



## Culture, Heritage and Libraries Committee

**Date:** MONDAY, 2 JULY 2018  
**Time:** 11.30 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

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

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Lunch will be served in Guildhall Club at 1PM

John Barradell  
Town Clerk and Chief Executive

# **AGENDA**

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To approve the public minutes and non-public summary of the meeting held on 14<sup>th</sup> May 2018.  
**For Decision**  
(Pages 1 - 8)
4. **MINUTES OF THE KEATS HOUSE CONSULTATIVE COMMITTEE**  
To receive the draft minutes of the Keats House Consultative Committee on 15<sup>th</sup> May 2018.  
**For Information**  
(Pages 9 - 14)
5. **PRESENTATION: DEVELOPING THE VISITOR EXPERIENCE AND EDUCATION OFFER AT TOWER BRIDGE**
6. **REVENUE OUTTURN 2017/18**  
Joint report of the Chamberlain, Assistant Town Clerk and Culture Mile Director, Director of Open Spaces and Director of Community and Children's Services.  
**For Information**  
(Pages 15 - 24)
7. **BARBICAN AND COMMUNITY LIBRARIES - QUARTER 4 BUSINESS PLAN**  
Report of the Director of Community and Children's Services.  
**For Information**  
(Pages 25 - 32)
8. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**  
Report of the Assistant Town Clerk/Culture Mile Director and to elect Members to serve on the CAI from September 2018.  
**For Decision**  
(Pages 33 - 44)
9. **FUTURE OF THE CITY OF LONDON CORPORATION MEMBERS' POCKET BOOK**  
Report of the Town Clerk.  
**For Decision**  
(Pages 45 - 46)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
11. **ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT**

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

**For Decision**

**Part 2 - Non-public Agenda**

13. **NON PUBLIC MINUTES**  
To approve the non-public minutes of the meeting held on 14 May 2018.  
**For Decision**  
(Pages 47 - 48)
14. **TOWER BRIDGE (BRIDGE HOUSE ESTATES CHARITY REGISTRATION NO.1035628) AND MONUMENT FULL YEAR PERFORMANCE REPORT APRIL 2017 TO MARCH 2018**  
Report of the Director of Open Spaces.  
**For Information**  
(Pages 49 - 60)
15. **PRESENTATION: MONUMENT VISITOR CENTRE**
16. **THE MONUMENT VISITOR CENTRE - GATEWAY 3 - ISSUES REPORT**  
Report of the Director of Open Spaces.  
**For Decision**  
(Pages 61 - 138)
17. **LORD MAYOR'S STATE COACH - GATEWAY 5 - ISSUES REPORT**  
Report of the City Surveyor.  
**For Decision**  
(Pages 139 - 146)
18. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 14 May 2018

Minutes of the meeting of the Culture, Heritage and Libraries Committee  
held at Guildhall at 2.00 pm

### Present

#### Members:

|  |                         |
|--|-------------------------|
| Deputy John Absalom                                | Deputy Wendy Hyde       |
| Munsur Ali   | Vivienne Littlechild    |
| Peter Bennett                                      | Andrew Mayer            |
| Sir Mark Boleat                                    | Wendy Mead              |
| Deputy David Bradshaw                              | Sylvia Moys             |
| Tijs Broeke  | Barbara Newman          |
| Anne Fairweather                                   | Graham Packham          |
| Alderman John Garbutt                              | Judith Pleasance        |
| Alderman Sir Roger Gifford ( <i>in the Chair</i> ) | Deputy Dr Giles Shilson |
| Deputy the Revd Stephen Haines                     | Jeremy Simons           |
| Graeme Harrower                                    | Mark Wheatley           |
| Ann Holmes   |                         |

#### Officers:

|                    |   |
|--------------------|---|
| Peter Lisley       | - Assistant Town Clerk/Culture Mile Director  |
| Elizabeth Scott    | - Town Clerk's                                |
| Geoff Pick         | - Town Clerk's                                |
| Julie Mayer        | - Town Clerk's                                |
| Nick Bodger        | - Town Clerk's                                |
| Greg Moore         | - Town Clerk's                                |
| Jack Joslin        | - Town Clerk's                                |
| Nick Bodger        | - Town Clerk's                                |
| Andrew Buckingham  | - Town Clerk's - Communications               |
| Asok Basu          | - Community and Children's Services           |
| Colin Buttery      | - Director of Community & Children's Services |
| Gerry Kiefer       | - Department of Open Spaces                   |
| Christopher Earlie | - Department of Open Spaces                   |
| Steven Chandler    | - City Surveyor's Department                  |
| Christopher Earlie | - Culture, Heritage and Libraries Department  |
| Karen McHugh       | - Comptroller & City Solicitor's Department   |

It was proposed by Mrs Barbara Newman and agreed that Alderman Sir Roger Gifford take the Chair.

### 1. APOLOGIES

Apologies were received from Deputy John Bennett, Sir Mark Boleat, Deputy Kevin Everett, Deputy Tom Hoffman

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

- Mr Mark Wheatley declared a general interest in respect agenda item 14 (London Landmarks Half Marathon Presentation – for information) by virtue of his position as an independent (non-Trustee) Director of 'Baby Fun Trading'; a company associated with Tommy's, a beneficiary of this event.
- Mr Wheatley also declared a general interest in respect of agenda item 15 (Mayflower 2020 – for information) as he has been working on this project.

**3. MINUTES**

The public minutes and non-public summary of the meeting held on 5 March 2018 were approved.

**4. ORDER OF THE COURT**

The Order of the Court of Common Council dated 19 April 2018, appointing the Committee and approving its Terms of Reference was received.

**5. ELECTION OF CHAIRMAN – IN ACCORDANCE WITH STANDING ORDER NO 29.**

Being the only Member willing to serve, Mr Graham Packham was elected as Chairman for 2018/19.

**6. ELECTION OF DEPUTY CHAIRMAN – IN ACCORDANCE WITH STANDING ORDER NO 30.**

Being the only Member willing to serve, Deputy Wendy Hyde was elected as Deputy Chairman for 2018/19.

**7. APPOINTMENT OF SUB COMMITTEES**

Members considered a report of the Town Clerk, which sought to appoint the Benefices Sub and Keats House Consultative Committees.

The following Members were appointed to the Benefices Sub Committee for 2018/19:

Andrew McMurtrie  
Alderman Gregory Jones  
Ann Holmes  
Deputy Tom Hoffman  
Deputy Jamie Ingham Clark  
Deputy the Reverend Stephen Haines  
Caroline Haines  
James de Sausmarez

*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.*

Three Members had expressed an interest for 2 places on the Keats House Consultative Committee, whereupon the Committee agreed to extend the appointment to 3 Members (of the Culture, Heritage and Libraries Committee) for 2018/19:

Vivienne Littlechild

Jeremy Simons

Graham Harrower

*The Chairman and Deputy Chairman as ex-officio*

RESOLVED, that – the appointments to the Keats House Consultative and Benefices Sub Committees, as set out above, be approved.

