



AGENDA

Culture, Heritage and Libraries Committee

Date: TUESDAY, 9 JULY 2019

Time: 2.00 pm

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

Members:

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

Enquiries: Chloe Rew
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Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To approve the public minutes of the meeting held on 13 May 2019.

For Decision
(Pages 1 - 8)

4. **DRAFT MINUTES OF THE BENEFICES SUB-COMMITTEE MEETING**

To receive the draft public minutes of the last meeting of Benefices Sub-Committee on 5 June 2019.

For Information
(Pages 9 - 12)

5. **BREXIT UPDATE**

The Cultural & Visitor Development Director to be heard.

For Information

6. **CITY ARTS INITIATIVE - RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**

Report of the Assistant Town Clerk & Director of Major Projects.

For Decision
(Pages 13 - 24)

7. **DRAWDOWN OF CHARITIES POOL UNITS - GUILDHALL LIBRARY CENTENARY FUND**

Joint report of the Chamberlain and Assistant Town Clerk & Director of Major Projects.

For Decision
(Pages 25 - 26)

8. **REVENUE OUTTURN - 2018/19**

Joint report of the Chamberlain, Assistant Town Clerk & Director of Major Projects, Director of Open Spaces, and Director of Community & Children's Services.

For Information
(Pages 27 - 34)

9. **KEATS HOUSE (CHARITY REGISTRATION NO. 1053381) REQUEST TO SPEND FROM CHARITABLE RESERVES FOR 2019 - 2021**
Report of the Director of Open Spaces.
- For Decision**
(Pages 35 - 40)
10. **DEPARTMENTAL BUSINESS PLAN 2018/19 YEAR END - KEATS HOUSE PERFORMANCE**
Report of the Director of Open Spaces.
- For Information**
(Pages 41 - 48)
11. **BARBICAN LIBRARY COMMUNITY SPACE**
Report of the Director of Community & Children's Services.
- For Information**
(Pages 49 - 52)
12. **BARBICAN AND COMMUNITY LIBRARIES: END OF YEAR BUSINESS PLAN UPDATE 2018-19**
Report of the Director of Community & Children's Services.
- For Information**
(Pages 53 - 58)
13. **REPORT OF ACTION TAKEN**
Report of the Town Clerk & Chief Executive.
N.B. – to be read in conjunction with the non-public appendix at Item 20.
- For Information**
(Pages 59 - 60)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**
16. **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.

Item	Paragraph
17-20	3

For Decision

Part 2 - Non-public Agenda

17. **NON-PUBLIC MINUTES**

To approve the non-public minutes of the meeting held on 13 May 2019.

For Decision
(Pages 61 - 62)

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

To receive the draft non-public minutes of the last meeting of the Benefices Sub-Committee on 5 June 2019.

For Information
(Pages 63 - 66)

19. **TOWER BRIDGE AND MONUMENT FULL YEAR 2018/19 PERFORMANCE REPORT APRIL 2018 TO MARCH 2019**

Report of the Director of Open Spaces.

For Information
(Pages 67 - 84)

20. **NON-PUBLIC APPENDIX TO REPORT OF ACTION TAKEN**

To be read in conjunction with the report at Item 13.

For Information
(Pages 85 - 86)

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

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

CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 13 May 2019

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at
Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 13 May 2019 at
11.30 am

Present

Members:

Graham Packham (Chairman)	Jeremy Mayhew
Deputy Wendy Hyde (Deputy Chairman)	Wendy Mead
Munsur Ali	Sylvia Moys
Deputy John Bennett	Barbara Newman (in the Chair until item 4)
Peter Bennett	John Petrie
Deputy David Bradshaw	Deputy Dr Giles Shilson
Mary Durcan	Jeremy Simons
Deputy the Revd Stephen Haines	Mark Wheatley
Ann Holmes	

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
Jack Joslin	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Geoff Pick	- Town Clerk's Department
Graham Nickless	- Chamberlain's Department
Carol Boswarthack	- Community & Children's Services
Xenia Koumi	- Community & Children's Services
Marcus Roberts	- Community & Children's Services
Christopher Earlie	- Open Spaces
Martin Falder	- Open Spaces
Gerry Kiefer	- Open Spaces

1. APOLOGIES

It was proposed by Deputy David Bradshaw, seconded by Jeremy Simons, that Barbara Newman take the Chair.

Apologies were received from Tijs Broeke, Thomas Clementi, Anne Fairweather, Caroline Haines, Graeme Harrower, Chief Commoner Tom Hoffman, Alderman Robert Howard, Alderman Alastair King, Andrew Mayer and Judith Pleasance.

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

Jeremy Simons declared an interest as City Governor of Dr. Johnson's House Trust. Deputy Wendy Hyde, Wendy Mead and Deputy Giles Shilson declared an interest as patrons of the Barbican Centre. Mark Wheatley declared an interest as Director of Tommy's Charity.

3. **COURT ORDER**

Members received the Order of the Court dated 25 April 2019 appointing the Committee and setting its Terms of Reference.

4. **ELECTION OF A CHAIRMAN**

Members elected a Chairman in accordance with Standing Order 29.

RESOLVED, that – being the only Member willing to serve, Graham Packham be elected as Chairman for 2019/20.

5. **ELECTION OF A DEPUTY CHAIRMAN**

Members elected a Deputy Chairman in accordance with Standing Order 30.

RESOLVED, that – being the only Member willing to serve, Deputy Wendy Hyde be elected as Deputy Chairman for 2019/20.

6. **MINUTES**

RESOLVED, that – the minutes of the meeting held on 25 March 2019 be approved as a correct record, subject to two spelling amendments.

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

RESOLVED, that – the draft minutes of the meeting of the Benefices Sub-Committee held on 4 March 2019 be received.

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

RESOLVED, that – the draft minutes of the Keats House Consultative Committee meeting held 18 March 2019 be received.

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

Members considered a report of the Town Clerk & Chief Executive relative to the appointments to the Benefices Sub-Committee, Keats House Consultative Committee and City Arts Initiative.

Benefices Sub-Committee

The following Members were appointed to the Benefices Sub-Committee for 2019/20:

Simon Duckworth
Caroline Haines
Deputy the Reverend Stephen Haines
Ann Holmes

Deputy Jamie Ingham Clark (confirmed subsequent to the meeting)
Alderman Gregory Jones
Andrew McMurtrie
Deputy Richard Regan (confirmed subsequent to the meeting)
James De Sausmarez
Ian Seaton (confirmed subsequent to the meeting)

Due to high levels of interest, the Membership has been extended to 10 Members for 2019/20, together with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee as ex-officio. The Benefices Sub-Committee elects its own Chairman and Deputy Chairman.

Keats House Consultative Committee

The following Member was appointed to the Keats House Consultative Committee for 2019/20:

Vivienne Littlechild (confirmed subsequent to the meeting)
VACANCY

Together with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, who sit on the Keats House Consultative Committee as Chairman and Deputy Chairman.

City Arts Initiative

The following Members were appointed to the City Arts Initiative for 2019/20:

Jeremy Simons
Barbara Newman

Together with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee.

10. **BREXIT UPDATE**

Members received an oral report of the Director of Community & Children's Services relative to Brexit and the City libraries. Both Barbican and Shoe Lane libraries have biometric capture facilities to assist individuals applying for, among other things, UK visas, citizenship, residency and the EU settlement scheme.

RESOLVED, that – the oral report be received and its contents noted.

11. 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 the City Arts Initiative Recommendations to the Culture, Heritage and Libraries Committee.

RESOLVED, that – Members ratify the City Arts Initiative's (CAI) recommendations in relation to proposals 1 and 2 of the report as follows:

1. Culture Mile – Pleasure Garden: Members noted the application and acknowledged that the CAI may only comment and not recommend, and that the Committee may not approve or decline applications for public art on private land;
2. Displaced: Members declined the application at this stage, noting the lack of clarity regarding what the objects are and if the presentation of these objects will be breaching City of London advertising policies.

12. FANTASTIC FEATS FILM

Members received a viewing of the trailer for Fantastic Feats: the building of London, this year's outdoor arts programme which showcases architecture, invention and engineering in London.

13. SOCIAL MEDIA CHANNELS FOR MEMBER UPDATES

Members received an oral report from the Cultural and Visitor Development Director relative to social media channels where Members can receive updates on cultural events in the City. The presentation provided an overview of where highlights are found both on the City Corporation's website and various social media platforms, and gave details of where Members may sign up for e-newsletters.

RESOLVED, that – the report be received and its contents noted.

14. GUILDHALL ARTIST IN RESIDENCE PROGRAMME

Members received an oral report relative to the Guildhall Artist in Residence programme for 2019 and 2020. Selected artists will work on the themes Celebrating City Women (2019) and the City's Livery Companies that, through their craft, have a connection to the Mayflower (2020) TBC.

RESOLVED, that – the report be received and its contents noted.

15. LONDON LANDMARKS HALF MARATHON: MONITORING AND EVALUATION HEADLINES

Members received a report of the Director of Major Projects relative to the London Landmarks Half Marathon: Monitoring and Evaluation Headlines. The report outlines the key findings from the monitoring and evaluation exercise undertaken by the organisers

RESOLVED, that – the report be received and its contents noted.

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

Members received a report of the Chief Grants Officer & Director of City Bridge Trust relative to the Central Grants Programme (CGP) Annual Report. The report included 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 deadlines for 2019/20.

RESOLVED, that – the report be received and its contents noted.

