of the Year 2019 (Will find out in Jan 2020)



## PARTICIPANT FEEDBACK

### HOW LIKELY ARE YOU TO RECOMMEND THE LLHM TO SOMEONE ELSE? (1560 responses)



**Gareth Jones** Absolutely brilliant, Could not have picked any better event for my very first half marathon.



**Kjurste Whittingham** The Bow Bells peaking at the halfway mark - it felt as though they were ringing just for me xx

Like · Reply · Message · 2w



**McAndrew McLintock** How awesome was that! Just when it started to feel really tough there was something there on in the course that made me smile and forget about how tough it was. A stranger on the side shouting your name, a family giving high 5s, the drummers, the bubble machine. Talking to other runners. Just ace.

Like · Reply · Message · 2w



**Charlie Bland** Great day Thankyou so much. Brilliant organisation, helpful and happy marshalls and mind-blowing, tear jerking support all the way round. Very efficient bag drop and return too. Thankyou! Well done everyone x

Like · Reply · Message · 2w



**Wilf Marshall** A very special event. Lucky to have done both last year & today hopefully get the hat trick next year. Atmosphere is second to none.





**Daz Edwardsward** Such an amazing organised race well done loved everything , atmosphere . Entertainment route ... bring in next year guys I'm in



Like · Reply · Message · 2w



**Natasha Lewis** Catching a glimpse of my son Thomas Lewis on the live coverage 🥰  
Loved watching it.  
Well done all involved x



**Sarah Lysaght** Getting my medal from a Chelsea pensioner after running my first ever half marathon at 54 years of age after beating high grade non hodkins lymphoma 5 years ago and doing it with my daughter Vicki Jane and my brother Alan Ritchings. Love them both so much xxx



Like · Reply · Message · 2w



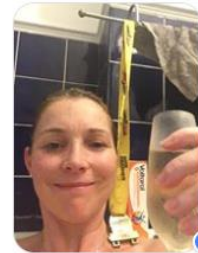
**Tomos Horbury** The drummers on Waterloo bridge! Really made me smile! Also rave tunnel was great, as was the supporters all Over London! Infact, just all of it...from start to finish it was just amazing.

Like · Reply · Message · 2w



**Genette White** Fantastic first half for me. Loved every second. Well done team LLHM. Superbly organised.

Thank you Guide Dogs for amazing hospitality afterwards. 🐕🐕🐕



Like · Reply · Message · 2w

↳ 1 reply



**Jo Sweeney** Amazing day! We loved it thank you.

Like · Reply · Message · 2w



**Emma Richman** What an amazing event .. thank you 💜💜 great lot of awareness raised today for many charities and a huge amount of money ...thank you London Town 🙌🙌



**Lisa Clarke** Great day. Such amazing support on the route. Thank you everyone 🍌



Like · Reply · Message · 2w



**Michele Mather** Fantastic event, very well organised. The support and entertainment was incredible. Although the last 2 miles seemed to take forever I thoroughly enjoyed it. Big thanks to all the volunteers!

Like · Reply · Message · 2w

↳ 2 replies



**Jo Olagboyega** Definitely the DJ on the embankment, the sound system in the tunnel and then emerging to all the crowds...unforgettable. Amazing day

Like · Reply · Message · 2w



**Carly Vine** St Paul's Cathedral bells chiming at 11:00 when we were passing

Like · Reply · Message · 2w · Edited

↳ 3 replies



**Corrine Marie** The view from the bridge blew me away - stopped for a picture - awesome day #LLHM thank you to all who made it special as start to finish was fantastic 🙌🙌🙌



**Shelley Taylor** What a fabulous race!! Atmosphere was amazing as was the entertainment...loved every minute



Like · Reply · Message · 2w



**Anna Robson** Love this run! Was even better than last year 🙌



**Holly Vinas-Bennett** The volunteers, singers, choirs, bands and supporters who gave up their time and cheered us on so amazingly! Couldn't have done it without them all! 🙌🙌

Like · Reply · Message · 2w



**Jenny Jeffreys** Great day! The support was phenomenal and London was glorious in the sunshine. Loved it 🙌🙌🙌🙌

Like · Reply · Message · 2w



**Kay Griffin** Amazing day. My first half marathon and it was brilliant. My body isn't happy with me but will get over it once the aches have gone!! Looking forward to next year 🙌🙌



**Denise Litster** We came all the way from Scotland 🇬🇧 loved it great atmosphere will see you next year 🙌🙌



Like · Reply · Message · 2w

↳ 2 replies



**Adam McCalden** Absolutely loved it, 2nd time. Sitting by the Thames before flight home to Belfast. Well done everyone



**Jacqui Keeley** Fabulous, great organisation, thank you to all the Marshall's 🙌

Like · Reply · Message · 2w



**Melanie Hedges Moss** Amazing experience. Huge thank you to everybody involved but especially the marshals, bands, singers and charity supporters on the course.

Like · Reply · Message · 2w

↳ 2 replies



**Catrina Church** Thank you great event , the en route entertainment was fantastic



**Nicky Stone** Raising awareness of Pseudomyxoma (appendix cancer) and the whole experience! Best day ever!

## LLHM 2019 MEDAL

- The LLHM 2019 medal featured St Paul's Cathedral and has recently won the 'Medal of the Month' Award for March
- This means it will qualify for the 'Medal of the Year' Award which will be awarded in January 2020
- LLHM consulted with Steven Donald, Director of Visitor Engagement from St Paul's Cathedral who confirmed he was delighted for us to use the Cathedral as our medal design



<b>Committee</b> Culture, Heritage and Libraries Committee	<b>Dated:</b> 13/05/2019
<b>Subject</b> Central Grants Programme (CGP) – Annual Report	<b>Public</b>
<b>Report of:</b> Chief Grants Officer (CGO) and Director of City Bridge Trust	<b>For Information</b>
<b>Report author:</b> 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 1<sup>st</sup> 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. The CGU worked with Open Spaces Officers to do targeted funding workshops for applicants to this programme.
20. After successfully marketing the programme there was an increase in applications. 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.

<b>Funding Theme</b>	<b>Application Deadlines</b>
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
	<b>Total Education Overall</b>	<b>33 Applications</b>	<b>17</b>	<b>£326,994</b>	<b>£280,790</b>	<b>£46,204</b>
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
	<b>Total City's Cash Grants</b>	<b>81 Applications</b>	<b>50</b>	<b>£486,655</b>	<b>£437,594</b>	<b>£49,061</b>

<b>Total</b>		<b>114 Application</b>	<b>67</b>	<b>£813,649</b>	<b>£718,384</b>	<b>£95,265</b>
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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 Bat'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: £20,000 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 Tuesday 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 Univerity 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
<b>Total</b>	<b>£32,296</b>	<b>£18,512</b>	<b>£21,000</b>	<b>£71,808</b>

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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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<b>Committee:</b> Health and Wellbeing Board – For Information Community & Children’s Services Committee – For Information Culture, Heritage and Libraries Committee – For Information	<b>Date:</b> 26 April 2019 8 May 2019  13 May 2019
<b>Subject:</b> Dragon Café in the City – future funding	<b>Public</b>
<b>Report of:</b> Andrew Carter, Department of Community & Children’s Services	<b>For Information</b>
<b>Report author:</b> Xenia Koumi, Department of Community & Children’s Services	

## Summary

Dragon Café in the City (DCC) provides a free, safe and quiet sanctuary in the Square Mile for both City residents and workers to support their mental and physical wellbeing and release the pressure of day to day life. It is hosted in Shoe Lane Library, on Wednesdays, between 12 and 7:30pm.

DCC is funded by the City of London Corporation and delivered by Barbican & Community Libraries and Public Health, in partnership with charity Mental Fight Club. Dragon Café in the City was initially trialled as a successful six-month pilot between February and June 2018 and has secured funding for the next two years, until April 2021. This report confirms the sources of funding for Dragon Café in the City in the short-term.

## Recommendations

Members are asked to:

- Note the report.
- Support efforts to promote Dragon Café in the City to those living and/ or working in the Square Mile.

## Main Report

### Background

1. Dragon Café in the City provides a free, safe and quiet space within the City of London for both local residents and workers to engage with and look after their mental and physical wellbeing and release the pressure of day to day life. It is hosted in Shoe Lane Library on Wednesdays, between 12 and 7:30pm. A diverse

and wide range of free creative activities are delivered within the DCC sessions, such as 15-minute massage, yoga, mindfulness, calligraphy, nutrition and chess strategy workshops.

2. Dragon Café in the City initially launched as a six-month pilot in 2018, funded by the Wellcome Trust and Carnegie UK's "Engaging Libraries" fund<sup>1</sup> and the City of London Corporation's Department of Community & Children's Services. It was delivered through a collaboration between the City Corporation's Public Health team and Business Healthy, Barbican & Community Libraries and the charity Mental Fight Club, with support from Output Arts.
3. The pilot was evaluated and demonstrated that Dragon Café in the City was a valuable service that was successfully helping to support the health and wellbeing needs of both City workers and residents. It also demonstrated helping visitors to feel both more able and more inclined to engage with their mental health.
4. A case was put forward to secure further funding to continue to offer Dragon Café in the City beyond the pilot phase.