8. **GRESHAM MUSIC COLLECTION CONSERVATION**

Members received a report of the Town Clerk in respect of the Gresham Music Collection Conservation, which had been approved by the Finance Committee on 8<sup>th</sup> May 2018. Members welcomed the report and noted that, whilst it was not always possible to do this annually, the conservation status of all items was reviewed periodically. Members also noted that a lack of funding was previously an issue with this collection, but this decision would enable more frequent inspections.

RESOLVED, that – the report be noted.

9. **FINAL DEPARTMENTAL BUSINESS PLAN 2018/19 - OPEN SPACES**

Members considered a report of the Director of Open Spaces in respect of the Department's Business Plan for 2018/19.

RESOLVED, that – the Open Spaces Department Business Plan for 2018-19 be approved.

10. **UPDATE ON THE MONUMENT VISITOR CENTRE**

The Head of Tower Bridge and Monument was heard in respect of the Monument Visitor Centre, which would include a substantial retail offer, an education facility, including the story of the Monument and a space for hire. The Culture Heritage and Libraries and Projects Sub Committees would receive a 'Gateway 4' report in July, covering alternative design options, with indicative project costs, timescales and risks associated with the project.

11. **INSPIRING LONDON THROUGH CULTURE: REVISION OF CRITERIA AND PROCESSES**

Members considered a report of the Assistant Town Clerk/Culture Mile Director in respect of some minor proposed amendments to the criteria and processes of the '*Inspiring London through Culture*' Grant. Members noted that they would still be able to raise any concerns about specific applications and the efficiencies proposed would enable grants to be processed more quickly.

RESOLVED, that:

1. The uplift of £30,496 to the *Inspiring London through Culture* grant pot, for the 2018/19 financial year, be noted.
2. Amendments to the Inspiring London through Culture eligibility criteria, as tracked in appendix 1, be approved; and
3. Decisions for grant awards of £10,000, or less, be delegated to the Assistant Town Clerk and Culture Mile Director, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee.

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

Members considered a report of the Assistant Town Clerk/Culture Mile Director, which presented the recommendations of the City Arts Initiative (CAI), which had met on 19 April 2018.

In response to query about the governance of the CAI, which is a Member/Officer Working Party, the Town Clerk agreed to canvass Members for expressions of interest in serving. Members noted that, currently, membership included the Chairman of the Culture, Heritage and Libraries Committee and two further Members of the Committee. Members also noted that, for the next meeting scheduled at the end of May 2018, it would be prudent for the current arrangements to stand. Mrs Littlechild expressed an interest in remaining on the CAI, by virtue of being Chairman of Sculpture in the City. The Town Clerk advised that Members receive a report at their next meeting, seeking to formalise the governance arrangements of the City Arts Initiative.

RESOLVED, that:

1. The following recommendations of the CAI be approved:
  - a. **Crossrail Art Foundation:** approve the proposed installation, with consideration given to sleeved bollards.
  - b. **London Festival of Architecture:** approve the installation of the proposed temporary artistic interventions, subject to implementation of CAI recommendations on access, security, location and other issues; and agreement with Transport for London (TfL), and the City Corporation's City Gardens and Highways teams, where appropriate.
  - c. **Contemporary Art Society:** decline, noting the sculpture's significant scale and thus its unsuitability for siting in the City's small gardens and churchyards.
2. Members approve the Terms of Reference and Composition of the City Arts Initiative Working Party, at its next meeting and annually thereafter, at the first meeting of the Culture, Heritage and Libraries Committee following the Court of Common Council. *NB: The existing arrangements*



*in respect of the meeting of the CAI scheduled for the end of May 2018 to stand.*

**13. SPITALFIELDS MUSIC GRANT**

Members received a report of the Assistant Town Clerk/Culture Mile Director which provided an update on the Spitalfields Music Grant. Members noted that, whilst the City Education Trust fund could no longer award grants in the previous manner Spitalfields Music had been advised of other themes within the City Corporation's Central Grants Programme, which they might be eligible for, and they had received a City Bridge Trust Grant earlier this year.

RESOLVED, that – the report be noted.

**14. LONDON LANDMARKS HALF MARATHON: EVALUATION REPORT**

Members received a report and presentation of the Assistant Town Clerk/Culture Mile Director in respect of the recent London Landmarks half marathon.

Members noted that, at the request of the Chairman, the Department of the Built Environment would be liaising with the City's Churches to minimise disruption in the future. Members were also pleased to note the success of the event, which would be repeated next year with an additional significant activation located in the City to attract more visitors, and they would be advised of developments in due course.

RESOLVED, that - the report and presentation be noted.

**15. MAYFLOWER 2020**

The Head of Cultural and Visitor Development provided an update on the Mayflower 2020 activities.

RESOLVED, that - detailed discussion on this item be moved to the non-public part of the agenda (under Section 100A(4) of the Local Government Act 1972) on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act.

**16. FUNDING FOR ENFORCEMENT OFFICER FOR CITY'S BRIDGES**

Members received a report of the Director of Markets and Consumer Protection in respect of funding, from City Bridge Estate, to secure an additional Enforcement Officer post. Members noted that the report had been approved by the Planning and Transportation and Resource Allocation Sub Committees.

RESOLVED, that – the report be noted.

**17. DECISION TAKEN UNDER URGENCY SINCE THE LAST MEETING OF THE COMMITTEE**

Members received a report of the Town Clerk, advising of the following decision, taken under urgency, since the last meeting of the Committee:

Inspiring London through Culture: City Music Foundation - change of use of a grant approved by the Culture, Heritage and Libraries Committee on 5<sup>th</sup> March 2018.

RESOLVED, that – the report be noted.

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

In response to a question about ensuring representation of the various cultural groups at City events; Members noted the 'Space 5' Crowd Funding venture for Aldgate, which would enable the community to decide on the kind of events they would like to see.

Members also noted and discussed the following:

- Bloodrite (2017) as part of Londinium – which had a particularly diverse audience.
- Women, Work and Power in 2018 – specifically a community event in Aldgate planned for 20<sup>th</sup> October 2018.
- Black British Art 2017 – which had been very successful.
- Basquiat at the Barbican (2018) - the highest audience numbers ever recorded.

The Assistant Town Clerk also reminded Members that the new Cultural Strategy would facilitate further debate in this area. There was a further suggestion that '*best practice in diversity*' could be the subject of a Members' session, as it was beyond the remit of Culture Heritage and Libraries committee. Members also noted that free outdoor arts events were generally the most accessible and non-community specific, and there were plans to use former City of London Festival funding for such projects. The Deputy Chairman of the Education Board, also a Member of this Committee, stressed the importance of widening audiences to those who do not generally attend cultural events.