17. **DRAGON CAFE IN THE CITY - FUTURE FUNDING**

Members received a report of the Director of Community & Children's Services relative to future funding for the Dragon Café in the City which offers support to City residents and workers for their mental and physical wellbeing.

RESOLVED, that –

Members:

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

18. **BARBICAN LIBRARY UPDATE**

Members received an oral update of the Director of Community & Children's Services relative to the City's libraries. The following was reported:

1. the Barbican Library was securing a new e-book provider;
2. the Barbican Library identified the need for a community space for events and meetings. A scoping exercise had taken place, but the project was put on hold.
3. City Read – an initiative which encouraged London residents to read the same book throughout May, and held events in relation to the book.

RESOLVED, that – the update be received and its contents noted.

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

Members received a report of the Town Clerk & Chief Executive relative to a decision taken under urgency since the Committee's last meeting. The matter pertained to the final approval of the City of London Visitor Strategy 2019/23, which was approved subject to amendments.

RESOLVED, that – the report be received and its contents noted.

20. TOWER BRIDGE AND MONUMENT RISK MANAGEMENT

Members considered a report of the Director of Open Spaces relative to Tower Bridge and Monument risk management, for risks faced by the Department of Open Spaces.

RESOLVED, that –

Members:

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

21. KEATS HOUSE RISK MANAGEMENT

Members considered a report of the Director of Open Spaces relative to Keats House risk management, for risks faced by the Department of Open Spaces.

RESOLVED, that –

Members:

1. note the Corporate Risk scoring grid at Appendix 1;
2. approve the Keats House risk register included within Appendix 2;
3. note the Keats House current and target risk grid at Appendix 3;
4. note the Keats House risk history at Appendix 4.

22. GENDER IDENTITY POLICY

Members received a report of the Town Clerk & Chief Executive relative to the Gender Identity Policy. The report outlined the Corporation's existing requirements under the law, and stated that by adopting the policy, the Corporation can ensure that a clear and consistent approach to gender identity would be taken in service delivery and in the workplace.

RESOLVED, that – the report be received and its contents noted.

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

There were no other questions.

24. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

Members discussed having an earlier start time for the annual Committee dinner, as some guests commented that the event ended too late in the evening for those travelling outside of London.

25. **EXCLUSION OF THE PUBLIC**

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

Item No.

Paragraph No.

26 & 27

3

26. **NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the meeting held on 25 March 2019 be approved as a correct record.

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

RESOLVED, that – the draft non-public minutes of the meeting of the Benefices Sub-Committee held on 4 March 2019 be received.

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

There were no questions.

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

There were no items of other business.

The meeting ended at 12.30 pm

Chairman

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BENEFICES SUB (CULTURE, HERITAGE & LIBRARIES) COMMITTEE

Wednesday, 5 June 2019

Minutes of the meeting of the Benefices Sub (Culture, Heritage & Libraries) Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

Andrew McMurtrie (Chair)	Deputy Wendy Hyde (Ex-Officio Member)
Simon Duckworth (Deputy Chairman)	Deputy Jamie Ingham Clark
Deputy the Revd Stephen Haines	Graham Packham (Ex-Officio Member)

Officers:

Chloe Rew	- Town Clerk's Department
Vicki Wells	- Comptroller & City Solicitors

1. APOLOGIES

Apologies were received from Caroline Haines, Ann Holmes, Alderman Greg Jones, Deputy Richard Regan, James de Sausmarez and Ian Seaton.

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

Simon Duckworth and Deputy Jamie Ingham Clark declared an interest as Members of the Guild Church Council of St Lawrence Jewry.

3. SUB-COMMITTEE'S TERMS OF REFERENCE

Members noted the Sub-Committee's Terms of Reference.

4. ELECTION OF A CHAIRMAN

Members elected a Chairman in accordance with Standing Order no. 29.

RESOLVED – that, being the only Member willing to serve, Andrew McMurtrie be elected as Chair of the Benefices Sub-Committee for 2019/20.

5. ELECTION OF A DEPUTY CHAIRMAN

Members elected a Deputy Chairman in accordance with Standing Order no. 30. Alderman Gregory Jones and Simon Duckworth expressed a willingness to serve. A ballot was therefore conducted, and the results were as follows:

	Votes
Simon Duckworth	6
Alderman Gregory Jones	0

RESOLVED – that, Simon Duckworth be elected Deputy Chairman of the Benefices Sub-Committee for 2019/20.

6. **MINUTES**

The public minutes of the previous meeting held 4 March 2019 were agreed as a correct record.

7. **NEW MEMBERSHIP**

The Chair welcomed new Members, Deputy Richard Regan and Simon Duckworth, to the Sub-Committee.

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

There were no questions.

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

The Chair noted that a Member suggested that all Benefices should be acquainted with King Edward's and Christ's Hospital Schools which give boarding education to under-privileged children. It was noted that the Benefices, given their role in their local communities, would be able to identify children in their communities who may benefit from this type of education. The Committee Clerk will circulate information to the Benefices' Vicars.

10. **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.

Item	Paragraph
8	3
9	1 & 2
10-12	3
13	1 & 2

11. **NON-PUBLIC MINUTES**

The non-public minute of the previous meeting held 4 March 2019 were agreed, subject to two amendments.

12. **ST PETER'S BETHNAL GREEN**

Members considered a report of the Town Clerk & Chief Executive relative to St Peter's Bethnal Green.

13. **BENEFICES SURVEY**

Members discussed the responses to a survey sent to the various Benefices following the last meeting.

14. **QUERY REGARDING CHURCH COMMISSIONER APPOINTMENT**

Members discussed correspondence with the City Solicitor regarding the City Corporation's right to appoint a Church Commissioner.

15. **VISITS TO THE VARIOUS BENEFICES**

Members discussed their respective visits to the various Benefices.

16. **RECRUITMENT UPDATE**

Members heard an update from the Chair relative to recruitment.

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

There was one question.

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

There was one item of urgent business.

The meeting closed at 12:37 pm

Chair

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Committee(s)	Dated:
Culture, Heritage and Libraries – For Decision	09/07/2019
Subject: City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee	Public
Report of: Peter Lisley – Assistant Town Clerk and Director of Major Projects	For Decision
Report author: Nick Bodger, Cultural and Visitor Development Director	

Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 30 May 2019. At this meeting, the CAI considered public art proposals 1 to 2 (below):

1. **Edward Waite – Bull’s Head:** a monumental sculpture of a bull’s head.
2. **Bureau of Silly Ideas – BFPB:** a series of installations across the public realm that reference the history of the sewers and the Tideway Tunnel.

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:
 - **Edward Waite – Bulls Head:** decline the application, noting the proposal was unsuitable for the desired locations.
 - **Bureau of Silly Ideas – BFPB:** approve the application, subject to final consent from the Highways and City Gardens Teams and implementation of the recommendations.

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 2019, 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 2019/20 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 30 May 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

Edward Waites – Bulls Head

7. The CAI received a proposal for a large sculpture of a bull's head by British sculptor Edward Waites.
8. Edward's works can be found in private collections around the world including collections held by Her Majesty Queen Elizabeth II.
9. The sculpture is part of a limited edition and has been funded by Stuart Gulliver (Former HSBC CEO 2010-2018). Maintenance will be funded by the artist.
10. The applicant wishes to place the bull's head in the hub of London's financial district and potentially outside London Stock Exchange to commemorate the industry's history in the City's development. An alternative location proposed is Smithfield Meat Market, commemorating the historic trade in that location.
11. The sculpture is 2.4 meters in height, including its plinth. The width of the sculpture is 1.8 meters and the depth of the piece is 1.7 meters. The sculpture weighs approximately 350kg.
12. There are no structural requirements apart from fixings to the carriageway.
13. The sculpture will be ready for installation in summer 2019 and is available as part of a permanent installation or on a shorter term basis.
14. The CAI agreed that the Stock Exchange was an unsuitable location for the sculpture, noting that the land is third-party-owned.

15. In relation to the secondary location, it was noted that the applicant would need to also consult with Smithfield Traders Association and Culture Mile and that their views should be sought in relation to the application before any decision is made.
16. The CAI highlighted the move of Museum of London to West Smithfield and thus the need to consider fully the suitability any of long-term public art installations in this area, noting that it would not be appropriate to site it there when the City Corporation is – at present – embarking on a joined up piece of public realm planning for Museum of London and around Smithfield if the market moves.
17. Your Department of the Built Environment advised that there were limited areas in the proposed locations that could accommodate the size of the sculpture with the mandatory access requirements.
18. Due to the proposed location of Smithfield Market, the Culture Mile Team were consulted on this application following the meeting on 30 May and have advised against its installation for reasons relating to Culture Mile's content principles. Detailed comments can be requested from the Assistant Town Clerk and Director of Major Projects.
19. **The CAI recommended that this application be declined, noting that the artwork was unsuitable for the proposed locations.**

Bureau of Silly Ideas – BFPB

20. The CAI received a proposal for Big Fat Poo Bergers (BFPB) from the Bureau of Silly Ideas.
21. BFPB is a project designed to educate people about the history of the sewers and celebrate the 200th anniversary of the birth of Joseph Bazalgette.
22. This application proposes a series of signs and devices in public locations around the City. These will alert members of the public to themes related to miasma and the sewers in a style akin to public works and safety notices.
23. Delivery of the applicant's project also includes a series of workshops that focus on STEAM (science, technology, engineering, art, and mathematics) skills in primary schools and performance / combined art practice in secondary schools, as well as an event in Aldgate Square in September.
24. This application for CAI solely concerns the installations and signage that will be found across the public realm.
25. One part of the project proposed was a series of A3, A2 and A1 signs that alerted the public to smells or sewer-related events within the area.