### **Current Position**

5. Dragon Café in the City was trialled as a pilot and ran between February and June 2018, with additional sessions delivered monthly between September and December.
6. An evaluation was completed in late 2018, which demonstrated that Dragon Café in the City was addressing need among the City's worker and resident populations, with regard to supporting mental health. The workforce of the City's community of small and medium enterprises (SMEs) were also benefiting from the service. As a result, it was agreed that opportunities to secure future funding would be explored and in the interim, Dragon Café in the City could continue to be delivered, funded by the Public Health Grant. This would mean that awareness of Dragon Café in the City among the local community could maintain momentum.
7. Applications for funding were made to the Healthier City and Hackney Fund (HCHF) and the City Corporation's Priorities Investment Pot (PIP) in late 2018. Both were approved in March 2019, which secures funding for Dragon Café in the City until April 2021.
8. HCHF funding has been confirmed between April 2019 and April 2020 and enables the provision of a dedicated "Network Liaison" role, which will:
  - Engage micro-businesses and City workers experiencing in-work poverty
  - Develop new and existing relationships to promote DCC through a wide range of networks, including occupational health services within the City of London and GPs
  - Ensure DCC activities are advertised through the library network and promoted in public spaces in the City
  - Organise four networking events over the course of the year to engage HR and Corporate Social Responsibility leads within City businesses; to identify workplace champions within the micro-businesses; and explain the benefits of wellbeing sessions offered by DCC, so these can be promoted to their workers

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<sup>1</sup> [https://d1ssu070pg2v9i.cloudfront.net/pex/carnegie\\_uk\\_trust/2019/03/26153308/Engaging-Libraries-Learning-from-Phase-1.pdf](https://d1ssu070pg2v9i.cloudfront.net/pex/carnegie_uk_trust/2019/03/26153308/Engaging-Libraries-Learning-from-Phase-1.pdf)

9. PIP funding permits a full schedule of Dragon Café in the City sessions to be run between April 2019 and April 2021, delivering roughly 23 sessions per year on a fortnightly basis. This includes the provision of a free and healthy lunch, refreshments and snacks to DCC visitors.
10. Beyond April 2021, Dragon Café in the City will be reviewed to explore whether it is still meeting a need among the City's worker, resident and business communities. If it demonstrates effectiveness, efficacy and value for money, efforts will be made to secure longer-term funding. Options could include sponsorship from larger City businesses and organisations, or perhaps through dedicated funding opportunities offered by organisations such as the Wellcome Trust and Big Lottery Fund.

## **Corporate & Strategic Implications**

11. Securing of longer-term funding to continue to deliver Dragon Café in the City between 2019 and 2021 supports a range of corporate and strategic objectives, including:
  - Corporate Plan 2018-23: Contribute to a flourishing society (objectives 2,3 and 4)
  - The Joint Health and Wellbeing Strategy 2017-20: Priorities 1, 2 and 5

## **Conclusion**

12. Dragon Café in the City is an intervention designed to support the mental and physical wellbeing of the City's residents and workers, by providing a free and open space with a range of creative activities in Shoe Lane Library. Following a successful six-month pilot in 2018, the programme has secured additional funding to ensure it can be delivered in full until April 2021.

## **Appendices**

- None

## **Background Papers**

- "Dragon Café in the City evaluation" – Health and Wellbeing Board Update Report, 21 September 2018

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<b>Committee</b>	<b>Date:</b>
Culture, Heritage and Libraries Committee	13 May 2019
<b>Subject:</b> Report of Action Taken – Request for Decision Taken Under Urgency	<b>Public</b>
<b>Report of:</b> The Town Clerk & Chief Executive	<b>For Information</b>
<b>Report author:</b> Chloe Rew, Committee and Member Services Officer	

## Summary

This report provides details of a decision taken under urgency procedures since your last meeting.

## Recommendation

Members are asked to note the report.

## Main Report

### **REQUEST FOR DECISION UNDER URGENCY – FINAL APPROVAL OF THE CITY OF LONDON VISITOR STRATEGY 2019/23**

1. The Assistant Town Clerk requested final approval of the City of London Visitor Strategy 2019/23, and approval for its onward submission to the Court of Common Council on 23 May 2019 for adoption by the City Corporation.
2. The previous strategy expired at the end of 2017. A new draft strategy was developed in consultation with a wide variety of stakeholders and has since been considered by relevant Committees following initial approval from the Culture, Heritage and Libraries and Policy and Resources Committees.
3. A number of amendments have been made to the strategy since it was first submitted to your Committee, however, there have been no changes in direction or in the strategy's objectives. Amendments included:
  - a. reference to safety and security within the cross-cutting themes;
  - b. reference to fashion and textile strengths of Petticoat Lane and its local environs;
  - c. explicit support of the City's Sports Engagement Strategy;
  - d. consideration of the carbon footprint of coach parking within plans for campaigns and development, aligning with the cross-cutting sustainability theme;
  - e. reference to Leadenhall Market as an events space;
  - f. explicit reference to the City's gardens; and,
  - g. the connectivity between City Corporation assets within and outside of the Square Mile is exploited to drive audiences in both directions.
4. Approval was granted under urgency as the strategy is to be presented to the Court of Common Council on 23 May 2019. The deadline for court report submissions was one week prior to your Committee meeting, therefore approval of the amendments and the draft strategy was requested under urgency in order to be included in the Court papers.

## Chloe Rew

Committee & Member Services Officer

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<b>Committee:</b>	<b>Date:</b>
Culture, Heritage & Libraries	13 May 2019
<b>Subject:</b>	<b>Public</b>
Tower Bridge and Monument Risk Management	
<b>Report of:</b>	<b>For Decision</b>
Director Open Spaces	
<b>Report Author:</b>	
Martin Falder, Project Support Officer	

## Summary

This report provides your Committee with an update on the management of risks faced by the Open Spaces Department and Tower Bridge & Monument in particular. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Management team for Tower Bridge and the Monument.

The Department has previously reported on nine Departmental Risks. On 8 April 2019 The Open Spaces and City Gardens Committee received and agreed the Departmental risk management report which identified ten Departmental Risks.

There are five risks managed by the Head of Tower Bridge and Monument:

- OSD TBM 001 The Effect of Terrorism on the Tourism Business at Tower Bridge & Monument (Amber)
- OSD TBM 004 Bridge Lifting Operation may fail or become unreliable (Amber)
- OSD TBM 006 Facilities Management Maintenance Response Times (Amber)
- OSD TBM 007 Closure of Tower Bridge to Vehicle and Pedestrian Access (Amber)
- OSD TBM 009 Economic Downturn in the City, UK and Foreign Markets (Amber – upgraded from 6 to 12)

None of the risks are reported red.

Your Committee is responsible for Tower Bridge, a registered charity, part of the Bridge House estate (number 1035628). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the corporate risk register guidance, the management of these risks meets the requirements of the Charity Commission.

## **Recommendation**

Members are asked to:

- Note the Corporate risk scoring grid at Appendix 1
- Approve the Tower Bridge & Monument risk register included within Appendix 2.
- Approve the increased risk score of OSD TBM 009 – Economic Downturn in the City within Appendix 2.
- Note the Tower Bridge and Monument current and target risk grid at Appendix 3.
- Note the Tower Bridge and Monument risk history report at Appendix 4.

## **Main Report**

### **Background**

1. The Open Spaces Department's risk registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our departmental and divisional risks are registered on the Pentana Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional risk registers, the Departmental Health and Safety Improvement Group, Divisional Health and Safety Groups and Risk Assessments. Departmental Risks are reviewed by the Department's Senior Leadership Team (SLT) and Divisional Risks by Divisional Management Teams on a regular basis.
3. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Committee to which the Open Spaces Department reports is presented with relevant risk registers to fulfil this requirement.

### **Current Position**

#### **Tower Bridge & Monument**

4. There are five risks identified across Tower Bridge and the Monument. These are:
  - OSD TBM 001: The Effect of Terrorism on the Tourism Business at Tower Bridge & Monument (amber, score 12)
  - OSD TBM 004: Bridge Lifting Operation may fail or become unreliable (amber, score 6)
  - OSD TBM 006: Facilities Management Maintenance Response Times (amber, score 6)
  - OSD TBM 007: Closure of Tower Bridge to Vehicle and Pedestrian Access (amber, score 6)
  - OSD TBM 009: Economic Downturn in the City, UK and Foreign Markets (amber, score 12)
5. There are currently five amber risks. There are no red risks. Four of the risks remain at the same level since the previous report.

6. OSD TBM 009 is reporting an increased risk score. This is due to the impact of the 2% efficiencies, a downturn in visitors to the Monument, and the projected impact of the Fundamental Review on the Monument Visitor Centre project. Actions being taken to mitigate this increasing financial risk are outlined in Appendix 2.
7. The target score for five of the risks is amber. None of the target scores have increased or decreased.
8. The target and risk scores for all five risks are the same as their current position. This reflects our position of Accepting these risks, although we continue to take mitigating actions where possible to prevent further escalation.

### **Corporate & Strategic Implications**

9. The Departmental and Tower Bridge & Monument risk registers will help us achieve the Corporate Plan 2018 – 2023 aims to:
  - Contribute to a flourishing society
  - Shape outstanding environments
10. Within which they will help deliver the outcomes:
  - People are safe and feel safe
  - People have equal opportunity to enrich their lives and reach their full potential
  - We inspire enterprise, excellence, creativity and collaboration
  - Our spaces are secure, resilient and well maintained
11. The Departmental risk register reflects the risks associated with delivering the Open Spaces Department's Business Plan's top line objectives and associated outcomes:
  - A. Open spaces and historic sites are thriving and accessible.
  - B. Spaces enrich people's lives.
  - C. Business practices are responsible and sustainable.

### **Conclusion**

12. The need to systematically manage risk across the Department and at a Divisional level for Tower Bridge & Monument is addressed by the production of this Risk Register, as too are the requirements of the Charity Commission. This document in turn will inform the collective risk across the department's business activities.

### **Appendices**

- Appendix 1 – Corporate Risk Scoring grid
- Appendix 2 – Tower Bridge and Monument risk register
- Appendix 3 – Matrix of current and target risks
- Appendix 4 – Risk History Report

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## Appendix 1:

## City of London Corporation Risk Matrix

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom left (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right below, a green risk is one that just requires actions to maintain that rating.

### Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time Period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

### Impact Criteria

Impact Title	Definitions
<b>Minor (1)</b>	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
<b>Serious (2)</b>	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
<b>Major (4)</b>	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people objectives: Failure to achieve a strategic plan objective.
<b>Extreme (8)</b>	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

### Risk Scoring Grid

		Impact			
Likelihood	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

### Risk Definitions

<b>RED</b>	Urgent action required to reduce rating
<b>AMBER</b>	Action required to maintain or reduce rating
<b>GREEN</b>	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014

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# OSD Tower Bridge and Monument

Report Author: Martin Falder

Generated on: 26 April 2019



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD TBM 001</b> <b>The Effect of Terrorism on the Tourism Business at Tower Bridge &amp; Monument</b> 09-Mar-2015 Chris Earlie	<b>Cause:</b> An act of terrorism in the heart of London. <b>Event:</b> Tourists avoiding visitor attractions in London including those owned/ operated by the City of London Corporation (in particular The Monument and Tower Bridge). <b>Impact:</b> Significant loss of income and footfall over a prolonged period, service budget reconfiguration.	 Likelihood	12	Assessed by Senior Leadership Team and Divisional Management Team. To be maintained as a departmental risk.  18 Apr 2019	 Likelihood	12	01-Apr-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TBM 001a CoLP Counter Terrorism Section Liaison	Regular Liaison meetings held with CoLP Counter Terrorism Section and any actions identified are implemented.	Regular liaison and Protective Security Improvement Activity Assessments are undertaken with the counter terrorism team. Ongoing action.	Chris Earlie	19-Mar-2019	01-Apr-2020

OSD TBM 001b Site Security	Maintain vigilant and effective on-site security systems at Tower Bridge.	The on site team continue to be proactive through CCTV surveillance, physical patrols and regular liaison with the statutory authorities. Recognition has been received from the City Police in respect of identifying and reporting crimes such as pick pocketing and anti-social behaviour resulting in successful prosecutions. Development of the team and services is ongoing with an identified learning and development programme to ensure the safety and security of the Bridge.	Chris Earlie	18-Apr-2019	01-Apr-2020
OSD TBM 001c Staff Training	Ensure all Tower Bridge staff are appropriately trained and made aware of security issues with refresher training as appropriate.	All front of house staff have completed ACT (Action Counters Terrorism) E-Learning. The short SCAN (See Check Action Notify) workshops have also been delivered by the City Police with the longer workshops (12; day) to be scheduled for 2019. Daily briefings also highlight any on going/ current issues. Ongoing action	Chris Earlie	23-Apr-2019	01-Apr-2020
OSD TBM 001d	To progress a secure entrance/ exit facility for the Bridge's south tower lift, addressing current vulnerabilities to the satisfaction of C of L and Historic England.	This has been identified as a project in the Bridge's 2019/ 20 Business Plan, with the aim of carrying out a specialist consultancy exercise and progressing through the corporate gateway process by December 2019.	Chris Earlie	18-Apr-2019	01-Apr-2020





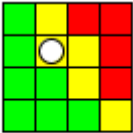
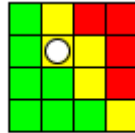

		<p>well as presenting significant improvements regarding accessibility and security.</p> <p>The project, currently at Gateway 3 in the corporation's projects cycle, has been deferred and deemed desirable pending the Fundamental Review.</p>			
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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD TBM 004 Bridge Lifting Operation may fail or become unreliable</b>  10-Mar-2017 Chris Earlie	<b>Cause:</b> Operational machinery failure. <b>Event:</b> Inability to raise or lower Tower Bridge. <b>Impact:</b> Severe road traffic congestion if bridge cannot be lowered. Unable to fulfil statutory duty to raise bridge to booked vessels.	 Likelihood	6	Planned maintenance regimes are in place as well as 'back up electricity' supplies in the event of a power failure. For component failures the on-site team are able to respond especially where this occurs when the Bridge is in the raised position. There are also emergency response arrangements in place with our specialist contractors.  <b>12 Apr 2019</b>	 Likelihood	6	01-Apr-2020	  Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TBM 004a Maintenance Regimes	Maintain existing controls with increased maintenance inspections on lifting machinery and hydraulic systems. Replacement of certain components have been delivered in 2016/17.	Planned maintenance is undertaken for the Bridge operational machinery as well as the infrastructure. Additionally, quarterly closures of the Bridge enable further works to take place, such as external artistic lighting repairs, as well as any other works which require road or pavement closures.			Chris Earlie	24-Apr-2019	01-Apr-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD TBM 006 Facilities Management Maintenance Response Times</b> 10-Jun-2016 Chris Earlie	<b>Cause:</b> Slow response times to FM service requests. <b>Event:</b> Assets not repaired or replaced in a timely manner. <b>Impact:</b> Lack of timely repairs could affect income generation through having to close or inability to hold events due to issues with heating as an example.	 Likelihood	6	The contract with Skanska is managed by the City Surveyor and officers continue to liaise with colleagues in that department on a regular basis with regards to any performance issues. <b>12 Apr 2019</b>	 Likelihood	6	01-Apr-2020	 Constant

Action no	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD TBM 006a Updated Asset Registers	Work with City Surveyor's to ensure that asset registers relating to properties through which CHL services are delivered are kept up to date.	Asset registers have been added to MICAD and planned maintenance is currently being delivered.		Jamie Bottono	18-Apr-2019	01-Apr-2020
OSD TBM 006b Engagement with FM processes	Engage with corporate processes around the review of FM services and stress the importance of FM across everything delivered by CHL.	Regular client liaison meetings are held with City Surveyors as well as progress meetings to discuss reactive works delivery and status.		Jamie Bottono	24-Apr-2019	01-Apr-2020
OSD TBM 006c Issue reporting	Ensure all problems or maintenance issues are reported in a timely fashion.	All issues are reported via MICAD with any requiring urgent action via the City Surveyors PFM.		Jamie Bottono	18-Apr-2019	01-Apr-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD TBM 007 Closure of Tower Bridge to Vehicle and Pedestrian Access</b>  13-Mar-2017 Chris Earlie	<b>Cause:</b> Incident on or around Tower Bridge. <b>Event:</b> Closure of bridge to staff, public and vehicles. <b>Impact:</b> Unable to open exhibition, hold events, no bridge lifts and closure to road traffic.	Likelihood  Impact	6	Continued liaison with all authorities and 24/ 7 control room monitors all activities on the Bridge. Unforeseen closures are dealt with as they occur and contact immediately made with Police/ TfL as necessary in order to limit impact on operations  <b>12 Apr 2019</b>	Likelihood  Impact	6	01-Apr-2020	  Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD TBM 007a Close Liaison with Police and PLA	Continued communication/ liaison with Police and PLA is maintained during any closure or any proposed planned closures.	In the event of any incidents on the Bridge or river, security control are in regular contact with the authorities.			Chris Earlie	24-Apr-2019	01-Apr-2020

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Appendix 3 – TBM Risk Scores & Targets  
**Departmental Risks and Target Scores**

<b>Likelihood</b>	<i>Likely (4)</i>				
	<i>Possible (3)</i>		<i>OSD TBM 004</i> <i>OSD TBM 006</i> <i>OSD TBM 007</i> <i>OSD TBM 009</i>	<i>OSD TBM 001</i> <i>OSD TBM 009</i>	
	<i>Unlikely (2)</i>				
	<i>Rare (1)</i>				
<b>OSD Risks March 2019</b>		<i>Minor (1)</i>	<i>Serious (2)</i>	<i>Major (4)</i>	<i>Extreme (8)</i>
		<b>Impact</b>			

- Bold** - Current Score
- Italics* - Target Score
- Bold Italics*** - Current & Target Score Aligned
- - Movement from previous report

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























# OSD TBM – Risk History Report

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Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD TBM 001	The Effect of Terrorism on the Tourism Business at Tower Bridge & Monument	09-Mar-2015		12		12	18-Apr-2019	12		Possible	Major		Constant
							19-Mar-2019	12		Possible	Major		
							29-Jan-2019	12		Possible	Major		
							11-Dec-2018	12		Possible	Major		
							18-Sep-2018	12		Possible	Major		
OSD TBM 004	Bridge Lifting Operation may fail or become unreliable	10-Mar-2017		6		6	12-Apr-2019	6		Possible	Serious		Constant
							19-Sep-2018	6		Possible	Serious		
							30-May-2018	6		Possible	Serious		
							05-Dec-2017	6		Possible	Serious		
							06-Apr-2017	6		Possible	Serious		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD TBM 006	Facilities Management Maintenance Response Times	10-Jun-2016		6		6	12-Apr-2019	6		Possible	Serious		Constant
							19-Sep-2018	6		Possible	Serious		
							30-May-2018	6		Possible	Serious		
							05-Dec-2017	6		Possible	Serious		
							01-Jun-2017	6		Possible	Serious		
OSD TBM 007	Closure of Tower Bridge to Vehicle and Pedestrian Access	13-Mar-2017		6		6	12-Apr-2019	6		Possible	Serious		Constant
							19-Sep-2018	6		Possible	Serious		
							30-May-2018	6		Possible	Serious		
							05-Dec-2017	6		Possible	Serious		
							06-Apr-2017	6		Possible	Serious		
OSD TBM 009	Economic Downturn in the City, UK and Foreign Markets	13-Mar-2017		12		6	26-Apr-2019	12		Possible	Major		Increasing
							18-Apr-2019	6		Possible	Serious		
							12-Apr-2019	6		Possible	Serious		
							19-Sep-2018	6		Possible	Serious		
							30-May-2018	6		Possible	Serious		

<b>Committee:</b>	<b>Date:</b>
Culture, Heritage & Libraries	13 May 2019
<b>Subject:</b> Keats House Risk Management	<b>Public</b>
<b>Report of:</b> Director Open Spaces	<b>For Decision</b>
<b>Report Author:</b> Martin Falder, Project Support Officer	

## Summary

This report provides your Committee with an update on the management of risks faced by the Open Spaces Department and Keats House in particular. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Divisional Management Team.

The Department has previously reported on nine Departmental Risks. On 8 April 2019 The Open Spaces and City Gardens Committee received and agreed the Departmental risk management report which identified ten Departmental Risks.