A Member suggested a 12-month calendar of community events. Members were introduced to a new officer Laurie Miller-Zutshi, Head of Cultural Programming and Partnerships who agreed to consider this and welcomed further suggestions from members on programming.

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

- A Member had recently enjoyed a Womens' History themed City Walk and suggested that the Guildhall display a statue of an iconic female. Alderman Sir Roger Gifford, Anne Fairweather and Vivienne Littlechild (as Chairman of Sculpture in the City) agreed to discuss this further.
- Members were also reminded of this evening's launch of 'Sublime Symmetry' in Guildhall Yard at 6.30pm.

20. **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.  
20 - 25

Paragraph No.  
3

21. **NON-PUBLIC MINUTES**

The non-public minute of the meeting held on 5 March 2018 were approved.

22. **LIBRARIES & LMA IT AND INFRASTRUCTURE PROJECT - GATEWAY 7 - OUTCOME REPORT**

Members considered a report of the Director of Community and Children's Services, in respect of the Libraries and LMA IT and infrastructure project, which noted the lessons learnt and sought closure of the project. The report had also been agreed by the Projects Sub Committee.

RESOLVED, that – the lessons learnt be noted and the project be closed.

23. **ALIGNING THE PRIORITY FUNCTION OF GUILDHALL ART GALLERY AS A SPACE FOR HOSPITALITY WITH ITS PUBLIC GALLERY ROLE;**

Members considered and approved a report of the Assistant Town Clerk and Culture Mile Director.

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

There were no questions

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

There were no items.

**The meeting ended at 3.45pm**

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Chairman

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## KEATS HOUSE CONSULTATIVE COMMITTEE

**Tuesday, 15 May 2018**

Minutes of the meeting of the Keats House Consultative Committee held at  
Guildhall at 1.45 pm

### **Present**

#### **Members:**

Graham Packham (Chairman)  
Vivienne Littlechild  
Steven Bobasch  
Bob Hall

Graeme Harrower  
Martin Humphery  
Jeremy Simons  
Karina Dostalova

### **In Attendance**

#### **Officers:**

|                 |                                     |
|-----------------|-------------------------------------|
| Julie Mayer     | - Town Clerk's Department           |
| Bob Warnock     | - Superintendent of Hampstead Heath |
| Rob Shakespeare | - Principal Curator, Keats House    |
| Colin Buttery   | - Director of Open Spaces           |

### **1. APOLOGIES**

Apologies were received from Jim Burge of Heath Hurst Road Residents Association and Deputy Wendy Hyde, the newly appointed Deputy Chairman of the Culture, Heritage and Libraries Committee.

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

There were no declarations.

### **3. MINUTES**

The minutes of the meeting held on 7 November 2017 were approved.

#### Matters arising

- Members welcomed the new Principal Curator of Keats House; Mr Rob Shakespeare. The Superintendent advised that he had been in contact with the Livery Committee Clerk about their regular newsletter and taking forward marketing opportunities. A Member suggested that, since most Common Councilmen were also Liverymen, it would be prudent to contact all Members of the Court.
- Parking for coaches carrying school group visits on Hampstead Heath can now be made available by arrangement.

- The Keats House Community Library's Licence to Occupy Ten Keats Grove had not been signed as the Management Agreement requires an update, which is in progress.
- The Premises Licence had been delayed slightly during the hand-over of the previous and current Curators. However, this was now progressing, and discussions have been held with the Metropolitan Police, London Fire Brigade, Camden Council and local residents. The next stage would be to submit the on-line application and notices on site in June 2018.

#### 4. **KEATS HOUSE MEMBERSHIP**

The Town Clerk was heard in respect of the current Membership of the Keats House Consultative Committee. Members noted the sad passing of David Kitchen, the former representative for South End Green Association. A Member suggested that Downshire Hill Association might also like to be represented. The Town Clerk agreed to contact this organisation to seek a nomination. The Town Clerk advised that the Consultative Committee had previously had representation from Friends of Keats House... A Member confirmed that the Friends of Keats House had been incorporated into the Keats Foundation.

#### 5. **KEATS HOUSE UPDATE**

Members received a report of the Superintendent of Hampstead Heath, which summarised achievements and developments at Keats House since the last Consultative Committee meeting in November 2017.

The new Principal Curator had been attracted by Keats House's reputation as an impressive heritage attraction, which enjoys good public engagement and committed volunteers. Since arriving earlier in the year, he had been very impressed by the high standard of customer care and the support of the Keats Foundation. The Curator highlighted the opportunities presented by Keats 200, thanked Members for the suggestions received so far and invited more.

Members noted the following highlights in the report:

1. In respect of the 2.5% increase in visits on the previous year, against a target of 3%, Members found these figures particularly impressive, considering the bad weather at the end of February/early March 2018. The programme for May to August 2018 had been finalised by the time the new Curator had arrived, but he would be leading on the September-December 2018 Programme. Members noted that this would coincide with the anniversary of Keats moving into the former Wentworth Place (now Keats House) and suggestions were invited. A Member suggested a focus on poetry written at the House, and the Curator advised that arrangements for poetry readings were in hand. Another Member suggested that celebrity poetry readings in the background would add to the ambience.

2. The Curator had met with the City Corporation's Head of Visitor Strategy in respect of Keats 200 contribution to the Cultural Strategy. The House also enjoyed a good relationship with the Barbican Centre and Guildhall School of Music and Drama in respect of their outreach work with schools.
3. Fear of terrorist attack had impacted on school visits across the cultural sector in 2017 but there had been some recovery. There would also be a review of the learning programme, in the context of Keats 200, to ensure the curriculum was supported. The 15-hours a week learning post has been maintained and Members noted that higher education groups, as well as schools, gained a lot from visits. The Curator advised that, as he came from an educational background, this was one of his key skills and interests, in addition to training and apprenticeships. Members were pleased to note that the House was now fully staffed, and the customer service apprentice appointment had been particularly successful.
4. The 'Keats and Milton: Paradise Lost' exhibition is on display in the new temporary exhibition space within the house and it was hoped that this would encourage repeat visits. The Team would be conducting a visitor survey to discover what had attracted them to the House and the role the new space might have played.
5. Other visitor experience surveys had indicated that the garden was a very strong asset and Members noted that the gardens had been entered into the 'Open Garden Squares' Weekend in June, when volunteers would be assisting with garden tours, and 'London in Bloom' for the first time.
6. The evening 'lates' had appealed to a new, younger audience and the candlelit tours at Christmas were particularly successful. Members noted the relevance of Keats' story in the history of London, particularly its emergence as a literary and artistic centre, and the role which creative talent played in its development.
7. In respect of building maintenance, Members noted that a new breakdown, repairs and maintenance contractor was in place, which enabled on-line requests, and there had been an improvement in service. The City Surveyor had been engaged on a series of studies; i.e. roofs, damp and the window canopies. Members noted there were no health and safety risks and all fire risk assessment recommendations are being addressed to schedule. However, the current level of investment, over the next 3-5 years, would outweigh the cyclical works programme and, therefore, the City Surveyor would be forming a capital bid and prioritised programme of works. Whilst Members were pleased with this progress, they asked for Officers to be mindful of the 'bow wave' effect. The deterioration to the outside render over the past few months was particularly noted.