26. Another installation proposed was a small labelled box with a flashing LED and aerial. A number of these will be secured on lampposts and on work site fences.
27. The applicant will also install a bespoke illuminated water/fire feature which would be sited inside three or four pieces of heras fencing. The structure has been designed with a series of safety measures in place, including protective caging around the installation, a water tank and added height so any live flames are significantly above street level and the reach of pedestrians. On the occasions that it's activated, the installation will be supervised by safety and security personnel that will invigilate and ensure that spectators are safe.
28. The proposed placement for these pieces is alongside existing construction or engineering works in order to imitate normal public notices and signs across the public realm.
29. BFPB has been commissioned by your Cultural and Visitor Development Team as part of *Fantastic Feats: The Building of London* and Totally Thames. The project is also supported by Thames Water.
30. CAI advised that the Bureau of Silly Ideas' logo needed to be prominent on the signage and that any graphic design should be significantly different to any existing designs used by official construction or highway organisations. This was suggested to mitigate any potential confusion from the public.
31. Your Department of Built Environment also advised that consultation with the City of London Police would be necessary in order to ensure that any complaints or reports from the public following sightings of the monitoring boxes may be dealt with accordingly.
32. Noting that there were contact details on the proposed signage, which requested the public to engage and report smells, the CAI also advised that a suitable response mechanism needed to be in place should any member of the public follow the instructions and report the smells.
33. **The CAI recommends that this application be approved subject to final consent by Highways and Open Spaces, as well as the following recommendations:**
 - a. **The applicant should consult the City of London Police to ensure that any public concerns or complaints are mitigated;**
 - b. **The signs should be designed in a way that makes them distinctly different from official signage that is already used in the public realm;**
 - c. **The applicant should ensure that there is a response mechanism implemented for members of the public should anyone follow the instructions on the signs and contact the organiser; and**
 - d. **The application should adhere to all access requirements.**

Corporate & Strategic Implications

34. 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

35. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the public art applications considered on 30 May 2019.

Appendices

- Appendix 1: CAI Images, 30 May 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:

Edward Waite's - Bull's Head Sculpture



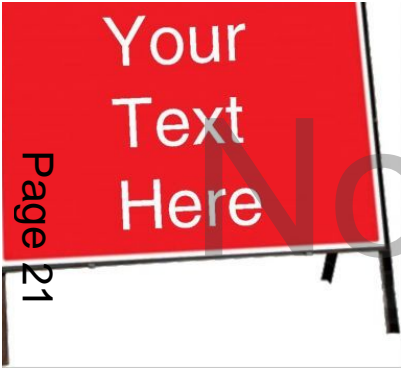
Image is taken of work in progress on the monumental bulls head before bronze casting and manufacture.



Image is taken of work in progress of the bronze casting stage. (The pieces is yet to have a patina applied and the steel plinth is due to be clad with sheet steel)

Bureau of Silly Ideas - BFPB

Piece 1:



**PLEASE REPORT
STRANGE
SMELLS**

Mischief Generating Miasma
associated with
BIG FAT POO BERGERS
have been reported
in this area

Call 0800 316 6690

24 HOUR TELEPHONE RESPONSE

email Bioorganism Substrate Industries
letting us know the sort of smell and location
bfpb@bioorganismsubstrateindustries.com

This is an urgent public information notice brought to you by Thames Water and Bioorganism Substrate Industries



Bureau of Silly Ideas - BFPB

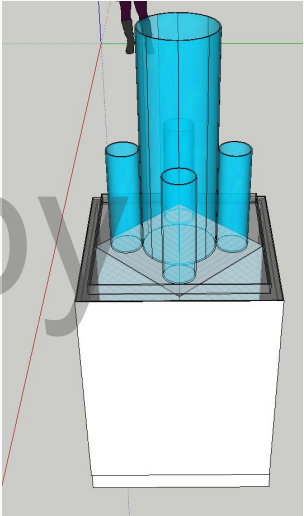
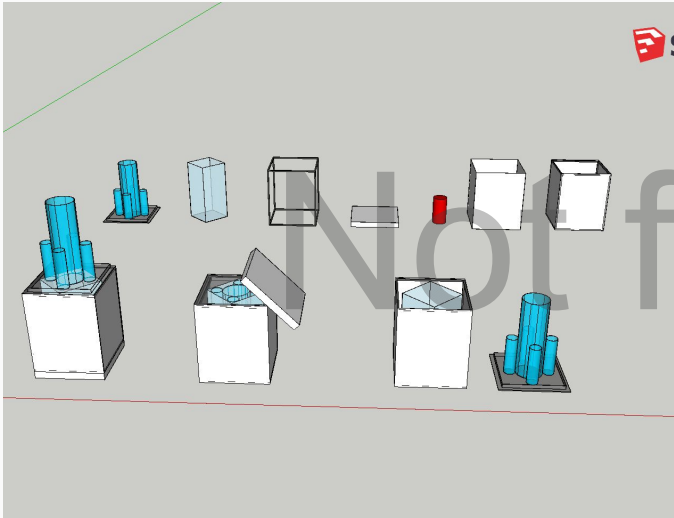
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Committee(s)	Dated:
Culture, Heritage and Libraries	09/07/19
Subject: Drawdown of Charities Pool Units – Guildhall Library Centenary Fund	Public
Report of: The Chamberlain Assistant Town Clerk and Director of Major Projects	For Decision
Report Author: Graham Nickless, Chamberlain's Department	

Summary

Following contributions made to London Metropolitan Archives, Guildhall Art Gallery and Guildhall Library during the financial year 2018/19, the cash balances of the Guildhall Library Centenary Fund have been reduced to £148. In order to continue to further the objectives of the Trust and support future purchases for larger cross-collection exhibitions for 2019/20, the Trust will need to raise funds through the sale of some of the Charity's investment holdings. The sum required for the financial year 2019/20 is expected to be £5,000. To generate the required increase in cash of £5,000 approximately 573 Charities Pool Units would need to be sold (£8.72 per unit as at 31 March 2019). It should be noted that this sale would subsequently result in an estimated future loss of future investment income of £176 based on the average return for the prior two years of 30.77p per unit.

Recommendation(s)

It is recommended that this Committee, as Trustees of the Guildhall Library Centenary Fund agree to raise £5,000 for expected contributions in furtherance of the Charities objectives, by selling approximately 573 Charities Pool Units on the next date on which units can be sold, (1 October 2019).

Main Report

1. The Reserves Policy of the Trust is to maintain the permanent endowment of the charity in investments in the Charities Pool administered by the City of London Corporation and use the investment income in accordance with the objectives of the charity.
2. Charities Pool units can only be bought or sold twice a year, on 1 April and 1 October.
3. As at 31 March 2019 the Trust holds 1,769 units at a value of £15,426 (£8.72 per unit).

4. Following contributions to the London Metropolitan Archives of £5,000 as a partner funder towards the purchase of a rare 1851 stereoscopic daguerreotype, £3,000 to the Guildhall Art Gallery towards the purchase of an artwork by Carl Lubin and a £6,000 donation for the conservation of the Newell Dunn collection at Guildhall Library, as at 31 March 2019 the Trust has a cash balance of £148.
5. Although there are no planned activities for 2019/20, it is felt prudent to increase the cash balances of the Trust so that any unforeseen opportunities that arise to further the objectives of the Trust can be taken. An amount of £5,000 (approximately 573 units at a value of £8.72 per unit), is felt sufficient for the financial year 2019/20.
6. The sale of these units could result in an estimated loss of future investment income of £176 based on the average return for the prior two years of 30.77p per unit.
7. The potential sale of 573 units represents 32.4% of the total holding as at 31 March 2019 and would reduce the overall holding to 1,196 units valued at £10,429 based on the market valuation of £8.72 per unit as at 31 March 2019.
8. The Charities Pool fund will be revalued on 30 September 2019, prior to the sale of any units.

Conclusion

9. In order to continue to further the objectives of the Charity, an estimated drawdown of £5,000 will be needed from the City of London's Charities Pool Fund. As per the most recent valuation as at 31 March 2019 of £8.72 per unit, this will equate to the sale of approximately 573 units.

Appendices

- None submitted

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Committee(s)	Dated:
Culture, Heritage and Libraries	09/07/19
Subject: Revenue Outturn – 2018/19	Public
Report of: The Chamberlain Assistant Town Clerk and Director of Major Projects Director of Open Spaces Director of Community and Children's Services	For Information
Report Author: Graham Nickless - Chamberlains	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. Overall total net expenditure during the year was £30.286m, whereas the total agreed budget was £26.751m, representing an increase in net expenditure of £3.535m. This increase is largely due to timing differences in cash flows relating to the capital grant paid to the Museum of London to cover the 2018/19 preparatory costs of relocating to the Smithfield Market site.