At Keats House there are four risks managed by the Principal Curator:

- OSD KH 001 Health and Safety of staff, volunteers, visitors and contractors (Green)
- OSD KH 002 Theft or damage to Keats House or its contents (Amber)
- OSD KH 003 Insufficient maintenance (Amber)
- OSD KH 004 Loss of staff expertise (Green)

None of the risks are reported red.

Your Committee is responsible for Keats House, a registered charity, (number 1053381). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the corporate risk register guidance, the management of these risks meets the requirements of the Charity Commission.

## Recommendation

Members are asked to:

- Note the Corporate risk scoring grid at Appendix 1
- Approve the Keats House risk register included within Appendix 2.
- Note the Keats House current and target risk grid at Appendix 3
- Note the Keats House risk history at Appendix 4.

## **Main Report**

### **Background**

1. The Open Spaces Department's risk registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our departmental and divisional risks are registered on the Pentana Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional risk registers, the Departmental Health and Safety Improvement Group, Divisional Health and Safety Groups and Risk Assessments. Departmental Risks are reviewed by the Department's Senior Leadership Team (SLT) and Divisional Risks by Divisional Management Teams on a regular basis.
3. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Committee to which the Open Spaces Department reports is presented with relevant risk registers to fulfil this requirement.

### **Current Position**

#### **Keats House**

4. There are four risks identified at Keats House. These are:

OSD KH 001	Health and Safety of staff, volunteers, visitors and contractors (green, score 4)
OSD KH 002	Theft or damage to Keats House or its contents (amber, score 8)
OSD KH 003	Insufficient maintenance (amber, score 8)
OSD KH 004	Loss of expertise (green, score 4)
5. There are currently two amber risks and two green risks. There are no red risks.
6. The target risk score for one of the risks is amber and for the remaining three they are green.
7. The detail of the individual risks is shown in Appendix 2. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

#### **Corporate & Strategic Implications**

8. The Departmental and Keats House risk registers will help us achieve the Corporate Plan 2018 – 2023 aims to:
  - Contribute to a flourishing society
  - Shape outstanding environments
  - Our spaces are secure, resilient and well maintained
9. The Departmental and Keats House risk registers reflects the risks associated with delivering the Open Spaces Department's Business Plans top line objectives and associated outcomes:
  - A. Open spaces and historic sites are thriving and accessible.
  - B. Spaces enrich people's lives.

C. Business practices are responsible and sustainable.

### **Conclusion**

10. The need to systematically manage risk across the Department and at a Divisional level for Keats House is addressed by the production of this Risk Register, as too are the requirements of the Charity Commission. This document in turn will inform the collective risk across the department's business activities.

### **Appendices**

- Appendix 1 – Corporate Risk Scoring grid
- Appendix 2 – Keats House risk register
- Appendix 3 – Matrix to show current and target risks using the Corporate Risk Scoring Grid
- Appendix 4 – Risk History Report

**Martin Falder, Project Support Officer**

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## Appendix 1:

## City of London Corporation Risk Matrix

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom left (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right below, a green risk is one that just requires actions to maintain that rating.

### Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time Period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

### Impact Criteria

Impact Title	Definitions
<b>Minor (1)</b>	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
<b>Serious (2)</b>	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
<b>Major (4)</b>	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people objectives: Failure to achieve a strategic plan objective.
<b>Extreme (8)</b>	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

### Risk Scoring Grid

		Impact			
Likelihood	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

### Risk Definitions

<b>RED</b>	Urgent action required to reduce rating
<b>AMBER</b>	Action required to maintain or reduce rating
<b>GREEN</b>	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014

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# OSD Keats House – Risk Report

Report Author: Martin Falder

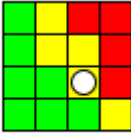
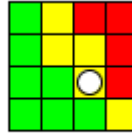

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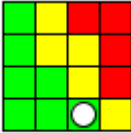
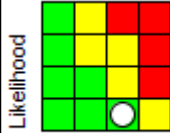

Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD KH 002 Theft or damage to Keats House or its contents 07-Apr-2017 Richard Gentry	<b>Cause:</b> Theft by people visiting the museum during opening hours, or a break in when the museum is closed; deliberate or accidental damage to items during museum opening or events. <b>Event:</b> City of London are unable to open the property to the public to show items of interest due to theft of item or damage caused in effecting theft and necessity to carry out repair, or install new collection <b>Impact:</b> Loss of or damage to heritage collection items; loss of equipment or personal belongings; reputational damage	 Likelihood Impact	8	No significant changes - ongoing risk.  11 Apr 2019	 Likelihood Impact	4	30-Apr-2020	Constant

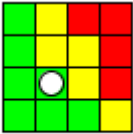
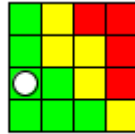

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD KH 002a	KH to ensure CSD feature the regular maintenance and upkeep of effective security system in the CWP.	This is ongoing and Keats House are included in City Surveyor liaison arrangements managed by the broader division.  Alarm and CCTV upgrade has not yet taken place. It is currently with City Surveyors. Awaiting further updates.	Rob Shakespeare	26-Apr-2019	31-Mar-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD KH 003</b> <b>Insufficient maintenance</b>  07-Apr-2017 Richard Gentry	<b>Cause:</b> Building deteriorates due to insufficient maintenance <b>Event:</b> City of London required to carry out maintenance on property which may cause inconvenience to visitors, including closure of building for extended periods. <b>Impact:</b> Reputational damage, poor visitor experience, poor working conditions, long-term survival of the heritage asset compromised, damage to collection due to poor environmental conditions (e.g. in case of heating failure)	Likelihood  Impact	8	An internal and external maintenance programme has been put together by City Surveyors for delivery in 2019 and the internal works will be completed by beginning of May. This remains a risk.  <b>11 Apr 2019</b>	Likelihood  Impact	8	31-Mar-2020	  Constant

Action no	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD KH 003a	KH to continue developing relationship with CSD and attend, when necessary, client liaison meetings.	These meetings are diarised and continue to take place quarterly.		Rob Shakespeare	11-Apr-2019	31-Mar-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD KH 001</b> <b>Health and Safety of staff, volunteers, visitors and contractors</b> 07-Apr-2017 Bob Warnock	<b>Cause:</b> Poor understanding and/or delivery of H&S policies and procedures; inadequate training; failure to implement results of divisional H&S audits; security; anti-social behaviour; dealing with members of the public <b>Event:</b> staff, volunteer or contract undertakes unsafe working practice <b>Impact:</b> Death or injury of staff, contract, member of public or volunteer	 Likelihood	4	No major changes. Regular team meetings take place. H&S is an agenda item.  <b>25 Apr 2019</b>	 Likelihood	4	30-Apr-2020	  Constant


Action no	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD KH 001 a	Keats House staff to be invited to attend divisional H&S meetings	Division attends quarterly H&S meetings and implements any actions. Defibrillator purchased and installed and staff have been trained in its use.  Divisional review of all risk assessments has been conducted and these have now been adopted at local level for Keats House. Further work site-specific RAs will be undertaken as a priority in 2019/20.		Rob Shakespeare	26-Apr-2019	31-Mar-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD KH 004</b> <b>Loss of staff expertise</b> 07-Apr-2017	<b>Cause:</b> Staff move on to new roles <b>Event:</b> Keats House staff not experienced in collection, unable to offer positive visitor experience. <b>Impact:</b> Loss of expertise; recruitment and training costs; short-staffing leading to operational issues	Likelihood  Impact	4	Staff training is in place, but the loss of expertise tied to the house remains a risk. <b>15 Apr 2019</b>	Likelihood  Impact	2	31-Mar-2020	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD KH 004a	All interpretation staff to be familiarised with the collection to ensure retention of collections-related knowledge	Ongoing action.			Rob Shakespeare	15-Mar-2019	31-Mar-2020
OSD KH 004b	Improved collections management system to be purchased	To be actioned FY19/20.			Rob Shakespeare	11-Apr-2019	31-Mar-2020

Appendix 3 – KH Risk Scores & Targets  
**Keats House Risks and Target Scores**

<b>Likelihood</b>	<i>Likely (4)</i>				
	<i>Possible (3)</i>				
	<i>Unlikely (2)</i>	<i>OSD KH 004</i>	<i>OSD KH 002 OSD KH 004</i>	<i>OSD KH 002 OSD KH 003</i>	
	<i>Rare (1)</i>			<i>OSD KH 001</i>	
<b>Keats House Risks March 2019</b>		<i>Minor (1)</i>	<i>Serious (2)</i>	<i>Major (4)</i>	<i>Extreme (8)</i>
		<b>Impact</b>			

- Bold** - Current Score
- Italics* - Target Score
- Bold Italics*** - Current & Target Score Aligned
-  - Movement from previous report








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# OSD KH Risk History

Generated on: 26 April 2019



Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD KH 001	Health and Safety of staff, volunteers, visitors and contractors	07-Apr-2017		4		4	25-Apr-2019	4		Rare	Major		Constant
							25-Sep-2018	4		Rare	Major		
							27-Oct-2017	8		Unlikely	Major		
							07-Apr-2017	8		Unlikely	Major		
OSD KH 002	Theft or damage to Keats House or its contents	07-Apr-2017		8		4	11-Apr-2019	8		Unlikely	Major		Constant
							25-Sep-2018	8		Unlikely	Major		
							27-Oct-2017	8		Unlikely	Major		
							07-Apr-2017	8		Unlikely	Major		
OSD KH 003	Insufficient maintenance	07-Apr-2017		8		8	11-Apr-2019	8		Unlikely	Major		Constant
							25-Sep-2018	8		Unlikely	Major		
							07-Apr-2017	12		Possible	Major		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD KH 004	Loss of staff expertise	07-Apr-2017		4		2	15-Apr-2019	4		Unlikely	Serious		Constant
							11-Apr-2019	4		Unlikely	Serious		
							25-Sep-2018	4		Unlikely	Serious		
							07-Apr-2017	6		Possible	Serious		