8. The Superintendent acknowledged the importance of scheduling these works to avoid conflicts with the bicentenary celebrations.
9. The Director of Open Spaces had been working with the Customer Service Team on the design of the Department's web pages. Members noted that the Director of Communications had overall scrutiny of all City Corporation web sites and was happy to support separate websites if business cases were strong enough. A Member suggested a unified approach with other Open Spaces web sites, to ensure the best use of resources.
10. In respect of Keats 200, Members noted that Guys Hospital and the Apothecaries Livery Company had been contacted and there were plans to include heritage attractions in Enfield, to represent Keats' childhood. The Italian Embassy had previously hosted a visit from the Keats-Shelley Memorial Association in Rome, where Keats had died. Other overseas interests included the USA, Commonwealth countries, Japan, Korea, Ukraine and Germany. The Curator had met with the Keats Foundation to discuss working together and their interest in promoting creative writing. The Chairman and Members suggested programming Keats events at Guildhall, including lectures, readings, etc. There were further suggestions for offsite events; i.e. walks on the Heath and 'Keats in the City' walks, including the Apothecaries and Guys Hospital. A previous visit to Westminster Abbey on Keats' birthday was suggested and the Curator agreed to discuss reviving this with the Keats Foundation.

#### Entrance remodelling

Members received a presentation on the plans for remodelling and improving the entrance to the house, which had been funded by a c.£60,000 Community Infrastructure Levy (CIL) from the London Borough of Camden. Members welcomed the improvements to widen and fully open the gate as, currently, it was very easy to miss the entrance to the House. The exact design and materials were still under consideration and there would be additional signage.

There were also plans to construct a soakaway, which would address the flooding problem and the materials of the pathway would be consistent across the site. The low lighting to the footpath was intended for safety, not to illuminate the house. A further meeting with the Architects was planned, to refine the proposals, and further suggestions from Members were welcome. A Member suggested signage at Keats Close, which tourists often mistook for the House.

In respect of security, Members noted that CCTV footage of the inside and outside of the House and the visitor counter were visible at reception. The Curator suggested that the new design would address security concerns and would be kept under review as the project developed.

In order to further improve the aesthetics, bin storage would be housed in a new fenced off area and Keats House would also be included in Hampstead



Heath's recycling collections. Members suggested that a ramp, rather than steps, would be safer for refuse collection operatives.

**6. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE CONSULTATIVE COMMITTEE**

There were no questions.

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

A Member asked if a water fountain could be installed on the site to discourage the use of plastic bottles.

The Director of Open Spaces agreed to investigate the purchase of a defibrillator and report back to Members in the next couple of months.

**8. DATE OF THE NEXT MEETING - 3RD OCTOBER 2018 - 2.30 PM AT KEATS HOUSE**

3<sup>rd</sup> October 2018 – 2.30pm at Keats House.

**The meeting ended at 3.00 pm**

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Chairman

**Contact Officer: Julie Mayer**  
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|   |                        |
|---|------------------------|
| <b>Committee(s)</b>   | <b>Dated:</b>          |
| Culture, Heritage and Libraries   | 02/07/18               |
| <b>Subject:</b><br>Revenue Outturn – 2017/18  | <b>Public</b>          |
| <b>Report of:</b><br>The Chamberlain<br>Assistant Town Clerk and Culture Mile Director<br>Director of Open Spaces<br>Director of Community and Children's Services<br><b>Report Author:</b><br>Graham Nickless - Chamberlains | <b>For Information</b> |

## Summary

This report compares the revenue outturn for the services overseen by your Committee in 2017/18 with the final agreed budget for the year. Overall total net expenditure during the year was £24.879m, whereas the total agreed budget was £27.198m, representing a decrease in net expenditure of £2.319m. The favourable variance on the Director's local risk was £673K of which £464K related to Tower Bridge Tourism, mainly as a result of surveyors based works being delayed into the new year and income generation being significantly above target.

| <b>Summary Comparison of 2017/18 Revenue Outturn with Final Agreed Budget</b> |   |                                     |   |
|---|---|-------------------------------------|---|
|   | <b>Final<br/>Approved<br/>Budget<br/>£000</b> | <b>Revenue<br/>Outturn<br/>£000</b> | <b>Variation<br/>Increase/<br/>(Reduction)<br/>£000</b> |
| <b>Local Risk</b>   |   |                                     |   |
| Assistant Town Clerk and Culture Mile Director                                | (5,637)                                       | (5,485)                             | 152   |
| Director of Open Spaces   | 1,724   | 2,182                               | 458   |
| Director of Community and Children's Services                                 | (2,383)                                       | (2,292)                             | 91  |
| City Surveyor   | (653)   | (681)                               | (28)  |
| <b>Total Local Risk</b>   | <b>(6,949)</b>                                | <b>(6,276)</b>                      | <b>673</b>  |
| <b>Central Risk</b>   |   |                                     |   |
| Assistant Town Clerk and Culture Mile Director                                | (14,010)                                      | (12,344)                            | 1,666   |
| Director of Open Spaces   | 199   | 237                                 | 38  |
| Director of Community and Children's Services                                 | (228)   | (189)                               | 39  |
| <b>Total Central Risk</b>   | <b>(14,039)</b>                               | <b>(12,296)</b>                     | <b>1,743</b>  |
| <b>Capital &amp; Support Services</b>   | <b>(6,210)</b>                                | <b>(6,307)</b>                      | <b>(97)</b>   |
| <b>Overall Expenditure</b>  | <b>(27,198)</b>                               | <b>(24,879)</b>                     | <b>2,319</b>  |

The Chief Officers have submitted requests to carry forward £306,000 from the local risk favourable variance, (Assistant Town Clerk and Culture Mile Director £107,000, Director of Open Spaces £130,000 and Director of Community and Children's Services £69,000), and requests to carry forward £15,000 from the central risk favourable variance, and these requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

### **Recommendations**

- It is recommended that this revenue outturn report for 2017/18 and the proposed carry forward of underspends to 2018/19 are noted.

### **Main Report**

1. Actual net expenditure for your Committee's services during 2017/18 totalled £24.879m, a favourable variance of £2.319m compared to the final approved budget of £27.198m. 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 now shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. A reconciliation of original local risk budget to the final agreed local risk budget is provided in Appendix 1.