Summary Comparison of 2018/19 Revenue Outturn with Final Agreed Budget			
	Final Agreed Budget £000	Revenue Outturn £000	Variation Better/ (Worse) £000
Local Risk			
Assistant Town Clerk and Culture Mile Director	(5,705)	(5,827)	(122)
Director of Open Spaces	1,369	1,693	324
Director of Community and Children's Services	(2,387)	(2,321)	66
City Surveyor	(412)	(425)	(13)
Total Local Risk	(7,135)	(6,880)	255
Cyclical Works Programme	(568)	(195)	373
Central Risk			
Assistant Town Clerk and Culture Mile Director	(12,818)	(16,506)	(3,688)
Director of Open Spaces	521	247	(274)
Director of Community and Children's Services	(348)	(343)	5
Total Central Risk	(12,645)	(16,602)	(3,957)
Capital & Support Services	(6,403)	(6,609)	(206)
Overall Expenditure	(26,751)	(30,286)	(3,535)

The favourable variance on the Director's local risk was £255K of which £375K related to Tower Bridge Tourism, mainly as a result of an overachievement against income targets, partly offset by a planned budget overspend. The revenue outturn for Cultural Services 2018/19 which falls within the responsibilities of the Culture, Heritage and Libraries Committee comprised a £122K overspend on services under the control of the Assistant Town Clerk and Culture Mile Director, which was primarily due to an unexpected rise in costs at London Metropolitan Archives (LMA). This overspend is to be met by underspends within the Town Clerks department as a whole.

The Director of Community and Children's Services had a carry forward bid of £66,000 approved from their local risk favourable variance. There are no carry forward requests from the Assistant Town Clerk and Culture Mile Director and Director of Open Spaces.

Recommendations

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

Main Report

1. Actual net expenditure for your Committee's services during 2018/19 totalled £30.286m, an unfavourable variance of £3.535m compared to the final agreed budget of £26.751m. A summary comparison with the final agreed budget for the year is tabulated below. In this and subsequent tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. A reconciliation of the original local risk budget to the final agreed local risk budget is provided in Appendix 1.

Culture, Heritage and Libraries Committee – Comparison of 2018/19 Revenue Outturn with Final Agreed Budget

	Original Budget	Final Agreed Budget	Revenue Outturn	Variation Better/ (Worse) £000	Paragraph Reference
LOCAL RISK	£000	£000	£000		
Assistant Town Clerk and Culture Mile Director City Fund					
Guildhall Library	(838)	(597)	(592)	5	
City Business Library	(531)	(537)	(539)	(2)	
Central Management	(108)	(141)	(141)	-	
Guildhall Art Gallery & City of London Police Museum	(358)	(587)	(609)	(22)	

London Metropolitan Archives	(1,895)	(1,971)	(2,048)	(77)	2
City Records Service	(1,083)	(1,100)	(1,127)	(27)	2
Visitor Services & City Information Centre	(601)	(672)	(672)	-	
Lower Thames Street*	(8)	(8)	(11)	(3)	
Total City Fund	(5,422)	(5,613)	(5,739)	(126)	
City's Cash					
Mayoralty & Shrievalty*	(90)	(92)	(88)	4	
Total City's Cash	(90)	(92)	(88)	4	
Total Assistant Town Clerk and Culture Mile Director	(5,512)	(5,705)	(5,827)	(122)	
Director of Open Spaces					
City's Cash					
Monument	229	203	152	(51)	3
Keats House	(223)	(217)	(217)	-	
Total City's Cash	6	(14)	(65)	(51)	
Bridge House Estates					
Tower Bridge Tourism	1,546	1,383	1,758	375	4
Total Bridge House Estates	1,546	1,383	1,758	375	
Total Director of Open Spaces	1,552	1,369	1,693	324	
Director of Community & Children's Services					
City Fund					
Information Services Section	(305)	(234)	(200)	34	
Barbican Library, Shoe Lane Library, Artizan St Library & Portsoken Health & Community Centre	(1,973)	(2,153)	(2,121)	32	
Total City Fund	(2,278)	(2,387)	(2,321)	66	5
Total Director of Community & Children's Services	(2,278)	(2,387)	(2,321)	66	
Total City Surveyor	(393)	(412)	(425)	(13)	
TOTAL LOCAL RISK	(6,631)	(7,135)	(6,880)	255	
CYCLICAL WORKS PROGRAMME	(570)	(568)	(195)	373	6
CENTRAL RISK					
Museum of London	(5,292)	(5,292)	(5,292)	-	

Revenue Grant					
Museum of London Capital	-	(6,000)	(9,682)	(3,682)	7
Outdoor Arts Programme	(361)	(379)	(394)	(15)	
Keats House Drawdown	584	628	354	(274)	8
From City's Cash					
Other costs including rent, rates, service charges & capital	(1,094)	(1,602)	(1,588)	14	
TOTAL CENTRAL RISK	(6,163)	(12,645)	(16,602)	(3,957)	
CAPITAL & SUPPORT SERVICES	(6,553)	(6,403)	(6,609)	(206)	9
OVERALL TOTAL	(19,917)	(26,751)	(30,286)	(3,535)	

*These budgets are held by the Assistant Town Clerk and Culture Mile Director but relate to building maintenance work and as such any underspends relates to the City Surveyor and cannot be carried forward.

Reasons for Significant Variations

2. The main reason for the overspend of £104,000 at London Metropolitan Archives and City Records Service was due primarily to an unexpected 50% rise in utility costs and unexpected rises in staff costs. This overspend is to be met by underspends within the Town Clerks department as a whole.
3. As experienced at some other central London attractions, a downturn in visitors to The Monument to the Great Fire continued in 2018/19. In an effort to mitigate this, specific budgets were earmarked for savings in the Monument's local risk budget which meant standing-down education provision, marketing activity and minor works, with the aim of reducing the income deficit at year end. The deficit for 2018/19 was £51,000 comprising a shortfall in income of £64,000, partly offset by a planned budget underspend of £13,000. Towards the end of the year, positive developments were made in the form of improvements to card payment technologies and an exceptional signage project (highly visible to footfall on London Bridge), the positive results of which are beginning to materialise.
4. Tower Bridge experienced another record year in terms of visitor numbers and income. The favourable variance at year end was £375,000 comprising an overachievement against income target of £681,000 and a planned budget overspend of £306,000. The financial growth of the business can be attributed to a number of significant projects and activities across 2018/19, including a new commercial brand for the Bridge as visitor attraction, a total overhaul of content in the Towers and substantial developments in retail provision, for which the latter was recognised at the 2018 National Museums and Heritage Awards, achieving the award for 'Best Gift Shop with turnover exceeding £500,000.
5. The underspend of £66,000 on the services under the responsibility of the Director of Community & Children's Services is due to vacant posts which were

not filled and other planned underspends to non-staffing budgets to cover a projected, potential overspend at Artizan St library due to loss of room hire income. A large insurance claim at Artizan St library was expected to be processed during the financial year, but there was a considerable amount of uncertainty over how much the library would receive, so the prudent approach was taken to underspend in other areas to cover any potential shortfall. The insurance monies were only confirmed and received right at the end of the financial year and the claim was paid in full, leading to an underspend across the three Divisions of Service under the control of the Head of Barbican and Community Libraries.

6. The City has a programme of cyclical repairs and maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre and the Director of Built Environment. In 2018/19 the overall agreed budget for these three year programmes was £13.420m, including £2.254m of additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3.471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £568,000, of which £195,000 was spent and the £373,000 unspent balance will be carried forward to 2019/20. The underspend of £360,000 on the programme is mainly due to works at Keats House which were due to complete by March 2019. This has been delayed due to the following:
 - Events at Keats House dictated that works needed to be scheduled to limit operational impact.
 - Camden planners initially advised that the works would not require any consents and upon submission of further information CoL were then advised that Listed Building Consent (LBC) would be necessary.
 - Keats House has requested submission of this LBC is delayed to avoid conflict with another project (Community Infrastructure Levy), a project to improve the landscaping and access at Keats House.
7. The Museum of London Revenue Expenditure Funded by Capital Under Statute (REFCUS) costs relate to the capital grant of £9.682m paid to the Museum of London to cover the 2018/19 preparatory costs of relocating to the Smithfield Market site. This is £3.682m more than the estimate which arises from timing differences in cash flows. The total estimated grant payable over the life of the Museum relocation project is currently capped at £332m. It should be noted that capital expenditure does not usually feature in revenue budgets; the difference in this instance is that this is a capital grant to the Museum to fund their costs, meaning that there will be no increase in the value of City of London assets resulting from this expenditure.

8. Keats House is deficit funded via a drawdown from City's Cash Finance. In 2018/19 this drawdown was lower than previously estimated by £274,000, principally due to the aforementioned delays to the Cyclical Works Programme at Keats House, (see paragraph 6).
9. The table below shows a breakdown of the Capital and Support Services budgets and expenditure.

	Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	Variation Better/ (Worse) £000
CAPITAL & SUPPORT SERVICES				
Capital Charges	(2,003)	(1,903)	(1,903)	-
Support Services, including Chamberlains, Comptrollers & Town Clerks	(916)	(932)	(833)	99
Surveyors Employee & IT Recharges	(1,177)	(1,200)	(1,243)	(43)
Guildhall Admin Buildings Insurances, including premises & Liability	(2,566)	(2,410)	(2,645)	(235)
Other recharges	(249)	(287)	(284)	3
	358	329	299	(30)
TOTAL CAPITAL & SUPPORT SERVICES	(6,553)	(6,403)	(6,609)	(206)

The overspend of £206,000 on Capital & Support Services is largely due to a higher share of Guildhall Admin Buildings costs of £235,000, a result of higher than expected security, building maintenance and utility costs in the Guildhall Complex and £43,000 on recharges from City Surveyors and IT based on work undertaken on behalf of Cultural services during the financial year. This is partly offset by an underspend of £99,000 in Support Services, due to a lower proportion of time allocated from Central Support functions including Chamberlains and Town Clerks for business support during the financial year. Recharges have a corresponding contra entry in their own accounts. Consequently these charges have no overall impact on net expenditure for the City as a whole.