<b>Committee(s)</b> <u>For decision:</u> Establishment Committee Policy and Resources Committee  <u>For information:</u> Community and Children's Services Committee Culture, Heritage and Libraries Committee Barbican Centre Board Health and Wellbeing Board Hampstead Heath, Highgate Wood & Queen's Park Committee Open Spaces and City Gardens Committee	<b>Date(s):</b>  30 April 2019 2 May 2019  8 May 2019 13 May 2019 22 May 2019 4 June 2019 5 June 2019 15 July 2019
<b>Subject:</b> Gender Identity Policy	<b>Public</b>
<b>Report of:</b> Town Clerk and Chief Executive	<b>For Decision:</b> Establishment Committee and Policy and Resources  <b>For Information:</b> All other committees
<b>Report author:</b> 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	

## 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

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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

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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**

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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**

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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**

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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**

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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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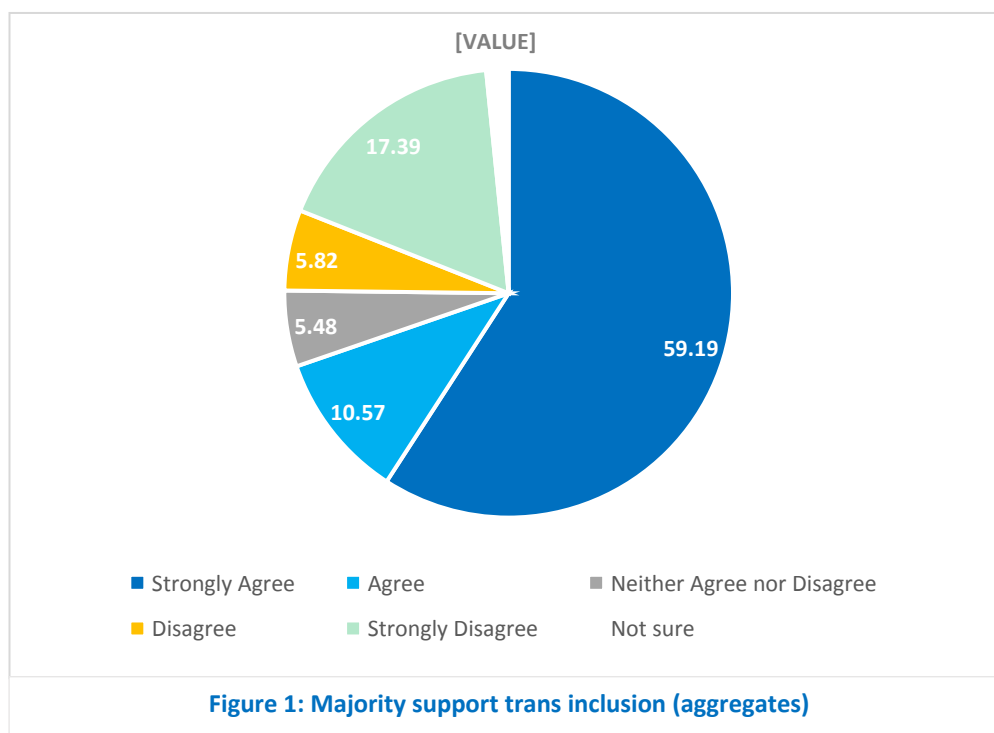
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## Executive Summary

### 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.



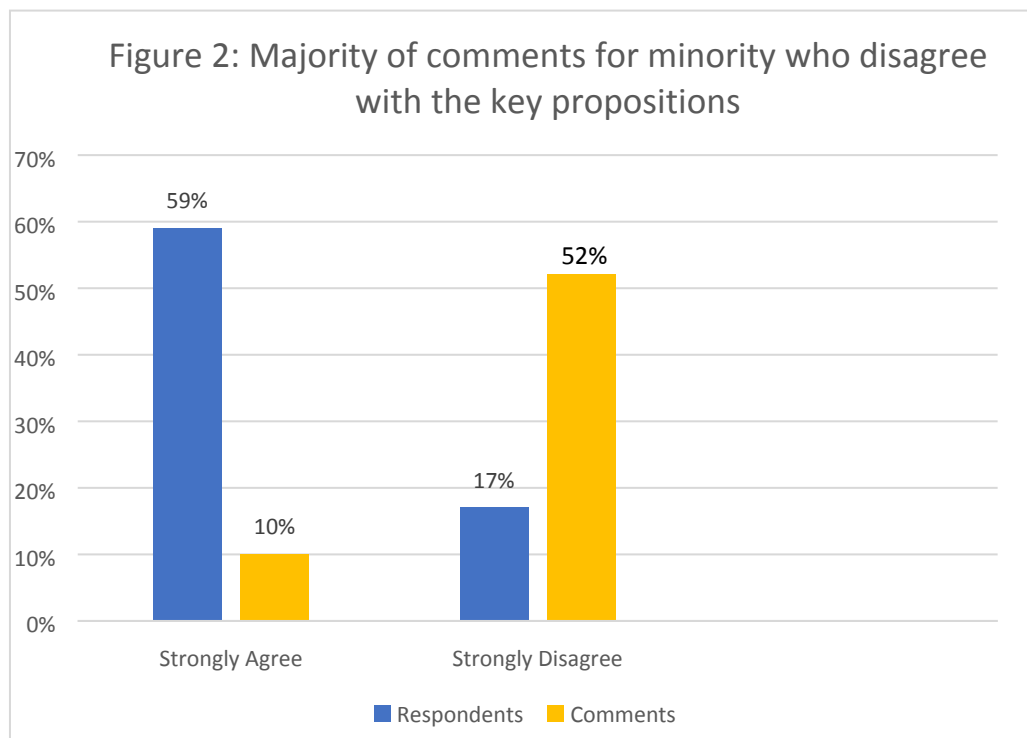
### Responses

- 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.



## 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.<sup>1</sup> For the purposes of this report this group are referred to as ‘all respondents’<sup>2</sup> 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
<b>Grand Total</b>	<b>21,191</b>	<b>18,459</b>	<b>39,650</b>

- 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.

<sup>1</sup> 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.

<sup>2</sup> 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 10<sup>2</sup>. 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 affirmatively<sup>3</sup>. Similarly, when there is reference to agreement with the access to City Corporation Services, this refers to those who answered Question 14 affirmatively<sup>4</sup>. 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.

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<sup>3</sup> 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?

<sup>4</sup> 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%
<b>Grand Total</b>	<b>21,191</b>	<b>100%</b>

**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



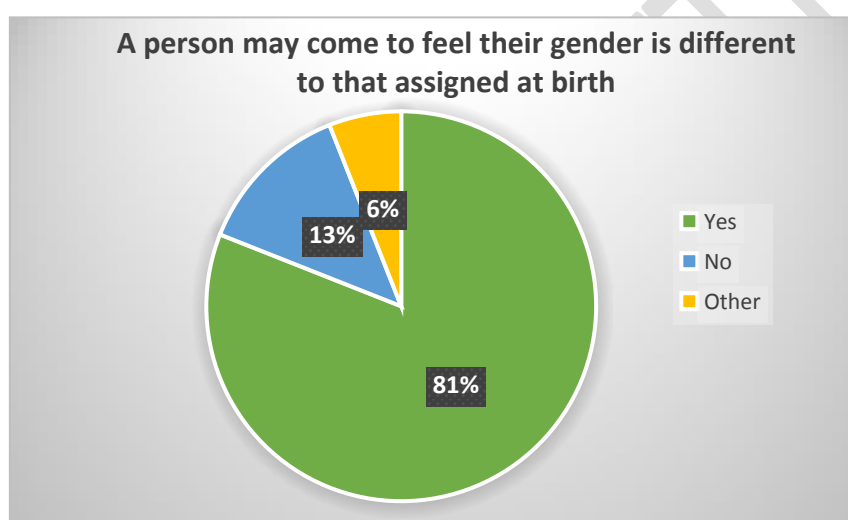
supporting or agreeing as said they opposed or strongly disagreed. This was the case for all six questions and for all the key stakeholder groups, including City Residents.

- 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’.