**Culture, Heritage and Libraries Committee – Comparison of 2017/18  
Revenue Outturn with Final Agreed Budget**

|   | Original<br>Budget<br><br>£000 | Final<br>Agreed<br>Budget<br>£000 | Revenue<br>Outturn<br><br>£000 | Variation<br>Increase/<br>(Decrease)<br>£000 | Paragraph<br>Reference |
|---|--------------------------------|-----------------------------------|--------------------------------|--|------------------------|
| LOCAL RISK  |                                |                                   |                                |  |                        |
| Assistant Town Clerk and<br>Culture Mile Director       |                                |                                   |                                |  |                        |
| City Fund   |                                |                                   |                                |  |                        |
| Guildhall Library &<br>City Business<br>Library         | (1,415)                        | (1,469)                           | (1,387)                        | 82   | 2                      |
| Central Management                                      | (103)                          | -                                 | (21)                           | (21)   | 3                      |
| Guildhall Art Gallery                                   | (357)                          | (380)                             | (360)                          | 20   |                        |
| London Metropolitan<br>Archives                         | (1,895)                        | (1,975)                           | (1,981)                        | (6)  |                        |
| City Records Service                                    | (1,066)                        | (1,106)                           | (1,099)                        | 7  | 4                      |
| Visitor Services & City<br>Information Centre           | (587)                          | (607)                             | (546)                          | 61   |                        |
| Lower Thames Street*                                    | (8)                            | (8)                               | (10)                           | (2)  |                        |
| Total City Fund   | (5,431)                        | (5,545)                           | (5,404)                        | 141  |                        |
| City's Cash   |                                |                                   |                                |  |                        |
| Mayoralty & Shrievalty*                                 | (92)                           | (92)                              | (81)                           | 11   |                        |
| Total City's Cash                                       | (92)                           | (92)                              | (81)                           | 11   |                        |
| Total Assistant Town Clerk<br>and Culture Mile Director | (5,523)                        | (5,637)                           | (5,485)                        | 152  |                        |
| Director of Open Spaces                                 |                                |                                   |                                |  |                        |
| City's Cash   |                                |                                   |                                |  |                        |
| Monument  | 236                            | 228                               | 222                            | (6)  | 5                      |
| Keats House   | (194)                          | (211)                             | (211)                          | -  |                        |
| Total City's Cash                                       | 42                             | 17                                | 11                             | (6)  |                        |
| Bridge House Estates                                    |                                |                                   |                                |  |                        |
| Tower Bridge Tourism                                    | 1,563                          | 1,707                             | 2,171                          | 464  | 5                      |
| Total Bridge House<br>Estates                           | 1,563                          | 1,707                             | 2,171                          | 464  |                        |
| Total Director of Open<br>Spaces                        | 1,605                          | 1,724                             | 2,182                          | 458  |                        |

**Director of Community &  
Children's Services  
City Fund**

|  |          |          |          |       |    |
|--|----------|----------|----------|-------|----|
| Information Services Section                                 | (322)    | (310)    | (310)    | -     |    |
| Barbican & Community Libraries                               | (1,823)  | (2,073)  | (1,982)  | 91    | 6  |
| <b>Total City Fund</b>                                       | (2,145)  | (2,383)  | (2,292)  | 91    |    |
| <b>Total Director of Community &amp; Children's Services</b> | (2,145)  | (2,383)  | (2,292)  | 91    |    |
| <b>Total City Surveyor</b>                                   | (1,020)  | (653)    | (681)    | (28)  |    |
| <b>TOTAL LOCAL RISK</b>                                      | (7,083)  | (6,949)  | (6,276)  | 673   |    |
| <b>CENTRAL RISK</b>  |          |          |          |       |    |
| Museum of London Revenue Grant                               | (5,292)  | (5,292)  | (5,292)  | -     |    |
| Museum of London Capital                                     | -        | (7,250)  | (5,734)  | 1,516 | 7  |
| Outdoor Arts Programme                                       | (357)    | (359)    | (344)    | 15    | 8  |
| Other costs including rent, rates, service charges & capital | (660)    | (1,138)  | (926)    | 212   | 9  |
| <b>TOTAL CENTRAL RISK</b>                                    | (6,309)  | (14,039) | (12,296) | 1,743 |    |
| <b>CAPITAL &amp; SUPPORT SERVICES</b>                        | (6,371)  | (6,210)  | (6,307)  | (97)  | 10 |
| <b>OVERALL TOTAL</b>   | (19,763) | (27,198) | (24,879) | 2,319 |    |

\*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

- The main reason for the underspend of £82,000 at Guildhall Library was due to the redundancy costs for the Service Assistants being met centrally.
- The main reason for the underspend at Guildhall Art Gallery (GAG) was due to income derived from sales (shop, tickets, licensing and schools) having largely been deposited in a special bank account since 2016/17 and not credited to the GAG budget until March leaving no opportunity to plan for it or spend it (£51,000). This was partly offset by an anticipated overspend of £33,000 owing to the maternity cover costs for a Frames Conservator (£15,000), Amphitheatre bookings cancelled by the Remembrancer because of other events (£8,000) and lower sales figures from the Nature Morte Exhibition than anticipated (£10,000), despite the Exhibition being a critical success and receiving good press coverage.

4. The main reasons for the underspend of £61,000 at the Visitor Services & City Information Centre were due to elements of the campaign for the Visitor Trail slipping into 2018/19 (£18,000) and the Easter weekend falling at the end of the financial year in 2018 helping to deliver better than anticipated income at the City Information Centre (£35,000).
5. The favourable variance of £464,000 at Tower Bridge consists of a £136,000 overachievement of income and a £328,000 underspend. The former is the result of positive retail and events performance, despite a significant downturn in the London visitor economy following the terror attacks of 2017. The underspend is attributed to two major business improvement projects at the Bridge, one of which was a capital project where the cost was lower than originally estimated and the other a commercial identity overhaul which has been delayed by factors beyond control (for which a £130,000 carry forward of funds has been requested).
6. The underspend of £91,000 at the Barbican & Community Libraries is due to correct adherence to procurement processes taking longer than anticipated, resulting in the Portsoken Health and Community Centre being unable to spend money set aside for essential roof repairs of £30,000. Staffing efficiency savings of £48,000 for 2018/19 were achieved a year early, with the library being unable to utilise the additional funds in 2017/18. In addition, staff and consultancy costs were lower than anticipated for investigating the feasibility, design, cost and construction of a 'hireable' community room in the Barbican Library, funded from the 2016/17 carry forward (£30,000).
7. The underspend of £1,516,000 is due to delays arising from changes to the Museum relocation project plan.
8. The central risk underspend of £15,000 in the Outdoor Arts Programme is due to no expenditure on a major spring event with an understanding that this may be carried over to 2018/19 as agreed with your Committee in September 2017.
9. The central risk underspend of £212,000 is largely due to a reimbursement from the former City of London Festival of £140,000. In addition, the transfer from City's Cash Finance to Keats House was £38,000 more than the estimated figure and rates costs recharged from Barbican Centre in respect of Barbican Library being £39,000 lower than the estimate.
10. The table below shows a breakdown of the Capital and Support Services budgets and expenditure.