Local Risk Carry Forward to 2019/20

10. The Director of Children's and Community Services has a local risk underspend of £66,000 on activities overseen by your Committee, all of which relates to City Fund. The Director was successful in a bid to carry forward this sum. The carry forward is to be used towards the upgrade of the library service's self-service kiosks and software which are coming to the end of their life and are currently unsupported. Others are not fit for purpose. The libraries are currently looking to replace or upgrade the kiosks and amalgamate maintenance contracts. The total estimated cost of the project is £120,000 and a recent Gateway 3 / 4 options appraisal report requesting Capital funding of £70,000 to proceed to procurement and reach the next Gateway has been approved by Culture, Heritage and Libraries Committee, Projects Sub Committee and the Digital Services Sub

Group. The project's progression has also been approved at the recent special meeting of the Resource Allocation Sub Committee.

11. The revenue outturn for Assistant Town Clerk and Culture Mile Director for 2018/19 which falls within the responsibilities of the Culture, Heritage and Libraries Committee comprised a £122K overspend, (excluding the two services relating to the City Surveyor), all of which relates to City Fund and is therefore unable to request any carry forward. This overspend is to be met by underspends within the Town Clerks department as a whole.
12. The Director of Open Spaces has a favourable variance on local risk of £324,000 on activities overseen by your Committee, of which £375,000 relates to Bridge House Estates, which is partly offset by an underperformance on income generation of £51,000 on City's Cash. The Director is not proposing any carry forward requests.

Appendices

- Appendix 1 - Reconciliation of original local risk budget to the final agreed local risk budget.

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Appendix 1

Original to Final Agreed Local Risk Budget	£000
Original Local Risk Budget	(6,631)
City Fund and Bridge House Estates carry forwards	(276)
All funds contribution pay, budget uplift	(71)
Increase to salary budgets following the new rules over holiday pay, lead to backdated pay for the last three financial years	(50)
City of London Apprenticeship Scheme	(22)
Net City Fund and City's Cash budget virements from Community and Children's services (£107,000) relating to the management of Portsoken Health and Community Centre and work at the lending libraries related to children's activities being transferred to the three lending libraries and PHCC, from Open Spaces (£20,000) relating to additional signage at the Monument and minor budget adjustment at Mayoralty & Shrievalty (£2,000)	(129)
City Fund local risk - one-off transfer from local risk to capital to fund the purchase of a new electric van in order to meet the new ULEZ regulations	63
Members approved at Corporate Asset Sub Committee on 11 July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – resulting in additional budget for Culture, Heritage & Libraries Committee	(19)
Final Agreed Local Risk Budget	(7,135)

Committee(s): Culture, Heritage and Libraries Committee	Date(s): 9 July 2019
Subject: Keats House (Charity Registration No. 1053381) request to spend from charitable reserves for 2019 – 2021.	Public
Report of: Colin Buttery, Director Open Spaces	For Decision
Report author: Rob Shakespeare, Principal Curator (Keats House), Open Spaces Department	

Summary

Keats House was established as a charity in March 1996 with the City of London as sole Trustee. The charity holds financial reserves to support its objectives, which are currently above what is recommended in the Reserves Policy statement.

From December 2018 to February 2021, Keats House is celebrating the 200th anniversary of John Keats living at the House and an ambitious programme of exhibitions, events and special projects is in progress and development.

This report requests permission to spend up to £150,000, of the £170,958 which have accumulated as charitable free reserves, to support a number of projects at Keats House during the Keats200 bicentenary, thus bringing the reserves in to line with our policy statement.

Recommendation(s)

Members are asked to:

- Approve the use of up to £150,000 of the Keats House charity's free reserves, to support the delivery of special projects required at Keats House and the delivery of the Keats200 programme in financial years 2019/20 and 2020/21.

Main Report

Background

1. Keats House was registered as a charity in March 1996. The City of London Corporation acquired ownership of the land and buildings and responsibility for the administration and management of Keats House with effect from 1 January 1997. The object of the Charity is 'to preserve and maintain and restore for the education and benefit of the public the land with the buildings known as Keats House as a museum and live memorial to John Keats and as a literary meeting place and centre'.

2. The Keats200 programme, which began on 1 December 2018, is celebrating the 200th anniversary of Romantic poet John Keats living at Wentworth Place, now Keats House, and continues through until February 2021 and beyond. This period is a significant opportunity to: ensure that his life, works and legacy are understood and enjoyed by a new generation of visitors; contribute to the delivery of the City of London's Corporate Plan and Cultural Strategy; and ensure the future sustainability of Keats House as a key heritage asset with the City Corporation 's portfolio.
3. A programme for the Keats200 bicentenary is being developed by the Principal Curator, potentially involving local and international exhibitions, a wide-ranging programme of events, special partnership projects focusing on key themes and outcomes, as well as improvements to the House and its interpretation.
4. This programme will require significant resource, both in terms of Officer time and financial support to develop and deliver beyond the scope of the local risk budget which supports the day to day operation of the House along with its events and learning programmes.

Current Position

5. In a report presented to your Committee on 25 March 2019, it was noted that the wording of the Keats House Charity's Reserves Policy had been revised for the 2018/19 Financial Statements to ensure compliance with the current Charity Commission Statement of Recommended Practice (SORP). The new wording states: "The annual net operating costs of the charity are funded on an ongoing basis by the City of London Corporation through its City's Cash Fund. The charity therefore does not need to maintain free reserves at a stated level, being either a fixed amount or a stated number of months, to ensure continued delivery of the charity's objectives. For good governance purposes, the trustee considers holding a minimum balance of £20,000 as free reserves to be suitable in light of the operating model in place."
6. Following the closure of the 2018/19 accounts, the charitable reserves for the Keats House Charity stand at c.£170,958. The current reserves are therefore c.£150,000 in excess of the recommended amount.
7. Following its organisational move to the Open Spaces Department, a number of operational issues previously covered by London Metropolitan Archives need to be delivered at local level by the Keats House team. At present Keats House does not have direct access to a museum and archives sector standards compliant collections management database, or environmental monitoring equipment and software, which are required to maintain its status as an Accredited Museum.

8. The Keats House Team currently consists of 4.11fte officers, operating in 4 professional roles designed to support the day to day operation of the House. There is currently no individual officer responsible for co-ordinating and delivering the Keats200 bicentenary programme, the overarching aims of which are to:
 - grow and diversify our audiences and workforce
 - strengthen and grow current partnerships
 - increase our organisational resilience, including diversification of earned income.
9. In 2018/19, Keats House successfully applied to be one of the host partners for the 'New Museum School' delivered by Culture&. This scheme aims to diversify the museum and archive sector workforce by providing new entry routes to the sector. Although the overall project is supported by the Heritage Lottery Fund, the business model requires host partners to support the cost of a full-time trainee at a cost of £10,000 / annum. In 2018/19, Keats House funded this from its local risk staffing budget, but this meant that a part time role within the team was left vacant.
10. In 2017, Keats House applied for and was awarded a total of £58,500 from the Camden Local Community Infrastructure Levy (CIL) Fund. This was awarded to develop designs and secure Planning Permission as required for the improvement of the entrance & pathways, lighting and public toilet facilities in Phase 1 and, in Phase 2, deliver the designs once approved.
11. Paul Vick Architects were subsequently appointed to draw up plans under Phase 1 of the project. They also came forward with proposals to enhance the existing service entrance to the property, to act as a more fitting entrance to this historically important site. City of London Officers held pre-planning advice meetings with Camden's Planning and Conservation Officers, as well as Historic England. The designs developed were presented to the public as part of Open House London 2018 and have been discussed with Members of the Keats House Consultative Committee, who were supportive of the proposals. The required applications for planning and listed building consent were submitted to London Borough of Camden in March 2019 and we are awaiting their response following the end of the statutory public consultation period.
12. During Phase 1, indicative costings have been obtained to inform our planning for the delivery of the project. These indicate that the CIL funding allocation will be sufficient to meet the costs of the newly proposed pathways, including soakaway and lighting if approved. As originally planned, the City of London will fund the refurbishment of the public toilet via the identified cyclical works programme budget. At present the design and works to improve the main entrance gates at the property is an enhancement and therefore outside the scope of the CIL project grant awarded by Camden Local CIL to improve access to the grounds.
13. Keats House is a much-loved heritage asset, attracting visitors from the local area, London and south-east region as well as from the rest of the UK and abroad. The 200th anniversary of Keats living at the House, and his most productive period as a poet, is a significant opportunity to further enhance its profile and diversify its programmes, audiences and income streams. In turn this

will ensure it is a thriving and resilient institution which contributes positively to the City of London's reputation and priorities.