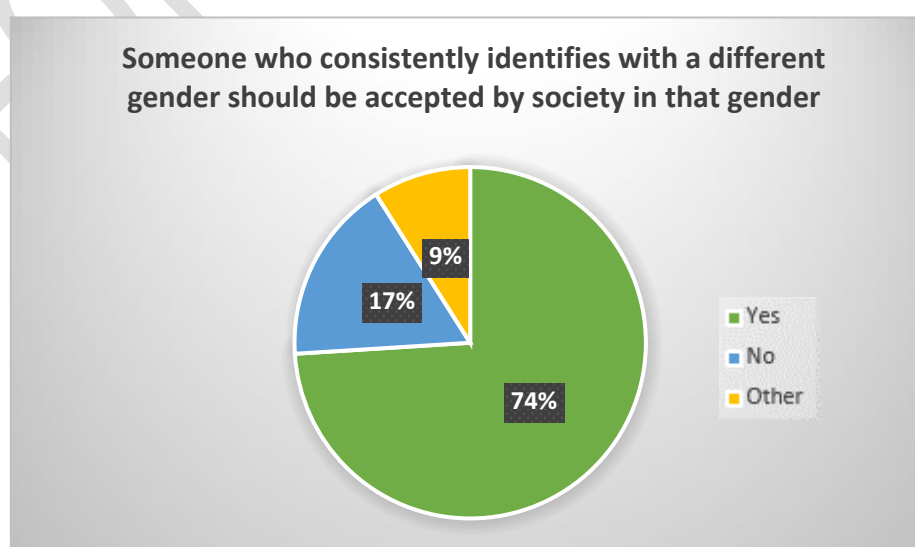
### **Gender Identity: Principles**

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

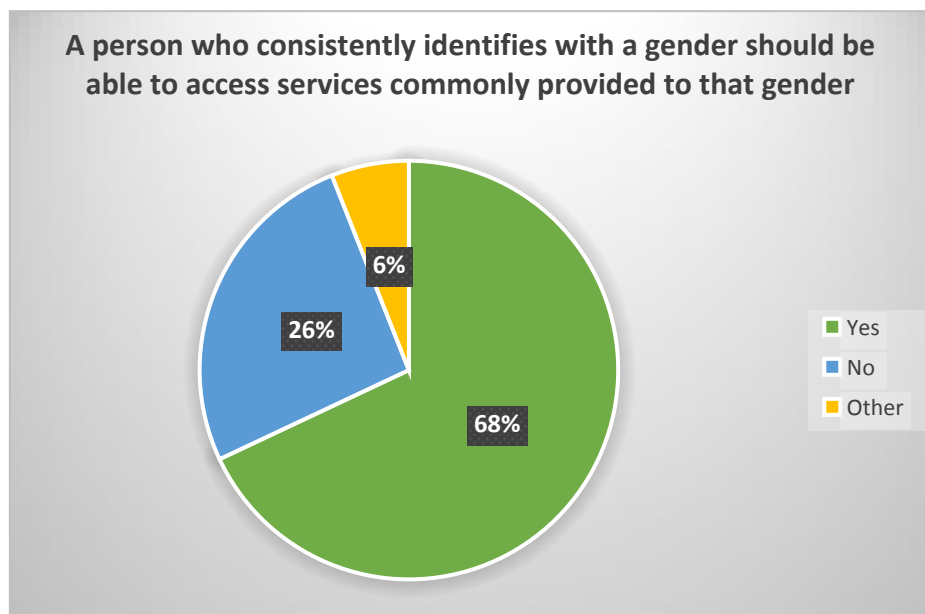
- 81% of respondents agreed that a person may come to feel their gender is different from that assigned to them at birth, with 65% strongly agreeing. 13% disagreed, with 9% strongly disagreeing.



- 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.



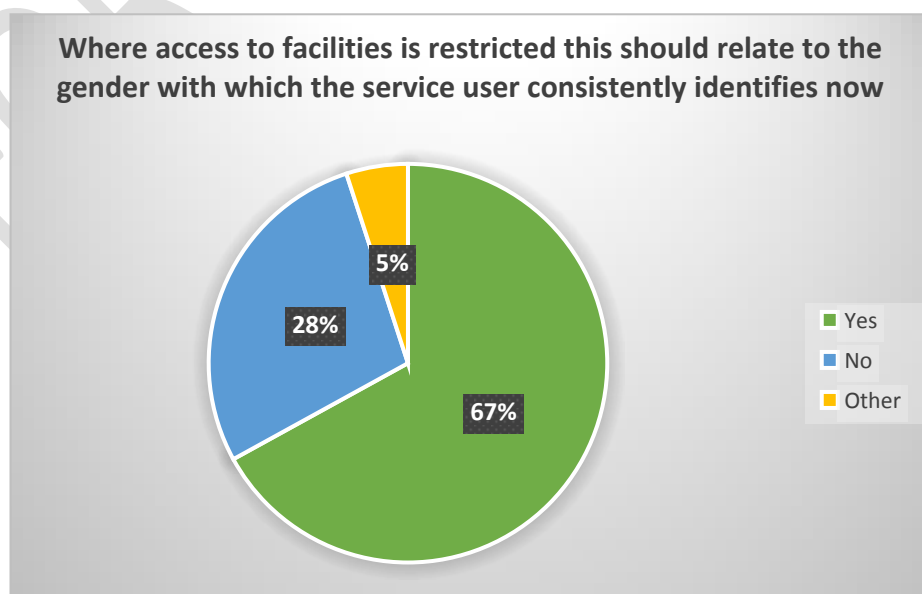
- 68% agreed that a person who consistently identifies in a gender which is different to the one they were assigned at birth should be able to access services commonly provided to the gender with which they now identify, with 61% strongly agreeing. 26% disagreed, with 18% strongly disagreeing.



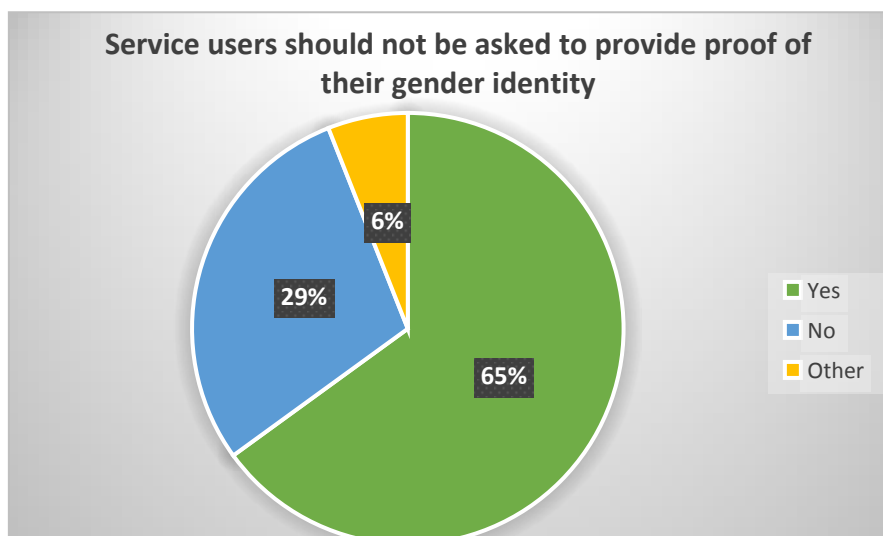
#### **Gender Identity: Access to City Services**

**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.**

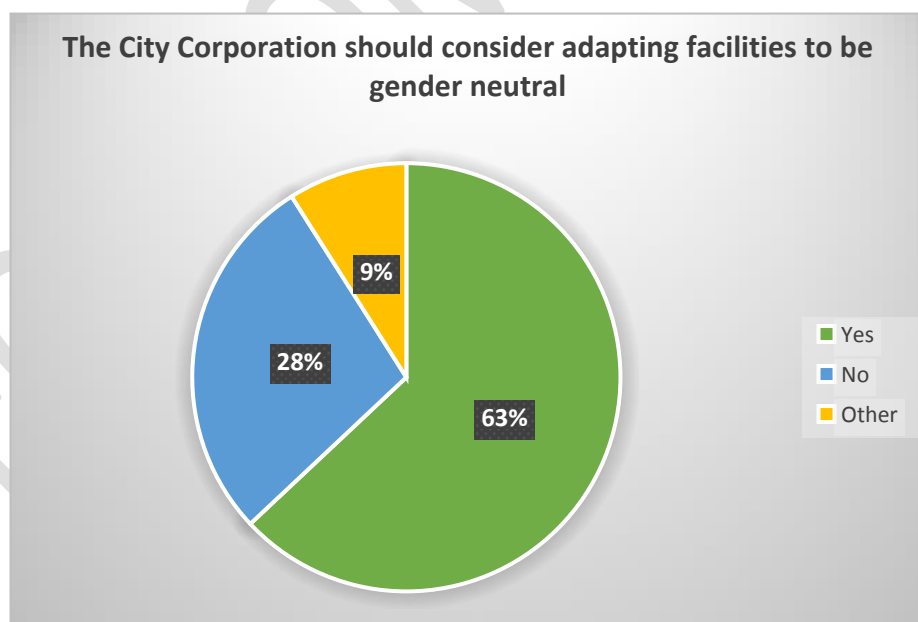
- 67% supported the proposal that where facilities are restricted by gender, those restriction should relate to the gender with which the service user consistently identifies now, with 60% strongly supporting this. 28% were against this, with 22% strongly opposed.



- 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

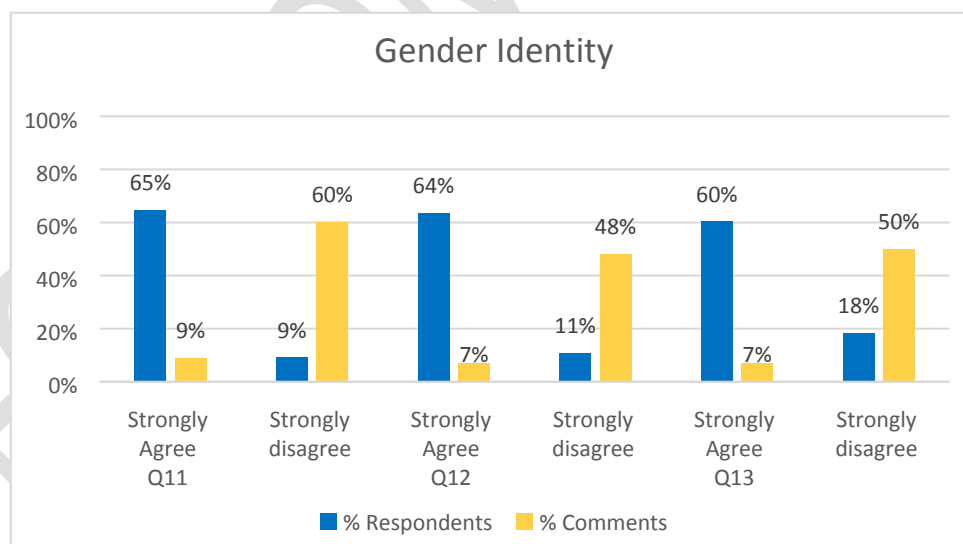
- 3.9 Each of these questions included a free text box to enable respondents to comment. Overall, the response rate to the survey was exceptionally high at 99% of valid responses. However, the MEAN average of respondents who provided free text comments on Gender Identity (Q11-13)