|  | Original<br>Budget<br>£000 | Final<br>Agreed<br>Budget<br>£000 | Revenue<br>Outturn<br>£000 | Variation<br>Increase/<br>(Decrease)<br>£000 |
|--|----------------------------|-----------------------------------|----------------------------|--|
| <b>CAPITAL &amp; SUPPORT SERVICES</b>                                      |                            |                                   |                            |  |
| Capital Charges  | (1,959)                    | (1,845)                           | (1,847)                    | (2)  |
| Support Services, including<br>Chamberlains, Comptrollers &<br>Town Clerks | (921)                      | (948)                             | (951)                      | (3)  |
| Surveyors Employee & IT  | (972)                      | (1,194)                           |                            | (40)   |
|  |                            |                                   | (                          |  |
|  |                            |                                   | 1                          |  |
|  |                            |                                   | ,                          |  |
|  |                            |                                   | 2                          |  |
|  |                            |                                   | 3                          |  |
|  |                            |                                   | 4                          |  |
|  |                            |                                   | )                          |  |
| Recharges  |                            |                                   |                            |  |
| Guildhall Admin Buildings  | (2,634)                    | (2,331)                           | (                          | (20)   |
|  |                            |                                   | 2                          |  |
|  |                            |                                   | ,                          |  |
|  |                            |                                   | 3                          |  |
|  |                            |                                   | 5                          |  |
|  |                            |                                   | 1                          |  |
|  |                            |                                   | )                          |  |
| Insurances, including premises &<br>Liability                              | (254)                      | (249)                             | (                          | 19   |
|  |                            |                                   | 2                          |  |
|  |                            |                                   | 3                          |  |
|  |                            |                                   | 0                          |  |
|  |                            |                                   | )                          |  |
| Other recharges  | 369                        | 357                               | 3                          | (51)   |
|  |                            |                                   | 0                          |  |
|  |                            |                                   | 6                          |  |
| <b>TOTAL CAPITAL &amp; SUPPORT<br/>SERVICES</b>                            | <b>(6,371)</b>             | <b>(6,210)</b>                    | <b>(6,307)</b>             | <b>(97)</b>                                  |

The variance to Other recharges mainly relate to higher than expected utility recharges from the Barbican Centre to Barbican Library. 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 2018/19

11. The Assistant Town Clerk and Culture Mile Director has a local risk underspend of £143,000 on activities overseen by your Committee, (excluding the two services relating to the City Surveyor), all of which relates to City Fund. The Assistant Town Clerk is proposing to request that £107,000 of City Fund underspend be carried forward.
12. The Assistant Town Clerk and Culture Mile Director has a central risk underspend of £15,000 on the City Outdoor Arts Programme. The Assistant Town Clerk is proposing to request that the full £15,000 underspend be carried forward.



13. The Director of Open Spaces has a favourable variance on local risk of £458,000 on activities overseen by your Committee, of which £464,000 relates to Bridge House Estates, which is partly offset by an underperformance on income generation of £6,000 on City's Cash. The Director is proposing to request that £130,000 of the Bridge House Estates monies be carried forward, all of which relates to activities overseen by your Committee.
14. The Director of Children's and Community Services has a local risk underspend of £91,000 on activities overseen by your Committee, all of which relates to City Fund. The Director is proposing to request that £69,000 of City Fund underspend be carried forward, all of which relates to activities overseen by your Committee.
15. The following purposes are proposed: -
- the Cultural and Visitor Development Team (CVDT) was holding £37k in its budget (BV900) in 18/19 to deliver elements of a campaign for the City Visitor Trail that was to straddle two financial years using the budget allowance in both years together to create a bigger splash. The CVDT had planned to deliver all elements of phase 1 of the campaign within the 17/18 year and did so excepting £17,568: **£18,000**
  - The CVDT had anticipated that it would commission much-needed interpretation of the Billingsgate Roman House and Baths within the 17/18 financial year as part of *Londinium* noting the new Bloomberg Temple of Mithras opening close by and the significant interest in the City's Roman assets this would spark. The impact of the CVDT covering for the Head of Cultural Programming and Partnerships for six months (while the post was vacant) meant little time was available to dedicate to this. In the interim - and by chance - two potential sponsors have been identified for this work but they are likely to offer no more than £10-15k a piece - a £30k "match" from the City would likely secure this funding. It is suggested that a £30k carry forward is made available so interpretation may be carried out with or without a sponsor (at the lowest level) but that every best effort is made to secure a sponsor to deliver an interpretation of up to £60k (allowing use of AV): **£30,000**
  - Income derived from sales (shop, tickets, licensing and schools) at Guildhall Art Gallery (GAG) had largely been deposited in a special bank account since 2016/17 and not credited to the GAG budget until very late in the financial year with no opportunity to plan for it or spend it. Because of an anticipated overspend of £41k, the GAG restrained its activities in 2017/18 and stopped or stalled a number of significant projects it was hoping to realise. Not least of these was the appointment of a fundraising consultant (for a year) and the delivery of impact assessments for the GAG public offer. The total amount for this work is £51k and - because of the limitations of budget (last year and this) - a successful bid was made to the Transformation Fund for a loan over two years (with repayments to be made from money raised). It is proposed that the additional £51k income identified is used in its entirety to pay off this loan putting the GAG in a more robust financial position going forward: **£51,000**

- Because of the forecast £41,000 overspend in GAG, some planned and essential expenses were postponed because of the lack of budget. The related tasks include: Moving Watt's sculpture Clytie and her plinth from the picture store to the Main Balcony, together with transferring Mignon from the Undercroft c.£3500; the creation of a new map for GAG, following feedback that visitors are confused by the layout and often miss entire areas for use by front of house staff/volunteers as part of the visitor welcome on arrival c.£4500: **£8,000**
- The central risk request is for the City Outdoor Arts Programme to underpin the very ambitious and significant *Women: Work and Power* programme following an understanding that this may be carried over to 2018/19 as agreed with your Committee in September 2017: **£15,000**
- Specified as a headline 2017/18 objective for Tower Bridge in the divisional business plan, although intentionally delayed part-way through the year to allow for further audience and stakeholder research and focus groups in late 2017/18. The project now rolls into 2018/19 and comprises the overhaul of signage, uniforms, interpretation and all promotional activities, including the website, social media channels and advertising: **£130,000**
- To provide essential roof repairs to the Portsoken Health and Community Centre. Currently, the roof is leaking in several places which is causing damage to the fabric of the building and equipment stored therein: **£30,000**
- In 2019, the City's policy to move to emission-free transport comes into operation and penalty charges will be introduced for non-compliant transport. The library van which provides a twice weekday service to the lending and reference libraries, Tower Bridge, Monument and the City Information Centre is not compliant. City Procurement is looking at leasing as a viable option. However, they have now advised that the lease cost for three years would be more than £48,000 excluding VAT so at £57,000, the cost of buying a replacement van outright would be more economical. Proposals to provide departments with a top up fund to enable them to replace the current fleet with compliant vehicles are still being written and information on the size of the individual grants is not yet available: **£39,000**