14. Keats House is an Accredited Museum, which was last awarded full accredited status by Arts Council England in September 2017. Museum Accreditation sets national standards to ensure that museums are 'sustainable, focused and trusted organisations, which offer their visitors a great experience'. This involves demonstrating that their policies and procedures for collections care, interpretation and access, including digital access, are delivered to the required standard. Keats House will next be expected to submit an Accreditation return in 2022 but work will need to commence in 2019/20 to ensure that Keats House continues to meet the standards required, particularly in collections are well documented, managed and digitally accessible.
15. The Keats200 programme is being led by Keats House but will require a wide range of partners to effectively deliver its wider ambitions as outlined in paragraph 8 above. These partners include cultural, academic and charitable sector organisations, funding bodies, community groups as well as individual artists and practitioners. The development and co-ordination of this network of delivery partners is crucial to achieving the wider outcomes of the Keats200 programme.
16. The current entrance to the property does not reflect the historical importance of Keats House or draw visitors into visiting the House. The Camden Local CIL funded elements improve the safety and accessibility of the site, but do not enhance the visitor experience. Investing in the visitor entrance as part of Keats200 will ensure that existing and new audiences enjoy a positive first experience of visiting the House and enhance the historic nature of the House within its residential setting.

Options

17. The Principal Curator recommends that up to £150,000 of the Keats House Charity's free reserves are made available in 2019/20 and 2020/21 to realise the outcomes of the Keats200 bicentenary programme.

Proposals

18. The Principal Curator has identified the following priorities and projects to be funded from the Keats House Charity's Reserves:
 - Procurement of an industry standard collections management database and environmental monitoring system for use at Keats House, at an indicative cost for purchasing, installing and maintaining these systems of up to £20,000 in year one.
 - Development and recruitment to a Keats200 Project Officer role to be funded from the Keats House Charity's free reserves. This role will be responsible for co-ordinating, promoting and fundraising for the partnership projects they develop as well as supporting delivery of projects

initiated by Keats House. It is envisaged that this will be an eighteen month, fixed-term contract, estimated to cost c. £60,000 including on-costs.

- To fund the remaining two 'New Museum School' programme trainee placements in 2019/20 and 2020/21 at a total cost of £20,000 for two further full-time trainee placements at Keats House.
- Subject to planning permission being granted, to fund the enhancement of the main visitor entrance to this important heritage site from the Keats House Charity's free reserves. The indicative quotes received for these works range from c.£15 - £35k.
- Any residual sum within the overall £150,000 spend requested to seed, match or directly fund, special projects or events delivered by or with partner organisations as part of the Keats200 bicentenary programme.

Corporate & Strategic Implications

19. The spending outlined in this proposal contributes to the outcomes of the City of London's Corporate Plan:

Contribute to a flourishing society

(3) People have equal opportunities to enrich their lives and reach their full potential.

(4) Communities are cohesive and have the facilities they need.

Support a thriving economy

(7) We are a global hub for innovation in finance and professional services, commerce and culture.

(8) We have access to the skills and talent we need.

Shape outstanding environments

(9) we are digitally and physically well-connected and responsive.

(10) we inspire enterprise, excellence, creativity and collaboration.

(12) our spaces are secure, resilient and well-connected.

20. The range of projects within Keats200, support the Vision, Values and Strategic Objectives of the City Corporation's Cultural and Education Strategies as well as the proposed theme for the Outdoor Arts Programme in 2021 - 'A thing of beauty'.
21. The Divisional Plan for Hampstead Heath, Highgate Wood, Keats House & Queen's Park references both the Keats200 bicentenary programme (DP4) and the Keats House CIL project (DP1), which in turn support the top line objectives of the Open Spaces Department's Business Plan 2018-21: A – Open spaces and historic sites are thriving and accessible; and B – Spaces enrich people's lives.

22. For the information of Members, the key priorities for the Keats House charity for 2019/20 are:
- To develop plans for our Keats200 programme, celebrating the 200th anniversary of John Keats's time at the House, 1818 - 1821;
 - To grow and diversify our audiences by working creatively with partners to deliver an engaging and relevant programme of exhibitions and events;
 - To deliver a learning programme which supports social mobility for children and young people, families and adult learners;
 - To care for and improve access to our Grade I listed building and historic collections;
 - To increase earned and charitable income; and
 - To become more actively engaged with our local community.
23. Keats House is a registered charity (1053381). Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of the charity.

Implications

24. Chamberlains, Comptroller & City Solicitors, HR and Surveyor's teams have been consulted on the proposals put forward in this paper.

Conclusion

25. The Keats House Charity currently has accumulated free reserves of £170,958, which is c.£150,000 above the level required by the reserves policy. The proposals identify those projects which would help deliver the outcomes of the Keats200 bicentenary programme and objectives of the Charity, and bring the Keats House Charity's free reserves in line with its policy statement. In turn, this investment will grow our audiences, create lasting partnerships, diversify and increase income, and invest in the House itself, resulting in a sustainable future for this much-loved heritage asset.

Appendices

- None

Background papers

- Trustees Annual Report and Financial Statements for the Year ended 31 March 2018 - Keats House

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Committee:	Date:
Culture Heritage and Libraries	8 July 2019
Subject: Departmental Business Plan 2018/19 Year End - Keats House Performance	Public
Report of: Colin Buttery – Director, Open Spaces	For Information
Report author: Gerry Kiefer, Open Spaces	

Summary

This report provides Members with information regarding the 2018/19 performance by Keats House in delivering the Open Space's Department's Business Plan.

2018/19 has been an exciting year for Keats House. In December, Keats200 was launched with a programme of events planned throughout the year, celebrating 200 years since John Keats was invited to live at Wentworth Place (now Keats House). There has been a 10% increase in the number of people visiting the house itself and 40 different establishments have taken part in the formal learning programme. Volunteers continue to provide support across a wide range of roles and an apprenticeship role was completed in Customer Service. Progress is ongoing to improve the paths, lighting and entrance and a planning decision is awaited on this from the London Borough (LB) of Camden.

Recommendation

Members are asked to note this report

Main Report

Background

1. The Open Space's Departmental Business Plan for 2018-19 (appendix 1) was approved by your Committee in May 2018. The Business Plan reflected the Departmental vision which is *'we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.'*
2. The Business Plan identified three main objectives for the Department:
 - Open Spaces and Historic Sites are Thriving and Accessible
 - Spaces Enrich People's Lives
 - Business Practices Are Responsible And Sustainable.
3. It also identified a number of programmes and projects which would help the Department achieve its objectives.

4. The vision for Keats House, as laid down in its charitable objectives, is:
‘to preserve and maintain and restore for the education and benefit of the public the land with the buildings known as Keats House as a museum and live memorial to John Keats and as a literary meeting place and centre’. This together with the Department’s vision and objectives inform and direct the work of the service.

Current Position

Objectives

5. A number of notable achievements were made by Keats House as listed below under the Department’s three main objectives:

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

- During 2018/19, 13,982 people visited Keats House itself. This represents a 10% increase on the same period in 2017/18 (12,716 people).
- Keats House programmed 95 public events, attracting 3,312 people; 743 people attended Keats House as part of Open House London.
- Over 200 people attended the launch event of Keats200 on 1 December and further Keats200 events have been delivered.
- Keats House garden was awarded ‘Silver Gilt’ at their first London in Bloom entry in the Walled Garden category.

B. Spaces Enrich People’s Lives.

- During 2018/19, 713 primary school students, 656 secondary school students and 226 adults took part in the formal learning programme at Keats House.
- Students and teachers from seven different schools took part in creative writing workshops with published poets as part of the four-day Summer School initiative. This resulted in 130 instances of engagement.

C. Business Practices Are Responsible And Sustainable.

- Keats House continues to support a range of volunteer opportunities, including Front of House, Tour Guides, Poetry Ambassadors, Event Support and Collections Care roles. 1,314 hours of volunteering have been recorded in 2018/19.
- Keats House hosted a networking event for the City’s Apprentice cohort. 18 Apprentices and 4 Officers from the Department of Community and Children’s Services attended.

Programmes and Projects

6. The Business Plan identified 14 grouped programmes and projects which would help the Department to deliver its three main objectives. Keats House is making progress on the following:
- **Capital improvement projects** - The City Surveyor’s Department led major projects to replace the central heating system and improve the safety of the electrical systems in Ten Keats Grove, as well as restoring a glass canopy at the rear of that building. A separate project was delivered to adapt an internal staff toilet area into a secure storage room for the use of Keats Community

Library as the building's licence holders. Camden Community Infrastructure Levy (CIL) funding will improve the pathways, path lighting and public toilets at 10 Keats Grove, along a new entrance to the museum. These plans were displayed during Open House London weekend and a planning application decision from the LB Camden is expected in summer 2019.

- **Continuously develop the visitor offer** – The Keats200 bicentenary programme consists of new exhibitions, events and special projects through to February 2021 and beyond.
- **Maximise the value of our assets** - Keats House staff continue to support City Surveyors to deliver a number of property maintenance and improvement projects at 10 Keats Grove and delivery of the cyclical works programme.

Corporate programmes and projects

- **Ensure efficient use of property and reduction in maintenance costs** - The City Surveyor's Department led major projects to replace the central heating system and improve the safety of the electrical systems in 10 Keats Grove, as well as restoring a glass canopy at the rear of that building. A separate project was delivered to adapt an internal staff toilet area into a secure storage room for the use of Keats Community Library as the building's licence holders.
- **Provide support for the initial 24 apprenticeships** - Keats House supported one individual to complete their Customer Service apprenticeship.