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**

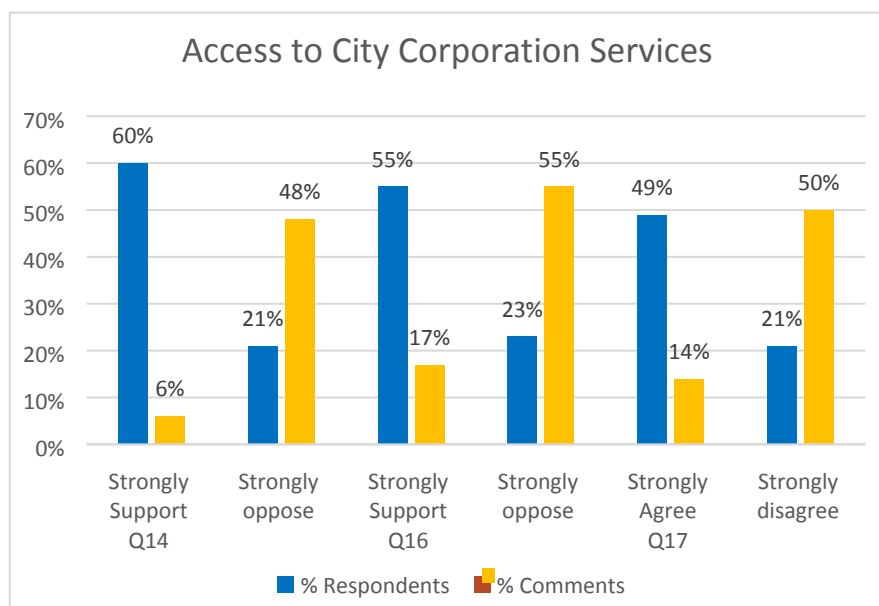


*Q.11. Do you agree or disagree with the following statement...? A person may come to feel that their gender is different from that assigned to them at birth?*

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

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

### 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

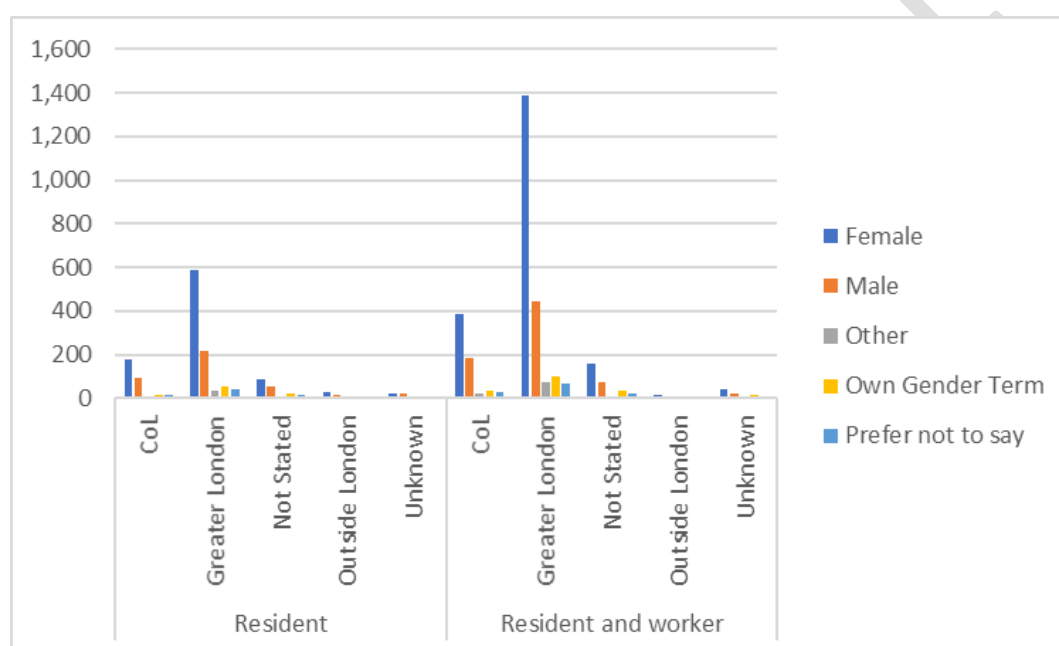


TABLE 6B: CITY RESIDENT NUMBERS BASED ON POSTCODE ANALYSIS: GRAPH

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%
<b>Grand Total</b>	<b>567</b>	<b>276</b>	<b>33</b>	<b>54</b>	<b>45</b>	<b>975</b>	<b>5%</b>

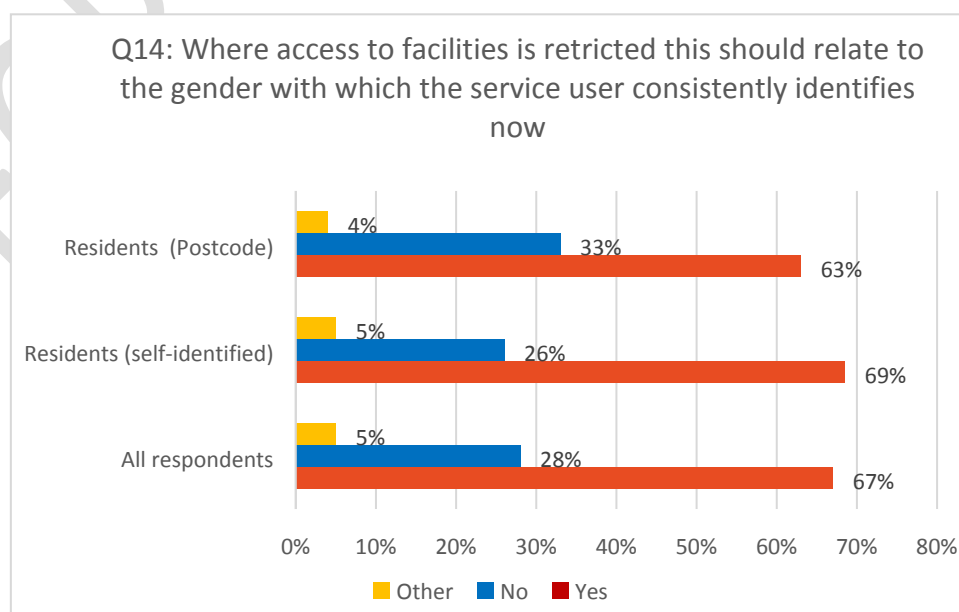
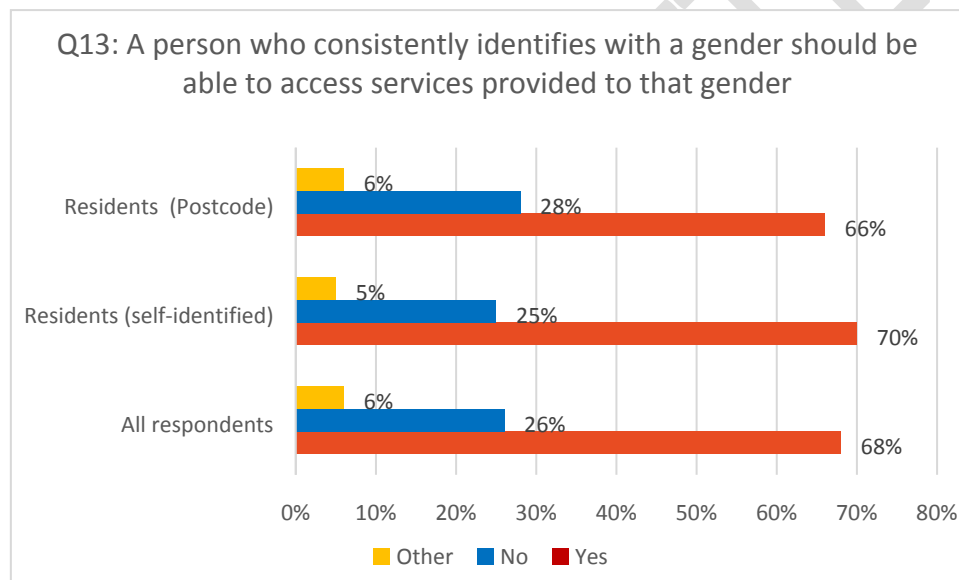
TABLE 2 CITY RESIDENTS, AS IDENTIFIED BY HOME POSTCODE