## Appendices

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

**Contact:**  
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## Appendix 1

|   |                |
|---|----------------|
| <b>Original to Final Approved Local Risk Budget</b>   | <b>£000</b>    |
| <b>Original Local Risk Budget</b>   | <b>(7,083)</b> |
| City Fund carry forwards  | (100)          |
| All funds contribution pay, budget uplift   | (60)           |
| Increase to Superannuation budgets following 3.5% increase in April 2017  | (233)          |
| City of London Apprenticeship Scheme  | (148)          |
| Net City Fund and Bridge House Estates budget virements following reorganisation.   | 91             |
| Net Lending libraries budget uplift owing to a 50% contribution towards the Portsoken Health and Community Centre's roof repairs of £15,000, which was offset partly by a contribution from Barbican Library to Barbican Centre for a library exhibition (£9,000) | (6)            |
| Bridge House Estates local risk - one-off transfer from local risk to revenue to fund the education and community engagement centre capital project   | 80             |
| Bridge House Estates – Shift of resources of £112,000 to Tower bridge Operational in respect of additional security cover at the Bridge in light of the increased Terror threat and a net increase to income targets at Tower Bridge of £31,000.                  | 143            |
| City Surveyor local risk changes in the phasing over the 3 year cycle of each of the Cyclical Works Programmes, planned and reactive works and Facilities Management.   | 367            |
| <b>Final Approved Local Risk Budget</b>   | <b>(6,949)</b> |

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|   |                                 |
|---|---------------------------------|
| <b>Committee:</b>   | <b>Dated:</b>                   |
| Culture Heritage and Libraries Committee                              | <b>2<sup>nd</sup> July 2018</b> |
| <b>Subject:</b><br>Barbican and Community Libraries: Quarter 4 update | <b>Public</b>                   |
| <b>Report of:</b><br>Director of Community and Children's Services    | <b>For Information</b>          |

This report sets out progress made by Barbican and Community Libraries during 2017/18 against the refreshed 2017-22 Department of Community and Children's Services Business Plan.

## Recommendations

Members are asked to:

- Note the Quarter 4 2017/18 update and progress.

## Green performance indicators – business plan

1. **Priority objective community 5.6 – 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.
2. Satisfaction with libraries remains high. See survey results in the table below:

|                               | <b>Adults Survey</b> |             | <b>Children's Survey</b> |             |
|-------------------------------|----------------------|-------------|--------------------------|-------------|
|                               | <b>2017</b>          | <b>2014</b> | <b>2017</b>              | <b>2014</b> |
| <b>Barbican Library</b>       | 99%                  | 98%         | 100%                     | 100%        |
| <b>Shoe Lane Library</b>      | 99%                  | 98%         | 100%                     | 100%        |
| <b>Artizan Street Library</b> | 95%                  | 95%         | 100%                     | n/a         |

## Libraries Exception Reporting

3. **Increased take up of the libraries offer of e-books, e-audio and e-magazines to 26,000.** During 2017/18, 26,212 people took up the offer of e-books, e-audio and e-magazines. During this period, a number of initiatives to increase uptake were actioned including regular familiarisation workshops and 1:1 sessions for customers.
4. **Number of visits to libraries.** There was a large increase in visits to Shoe Lane Library (19%) in this quarter, mainly due to the positive impact of the Dragon Café. Barbican Library also recorded an increase in visitor numbers. This includes a 4% increase in visitors to the Children's Library and a 9% increase in visitors to the Music Library. We attribute the latter to the very successful "Abbey Road" exhibition.

However, there was a fall in visits to Artizan Street Library (9%) in this period which is the direct result of a flood and subsequent loss of use of the Multi Hall.

| Physical visits             | 2017/18        |                |                |                | Change between Q3 – Q4 |           |
|-----------------------------|----------------|----------------|----------------|----------------|------------------------|-----------|
|                             | Q1             | Q2             | Q3             | Q4             | Number                 | %         |
| Shoe Lane Library           | 16,162         | 18,940         | 19,181         | 22,752         | 3,571                  | 19%       |
| Artizan Street Library      | 23,575         | 23,040         | 23,794         | 21,601         | -2,193                 | -9%       |
| Barbican Library            | 73,548         | 73,932         | 75,597         | 75,992         | 395                    | 1%        |
| of which Children's Library | 17,043         | 18,943         | 17,440         | 18,062         | 622                    | 4%        |
| of which Music Library      | 20,043         | 19,784         | 18,872         | 20,492         | 1,620                  | 9%        |
| <b>TOTAL</b>                | <b>113,285</b> | <b>115,912</b> | <b>118,572</b> | <b>120,345</b> | <b>1,773</b>           | <b>1%</b> |

5. **Satisfaction with events held at Libraries remains high** During January to March 2018, data from event evaluations shows that satisfaction remains high.

|   | Q2         |     | Q3        |     | Q4        |     |
|---|------------|-----|-----------|-----|-----------|-----|
|   | Number     | %   | Number    | %   | Number    | %   |
| I value the library's services and activities   | 132        | 95% | 90        | 95% | 28        | 90% |
| Library's services and activities help me to stay better informed                     | 118        | 85% | 84        | 88% | 28        | 90% |
| Library's services & activities have a positive impact on my health and/or wellbeing  | 113        | 81% | 86        | 91% | 28        | 90% |
| This library offers a good range of learning opportunities for individuals and groups | 114        | 82% | 79        | 83% | 28        | 90% |
| <b>Number completing Event Evaluation form</b>  | <b>139</b> |     | <b>95</b> |     | <b>31</b> |     |

## Departmental Strategic Risk Register

6. No new risks for Barbican and Community Libraries have been added to the departmental risk register during quarter 4. The one identified risk remains the loss of IT systems at public facing sites.
7. See Appendix 1 for a risk summary.