Performance Indicators

7. This Business Plan report provides year end information on the performance measures specific to Keats House and this Committee:

KEATS HOUSE Performance Measure	2017/18 Actual (annual)	2018/19 Target	2018/19 Actual (annual)
To maintain high or increase Net Promoter score as an indication of customer satisfaction at Keats House	76	76	MISSED 71
Increase visitor numbers at Keats House by 3%	House 12,716 Total inc garden and private hire estimate: 33,705	House 13,100 Total inc garden estimate: 27,480 (excludes private hire)	ACHIEVED IN PART House 13,982 Total inc garden estimate: 25,994
Increase revenue through retail and private hire by 5% at Keats house	Retail (shop profit): £9,186 Hire: £16,925 Total = £26,111	Retail (shop profit): £9,645 Hire -£17,771 Total = £27,416	ACHIEVED IN PART Retail (shop profit): £13,270 Hire: £14,810 Total = £28,080

8. In relation to the missed target for the Net Promoter Score, this was due to the following reduction in the scores given by survey respondents: 8 people reduced their score from 9/10 to 7/8 and 3 people gave a rating of 6, compared to no one scoring below 7 in the previous survey. Once fully collated and analysed, survey

findings from the Net Promoter score and along with other visitor experience data and feedback, is used to inform an improvement plan for 2019/20.

9. In August 2018, internal audit recommended that, *'PI figures for Keats House should be reviewed along with the system used for recording them, to ensure accuracy, integrity and completeness of information reported.'* The way in which visitor numbers is calculated and reported has therefore been changed in year to increase the relevance and accuracy of data for decision making and audit purposes.
10. For 2018/19 the number of people visiting Keats House itself has been calculated using tickets sales data exported directly from the till system, minus the garden estimate. This figure has increased by 10% year on year. The total number of people recorded accessing the House and garden has been calculated from till data including the garden estimate, plus the number of people attending taught sessions and our events programme, as manually recorded by officers. This is lower than previous years as the number of people attending private hires has not been included in this year's data because it does not inform business decision making and is not auditable. This revised dataset will now form the baseline for future reporting of achievements and progress at Keats House.

Financial Performance

11. The table below shows the Director of Open Spaces local risk income and expenditure 'budget' and 'year end outturn' for Keats House. The expenditure figures include the transfer of £20,213 which was made into the Keats House reserve fund.

	Expenditure budget £	Outturn expenditure £	Income budget £	Outturn Income £	Total net budget £	Net outturn £
Keats House	323,000	324,946	106,000	107,946	217,000	217,000

Corporate & Strategic Implications

Open Space Charities

12. Keats House is a registered charity (number 1053381). Officers have been asked to remind Members that decisions they take in relation to the Charity must be taken in the best interests of the Charity.

The Corporate Plan

13. Keats House actively contributes to the following Corporate Plan 2018-23 aims and outcomes:

Contribute to a flourishing society

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

Support a thriving economy

7. We are a global hub for innovation in financial and professional services, commerce and culture

Shape outstanding environments

10. We inspire enterprise, excellence, creativity and collaboration
12. Our spaces are secure, resilient and well-maintained

Conclusion

14. Keats House contributed to achieving all the Department's top-line objectives and its projects and programmes are progressing. One of the three performance targets was achieved, another just missed and the third the data collection methodology changed so that it is auditable and useful to inform business decision making. Expenditure and income was well managed such that the year-end net budget position enabled a small contribution to be made to the reserve fund.

Appendices

- Appendix 1 - High-level Business Plan 2018-19

Background Reports

- Final Departmental Business Plan 2018/19 – Open Spaces. – CHL Committee 22 May 2018.
- Departmental Business Plan 2018/19 – Six month performance update for Keats House – CHL Committee 11 December 2018

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Appendix 1: High-level business plan 2018-19



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

Department of Open Spaces, 2018 - 19 Business Plan

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

Contribute to a flourishing society

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

Shape outstanding environments

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

What we do is: Protect, enhance and provide access to open space; preserve heritage; provide engaging visitor opportunities, conserve and enhance biodiversity; share history; enable community engagement and learning; provide respectful commemoration and disposal of the dead

		Our total 2018-19 budget is (Local and central risk, recharges and surveyors local risk):		
		(Expenditure) (£000)	Income (£000)	Net cost (£000)
City of London Cemetery & Crematorium		(5,492)	4,821	(671)
City Gardens & Bunhill Fields		(2,313)	429	(1,884)
Directorate & Learning Programme		(1,594)	1,353	(241)
The Commons (Burnham Beeches, Stoke Common and City Commons)		(3,340)	324	(3,016)
Epping Forest		(7,808)	1,678	(6,130)
Hampstead Heath, Highgate Wood, Queen's Park & Keats House		(12,558)	3,703	(8,855)
West Ham Park		(1,930)	316	(1,614)
Monument		(634)	669	35
Tower Bridge		(7,849)	6,261	(1,588)
Total		(43,518)	19,544	(23,964)

Our three top line objectives and twelve outcomes are:

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

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

B. Spaces enrich people's lives.

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

C. Business practices are responsible and sustainable.

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

What we'll measure:

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

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

Departmental programmes and projects

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

What we'll measure:

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

Corporate programmes and projects

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

How we plan to develop our capabilities this year

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

What we're planning to do in the future:

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

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

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Committee	Dated:
Community and Children's Services Culture, Heritage and Libraries	07/06/2019 09/07/2019
Subject: Barbican Library Community Space	Public
Report of: Andrew Carter, Director of Community and Children's Services	For Information
Report author: Carol Boswarthack, Head of Barbican and Community Libraries, Department of Community and Children's Services	

Summary

Officers from the City of London Corporation's Community and Children's Services (Barbican and Community Libraries, and Barbican and Property Services) and Planning departments have worked with architects and acoustic engineers to scope the creation of an enclosed space within the library for library events and private hire by the local community. To create a space that provides sufficient soundproofing to protect hirers from the noise within the Barbican Centre, a design with two glazed screens forming a soundproof lobby is required. The cost of building has been estimated at £259,859, excluding general contingency, professional and other fees, direct employer costs and VAT. Officers from the Planning Department were consulted on the design and advised that it is highly unlikely that approval for this design would be granted.

We have been advised that in terms of planning permission, a design with double or triple glazing rather than a soundproof lobby would be more acceptable. A number of public and private/commercial events take place on level one of the Barbican Centre and many generate substantial noise. Noise notifications are given to staff for the month ahead only so prospective hirers would be made aware of this in advance. The estimated cost of building would be in the region of £177,000 which, if permissions were granted, would be sought from Community Infrastructure Levy funding.

Recommendation

Members are asked to:

- Note this report

Main Report

Background

1. Barbican Library is situated on level two of the Barbican Centre. It is a major London public library with special collections in art, music, classic crime and books about London. The library contains separate Children's and Music libraries and produces two major exhibition programmes every year. It also hosts the collection of the Society of Technical Analysts. Customers include City of London residents, City workers, students, researchers, visitors to the Barbican Centre and more. In 2018–2019, 269,312 people visited the library.
2. When the library opened in 1982, it was seen as the epitome of a modern public library. However, since that time, public library use has radically changed, from simply providing books and other loan items and answering enquiries, to a much more diverse offering.
3. Several national reports including *Libraries Deliver: Ambition for Public Libraries in England 2016 to 2021*, a report commissioned by the Department for Digital, Culture, Media & Sport, have recognised the specific role of libraries to provide a safe, neutral community space. It is expected that modern public libraries will assist in delivering wider social outcomes within that space, including social inclusion, health and wellbeing and social mobility. The provision of services within libraries – such as lifelong learning classes, reading groups, health and wellbeing events, careers support, computers for public use and supporting digital literacy – is well established. The full text of *Libraries Deliver* can be found at:

www.gov.uk/government/publications/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021/libraries-deliver-ambition-for-public-libraries-in-england-2016-to-2021

4. Barbican Library was designed to be open-planned and, unlike modern public library buildings, it has no enclosed spaces for library events, private hire and meetings. The *Barbican Listed Building Management Guidelines* exist to preserve the integrity of the original architecture and this constantly presents library staff with a number of creative challenges: talks, adult education classes and health checks take place in the open library space; staff meetings and reading groups take place in the staffroom and the Head of Barbican and Community Libraries' office is the only suitable space for recruitment interviews.
5. Building on the success of the hireable rooms at Artizan Street Library and Community Centre, the Community and Children's Services Departmental Leadership Team agreed to scope the feasibility of building a room in the Barbican Library, similar to the Artizan Street multi-hall. This room would be available for hire and provide flexible space to house known needs, including meetings, events, activities and rehearsal space. Working with colleagues from Barbican and Property Services, a brief for the architects was produced. The design had to address sufficient soundproofing, primarily to cope with noise ingress from Barbican Centre activities, especially amplified music from level one events such

as graduation ceremonies. The design would also have to prevent noise egress from the room into the general library space.

6. Following a procurement exercise, Evolution Architects was appointed to produce a feasibility report. They addressed the soundproofing issue by subcontracting Anderson Acoustics personnel to carry out acoustic tests at times of loud activity with the Barbican Centre and provide appropriate advice.