- 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).<sup>5</sup>

### City Residents: Views on Gender Identity

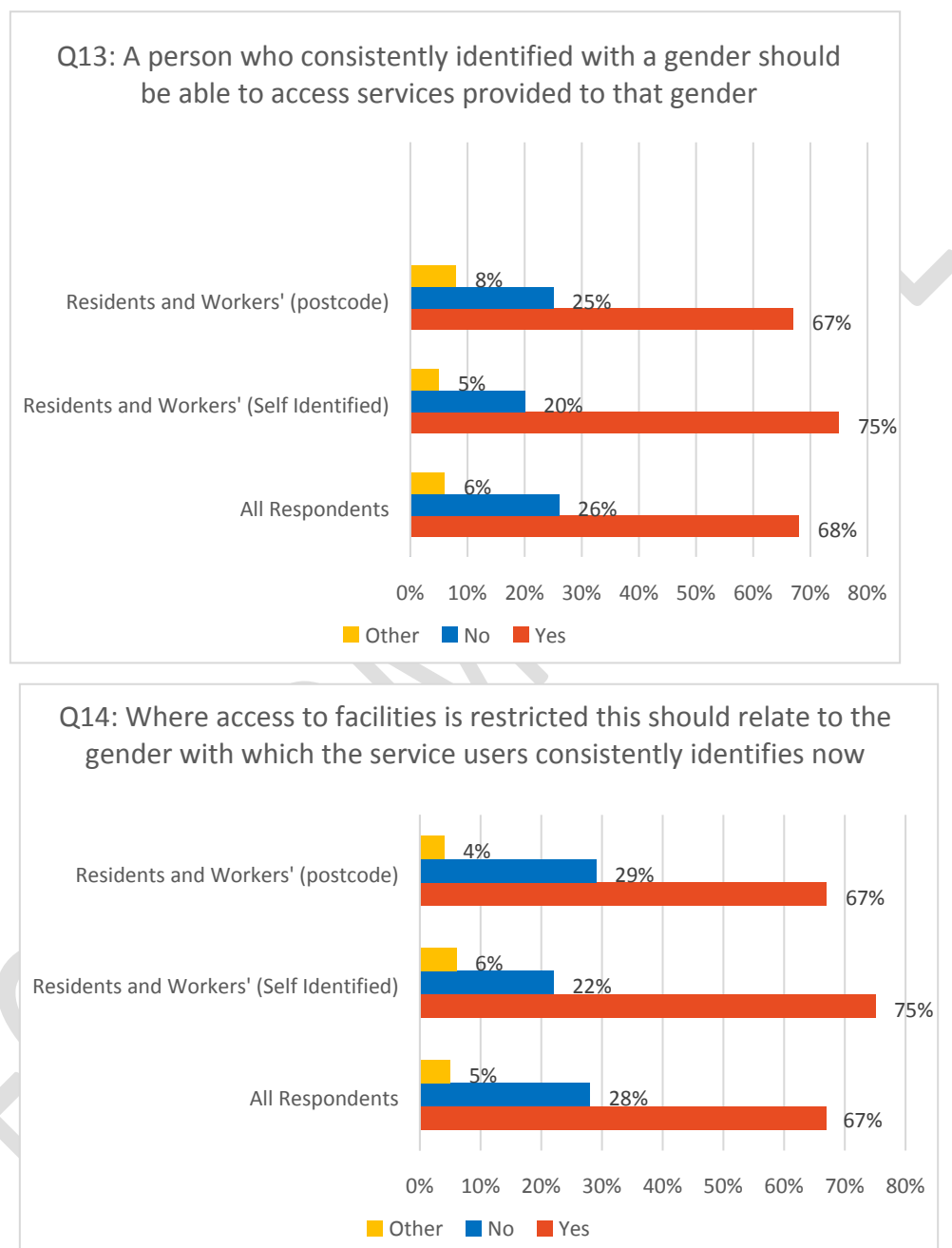
- 4.3 The views of City Residents were broadly in line with other stakeholders, with an aggregate of two thirds (65%) supporting the basic principles, contrasted with 15% who strongly disagreed with them. Two thirds of City residents strongly agreed that restrictions on access to services ‘should relate 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><b>City Resident and worker, White British, Female, Heterosexual - Straight, 31</b></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><b>City Resident and worker, White British Male, Heterosexual - straight</b></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><b>City Resident and worker, Asian or Asian British: Pakistani, Female, Heterosexual - Straight, 34</b></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><b>City Resident, Asian or Asian British: Pakistani, Female, Heterosexual-straight</b></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><b>Resident, Mixed - Asian and White, Female</b></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><b>Resident and Worker, Female, (Ethnicity not stated)</b></p>

4.7 Almost all City Residents answered Q15<sup>6</sup> 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.

<sup>6</sup> 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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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 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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>10,609</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 8 AGREEMENT TO Q17 BY GENDER

## DEMOGRAPHIC INFORMATION

### A LITTLE MORE ABOUT YOU

#### Gender

A1. Do you identify as

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

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.

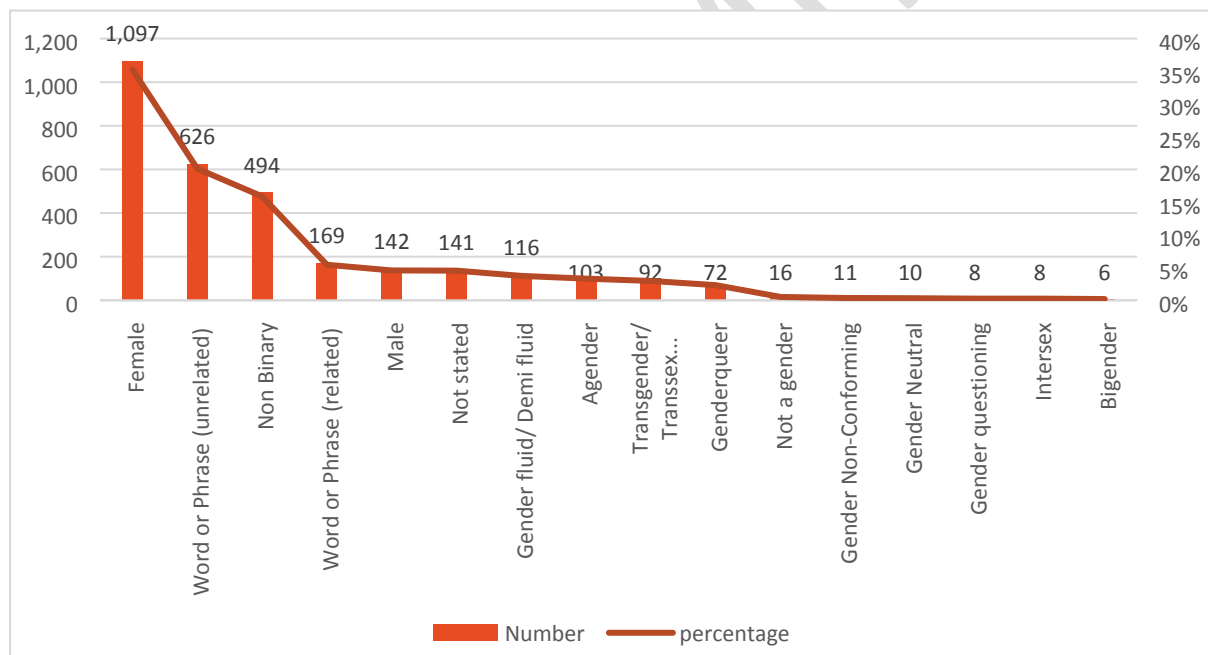


TABLE 10 RESPONDENT OWN GENDER TERM DETAILED

<sup>7</sup> 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

<sup>8</sup> 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%
<b>Grand Total</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Yes</b>	<b>930</b>	<b>400</b>	<b>545</b>	<b>712</b>	<b>56</b>	<b>2643</b>	
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%
<b>Grand Total</b>	<b>930</b>	<b>400</b>	<b>545</b>	<b>712</b>	<b>56</b>	<b>2,643</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>1,590</b>	<b>15</b>	<b>7,301</b>	<b>20</b>	<b>161</b>	<b>1,564</b>	<b>3,148</b>	<b>3,800</b>	<b>692</b>	<b>2,900</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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.

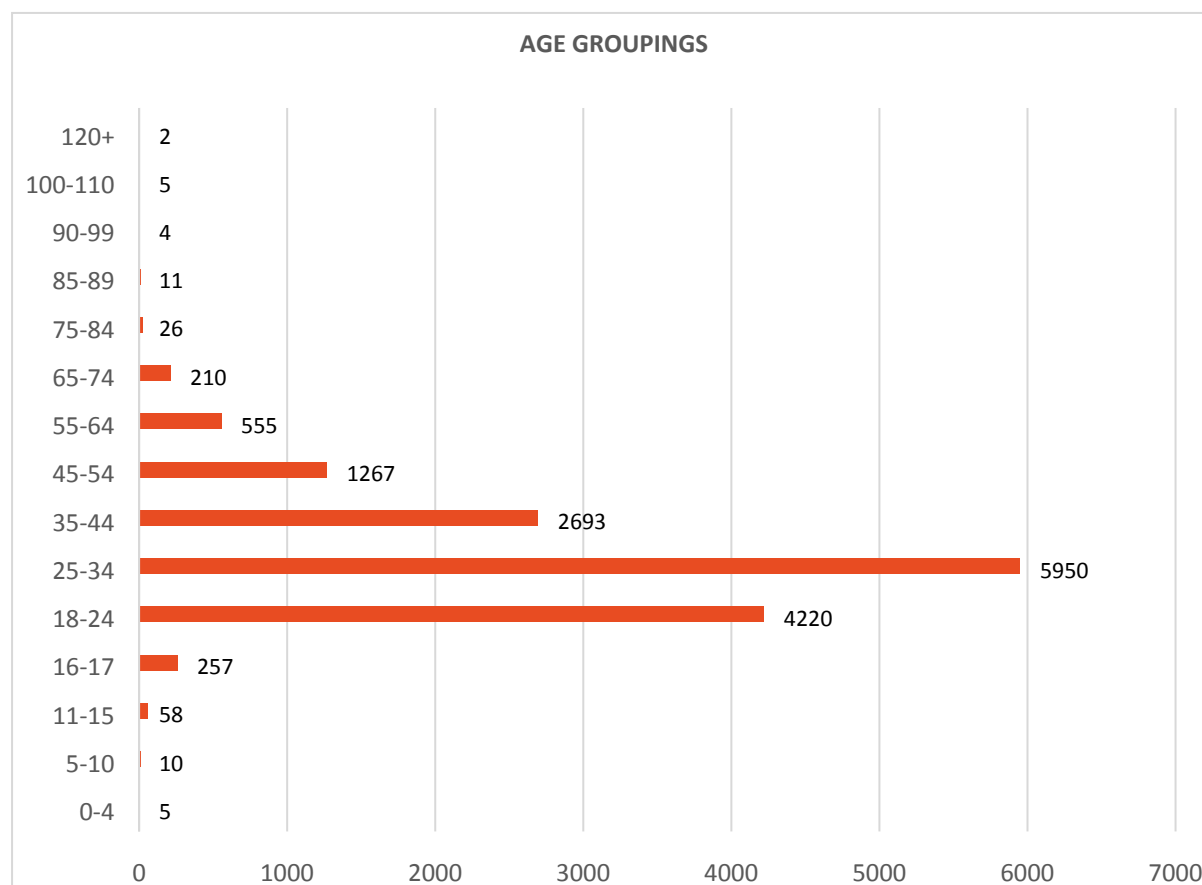


TABLE 18 RESPONDENTS AGE BANDS

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

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%
<b>Grand Total</b>	<b>11,224</b>	<b>6,098</b>	<b>1,000</b>	<b>1,872</b>	<b>997</b>	<b>21,191</b>	<b>100%</b>

TABLE 21 RESPONDENTS RELIGION BY GENDER

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What is the Public Sec

# EQUALITY ANALYSIS (EA) TEMPLATE

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.

## Pregnancy and Maternity [Double click here to add impact / Hide](#)

Check box if NOT applicable ☒

### 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.

## Page 14 [Double click here to add impact / Hide](#)

Check box if 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.

## 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 17

## 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

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

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