Current Position

7. Evolution Architects produced a feasibility report and a cost plan for a room. The total cost of building a suitable room was estimated at £259,859, excluding general contingency, professional and other fees, direct employer costs (unless stated) and VAT.
8. The report was discussed with colleagues in the Planning Department who raised several planning concerns, including:
 - The loss of community space if the room was turned over completely to private hire
 - The proposed space requires justification, and a thorough assessment of all available spaces in the library should accompany a Planning submission
 - Concern that the two glazed screens forming the soundproof lobby would become an unsightly space to store chairs
 - A single-glazed door and screen would likely achieve consent (but would not provide adequate soundproofing).
 - A double or even triple glazed door and screen would provide better (although not complete) soundproofing and may achieve consent.
9. Having received the above advice, we are considering whether it would be worthwhile to proceed with a planning application for a room with reduced soundproofing. Such a room potentially could be booked out for private and community hire if it were made clear that we cannot guarantee there will be no noise ingress from the Centre. Noise notifications from the centre are only made available for the following month, and the frequency of last-minute commercial bookings for Barbican Centre space, (including the Fountain Room) means we would not be able to guarantee that there would be no loud noise on event days.
10. Unlike many local authorities, the City has continued to invest in community meeting space. The Artizan Street Library and Community Centre was built in 2012. Golden Lane Community Centre has recently undergone a £1.25 million refurbishment, and now offers a large hall, classroom and three other meeting spaces to residents of Golden Lane, the Barbican and surrounding area. The City is currently working with the 4C Hotel Group to build a new community centre within their new development in the Minories. This will replace the current 'Green Box' facility, which was installed on the Mansell Street Estate by the City in 2007.

11. In 2015, the City commissioned Dr Roger Green from Goldsmiths, University of London to carry out research on social isolation in the Square Mile. Dr Green observed the need for 'bumping spaces'. These are not so much formal spaces for organised activities, (such as community centres), but places where people can go to spend time in the presence of and interact with others. These include libraries, coffee shops and pubs. The public areas of the Barbican Centre already provide excellent 'bumping' space. At any time, people of all ages can be seen, meeting for coffee, reading, working or just watching the world go by. This is a particularly helpful example because, other than public libraries, there are few places where someone can simply sit and be, without having to spend money.

Implications

12. The cost of building space with reduced soundproofing will be in the region of £177,000. Members need to consider within the context of the Fundamental Review if this is a priority area (in-line with the Corporate Plan) and if the investment represents value for money.

Conclusion

13. Barbican Library has no enclosed space for events and activities and, unlike modern public libraries, no rooms for public events and community hire. A feasibility report to build a suitable space has been produced but, in order to address noise from the Barbican Centre, a design incorporating a soundproof lobby was considered. This is highly unlikely to achieve planning consent but a design incorporating reduced soundproofing may be successful.

Members are invited to consider if creating such a space is a clear strategic and funding priority.

Appendices

- None

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Committee: Culture, Heritage and Libraries Committee	Dated: 09/07/2019
Subject: Barbican and Community Libraries: End of Year Business Plan update 2018-19	Public
Report of: Director of Community and Children's Services	For Information
Report of: Carol Boswarthack, Head of Barbican and Community Libraries, Department of Community & Children's Services	

Summary

This report sets out progress made by Barbican and Community Libraries during April 2018 to March 2019 against the refreshed 2017-22 Department of Community and Children's Services Business Plan. Good progress has been made against all departmental objectives.

Recommendations

Members are asked to:

- Note the end of year performance and progress.

Main Report

Green performance indicators – 2017-22 Department of Community and Children's Services Business Plan top line objectives.

1. Priority objective Potential -

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

Priority objective community – people of all ages feel part of, engaged with and able to shape their community. We will enhance our libraries to provide community programmes and activities with partners. This is being measured through customer satisfaction with the library service.

Priority objective Health and Wellbeing - People of all ages enjoy good health and wellbeing.

2. Satisfaction with Barbican and Community Libraries remains high.

Adult event evaluations	
Overall % satisfaction with the libraries' events and services	94%
% who agreed "this library offers a good range of learning opportunities for individuals and groups"	96%
% who agreed "this library's services and activities have a positive impact on my health and/or wellbeing" NB this figure excludes evaluations for Dragon Café events	88%
Dragon Café evaluation	
% who agreed "Dragon Café in the City meets my expectations"	91%
% who agreed after attending "I am more inclined to engage with my mental wellbeing"	80%

Children's event evaluation	
% of parents/carers who agreed "My child has the opportunity to make friends"	93%
% of parents/carers who agreed "I have the opportunity to make friends"	93%
% of parents/carers who agreed "The library's services and activities have a positive impact on my family's health and wellbeing"	96%
% of parents/carers who agreed "The library's services and activities help with my child's development (co-ordination and motor skills, speech and language"	96%

Libraries Exception Reporting

3. Overall, the number of visits to the libraries is slightly lower than the previous year. The flood at Artizan Street, the subsequent rebuilding work and the loss of room hire during this period has greatly contributed to this decline in visitor numbers. However, in response to customer demand, during 2018-2019, extended opening hours were introduced at both Artizan Street and Barbican Libraries. In the latter case, this change was introduced late in the year (in January 2019) and it is already showing a very positive impact on the visitor figures. Quarter 4 figures for Barbican Library show month on month improvement and a 4% increase on the same quarter in the previous year.

Visits to Shoe Lane have increased by 10%. This is largely attributable to the success of Dragon Café in the City. The Barbican Children's and Music Libraries have also both recorded an increase in visitor numbers.

	Physical visits	
	2017/18	2018-19
Shoe Lane Library	77035	84468
Artizan Street Library	92013	81097
Barbican Library	299069	269312
• Children's Library	71498	75619
• Music Library	79191	82027
Total	468117	434877

4. Libraries continue to provide a range of successful and popular Children Centre activities as part of the partnership with the City of London's Family and Young People's Service.

	Number of Events	Attendance (Children)
Rhymetime (including Dad's Rhymetime)	202	3933
Baby Bounce	51	723
Stay and play	100	1825
Messy play	10	353
Story time	89	522
Total	252	7356

Additionally, a number of holiday events are organised throughout the year and Barbican and Artizan Street Libraries are now both running successful weekly coding clubs.

5. Libraries also continue to be active providers of Health and Wellbeing services with weekly programmes of talks, pop-up stalls, health checks, advice sessions, English conversation classes, games and crafting clubs in addition to the monthly Dragon Café in the City at Shoe Lane Library. Customers can also access a variety of digital inclusion activities such as "Only Connect", a weekly social inclusion project at Barbican library, run in partnership with Age UK. The aim of this project is to assist older residents to get online and stay in touch with family and friends. Furthermore, 4042 people attended 487 movement-based activity sessions at Artizan Street Library and Community Centre and Portsoken Health and Community Centre in 2018-2019.
6. The use of digital services (eBooks, eAudiobooks and eMagazines) has increased by 29% from 26212 downloads in 2017-18 to 33766 in 2018-2019.

Departmental Strategic Risk Register

7. No new risks for Barbican and Community Libraries were added to the departmental risk register during 2018-19. The one identified risk remains the loss of IT systems at public facing sites.

8. See Appendix 1 for a risk summary.

Complaints

9. During 2018-2019, three complaints were received at Barbican Library and one complaint was received at Artizan Street Library and Community Centre, all were dealt with at Stage One and all were answered in less than ten days (two complaints were responded to on the day of receipt).

10. No formal complaints were received at Shoe Lane Library.

Financial and Risk Implications

11. No risks were identified for this period

Appendices

- Appendix 1 – Risk Register summary
- Appendix 2 – Budget summary




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Appendix 1– Risk register update

Risk Code	Title	Current Risk Rating	Risk Score	Actions Assessment	Target Date	Risk Trend
DCCS CL 001	Loss of IT systems at public facing sites	G 	8		31/03/20	

Actions Assessment -  Actions to mitigate the risk are in place, and are being delivered to anticipated timescales.  Risk Trend unchanged since last report

Risk Score key:

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

Red (Severe)
Amber (Significant)
Green (Manageable)

Urgent action required to reduce rating

Action required to maintain or reduce rating

Action required to maintain rating

Appendix 2– Year-end Outturn 2018/19

Lending Libraries

	Final Agreed Budget	Outturn	Variance to Final Agreed Budget	Comments
	£'000	£'000	£'000	
LOCAL RISK				
Barbican & Shoe Lane	(1,767)	(1,746)	21	
Artizan Street	(386)	(375)	11	
ISS	(234)	(200)	34	
	2,387	2,321	66	1
CENTRAL RISK				
Barbican & Shoe Lane	348	344	4	
	348	344	4	

1. The underspend of £66,000 on the services under the responsibility of the Director of Community & Children's Services is due to vacant posts which were not filled and other planned underspends to non-staffing budgets to cover a projected, potential overspend at Artizan St library due to loss of room hire income. A large insurance claim at Artizan St library was expected to be processed during the financial year, but there was a considerable amount of uncertainty over how much the library would receive, so the prudent approach was taken to underspend in other areas to cover any potential shortfall. The insurance monies were only confirmed and received right at the end of the financial year and the claim was paid in full, leading to an underspend across the three Divisions of Service under the control of the Head of Barbican and Community Libraries.

Committee	Date:
Culture, Heritage and Libraries Committee	9 July 2019
Subject: Report of Action Taken – Request for Decision Taken Under Urgency	Public
Report of: The Town Clerk & Chief Executive	For Information
Report author: 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 – RECOGNITION OF WOMEN

1. The Assistant Town Clerk requested endorsement from your Committee that a request for funding be brought to the Policy & Resources Committee for a Policy Initiatives Fund (PIF) bid to fund the *Recognition of Women* programme.
2. The programme seeks to better recognise women in the City's public realm and within our collections, responding to a Motion put to the Court of Common Council in June 2018 for a statue or other depiction of a notable woman to be installed in the City's public realm.
3. Further details of the proposal are included in the non-public appendix.

Appendices

- Appendix 1: Non-Public Report of Action Taken

Chloe Rew

Committee & Member Services Officer

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