## Complaints

8. During quarter 4, 3 complaints were received at Barbican Library and one at Artizan Street Library & Community Centre. All were resolved at Stage 1 and all were answered in less than 10 days

9. No formal complaints were received at Shoe Lane Library in this period.

### **Financial and Risk Implications**

10. A summary of budgets for Barbican and Community Libraries is shown in Appendix 2.

### **Appendices**

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

### **Background Papers**

- DCCS Business Plan 2017-2022 report to Community and Children's Services Committee - 11 May 2017
- Barbican and Community Libraries High Level Business Plan report to Culture Heritage and Libraries Committee – 30 May 2017

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## Appendix 1: Quarter 4 Departmental Risk Register summary

| 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  | 6          |  | 31/03/19    |  |

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:

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

|                        |
|------------------------|
| Red<br>(Severe)        |
| Amber<br>(Significant) |
| Green<br>(Manageable)  |

Urgent action required to reduce rating

Action required to maintain or reduce rating

Action required to maintain rating

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## Budget Summary 2017/18 Outturn

| <b>Barbican &amp; Community Libraries</b> | <b>Final<br/>Approved<br/>Budget<br/>£</b> | <b>Revenue<br/>Outturn<br/>£</b> | <b>Variation<br/>Increase/<br/>(Decrease)<br/>£</b> |
|---|--|----------------------------------|---|
| <b>LOCAL RISK</b>                         |  |                                  |   |
| Employees                                 | (1,538,000)                                | (1,567,504)                      | 29,504  |
| Premises                                  | (26,000)                                   | (25,138)                         | (862)   |
| Transport                                 | (8,000)                                    | (2,443)                          | (5,557)   |
| Supplies & Services                       | (444,000)                                  | (277,121)                        | (166,879)   |
| Surveyors Local Risk                      | (66,000)                                   | (64,159)                         | (1,841)   |
| Local Risk Expenditure                    | (2,082,000)                                | (1,936,365)                      | (143,635)   |
| Local Risk Income                         | 198,000                                    | 113,635                          | 84,365  |
| <b>Net Local Risk Expenditure</b>         | <b>(1,884,000)</b>                         | <b>(1,822,730)</b>               | <b>(61,270)</b>                                     |
| <b>CENTRAL RISK</b>                       |  |                                  |   |
| Premises                                  | (334,000)                                  | (294,773)                        | (39,227)  |
| Central Risk Expenditure                  | (334,000)                                  | (294,773)                        | (39,227)  |
| Central Risk Income                       | 106,000                                    | 106,167                          | (167)   |
| <b>Net Central Risk Expenditure</b>       | <b>(228,000)</b>                           | <b>(188,606)</b>                 | <b>(39,394)</b>                                     |
| <b>RECHARGES</b>                          |  |                                  |   |
| Support Services & Recharges              |  |                                  |   |
| Within Fund                               | (584,000)                                  | (634,595)                        | 50,595  |
| Capital Charges                           | (147,000)                                  | (146,398)                        | (602)   |
| <b>Net Recharges Expenditure</b>          | <b>(731,000)</b>                           | <b>(780,993)</b>                 | <b>49,993</b>                                       |
| <b>TOTAL NET EXPENDITURE</b>              | <b>(2,843,000)</b>                         | <b>(2,792,329)</b>               | <b>(50,671)</b>                                     |

| <b>Artizan Street Library and<br/>Portoken Health &amp; Community<br/>Centre</b> | <b>Final<br/>Approved<br/>Budget<br/>£</b> | <b>Revenue<br/>Outturn<br/>£</b> | <b>Variation<br/>Increase/<br/>(Decrease)<br/>£</b> |
|--|--|----------------------------------|---|
| <b>LOCAL RISK</b>  |  |                                  |   |
| Employees  | (263,000)                                  | (262,410)                        | (590)   |
| Premises   | (140,000)                                  | (109,960)                        | (30,040)  |
| Supplies & Services  | (11,000)                                   | (11,602)                         | 602   |
| Local Risk Expenditure   | (414,000)                                  | (383,972)                        | (30,028)  |
| Local Risk Income  | 159,000                                    | 159,729                          | (729)   |
| <b>Net Local Risk Expenditure</b>  | <b>(255,000)</b>                           | <b>(224,243)</b>                 | <b>(30,757)</b>                                     |
| <b>RECHARGES</b>   |  |                                  |   |
| Support Services & Recharges   |  |                                  |   |
| Within Fund  | (69,000)                                   | (68,097)                         | (903)   |
| Capital Charges  | (34,000)                                   | (34,618)                         | 618   |
| <b>Net Recharges Expenditure</b>   | <b>(103,000)</b>                           | <b>(102,715)</b>                 | <b>(285)</b>  |
| <b>TOTAL NET EXPENDITURE</b>   | <b>(358,000)</b>                           | <b>(326,958)</b>                 | <b>(31,042)</b>                                     |

| <b>Information Services Section</b> | <b>Final<br/>Approved<br/>Budget<br/>£</b> | <b>Revenue<br/>Outturn<br/>£</b> | <b>Variation<br/>Increase/<br/>(Decrease)<br/>£</b> |
|-------------------------------------|--|----------------------------------|---|
| <b>LOCAL RISK</b>                   |  |                                  |   |
| Employees                           | (207,000)                                  | (203,553)                        | (3,447)   |
| Transport                           | -  | (88)                             | 88  |
| Supplies & Services                 | (103,000)                                  | (105,987)                        | 2,987   |
| Local Risk Expenditure              | (310,000)                                  | (309,628)                        | (372)   |
| Local Risk Income                   | -  | -                                | -   |
| <b>Net Local Risk Expenditure</b>   | <b>(310,000)</b>                           | <b>(309,628)</b>                 | <b>(372)</b>  |
| <b>TOTAL NET EXPENDITURE</b>        | <b>(310,000)</b>                           | <b>(309,628)</b>                 | <b>(372)</b>  |

|   |                     |
|---|---------------------|
| <b>Committee(s)</b>   | <b>Dated:</b>       |
| Culture, Heritage and Libraries – For Decision  | 02/07/2018          |
| <b>Subject:</b><br>City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee | <b>Public</b>       |
| <b>Report of:</b><br>Peter Lisley – Assistant Town Clerk and Culture Mile Director                      | <b>For Decision</b> |
| <b>Report author:</b><br>Nick Bodger, Head of Cultural and Visitor Development                          |                     |

## Summary

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

1. **Fantastic Beasts / Shine a Light:** an art installation that will use large-scale replica wands from the Harry Potter universe to raise awareness and funds for the charity Lumos.
2. **Untitled / The Deep Sleep:** a theatrical intervention between the sleeping artist and audience.
3. **Tusk Rhino Trail:** a sculpture trail of Black Rhino to highlight the ongoing threat from poaching to endangered species in Africa.

This meeting also considered revised Terms of Reference for the City Arts Initiative (see appendix 1). As part of this, it was proposed that representation of Members on the group be increased to include the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee plus one or two serving Members nominated by the Committee, as well as the Chairman of the Sculpture in the City Partner Board.

A late application was received following the meeting. This was circulated to CAI members for comment and is considered in this report with the applications described above:

4. **Hidden in Plain Sight:** an installation large 'doll boxes' to raise awareness of human trafficking and advise people of how they can help to stop this crime.

## Recommendation(s)

Members are asked to:

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

- **Fantastic Beasts / Shine a Light:** approve the proposed installation to be located between Millennium Bridge and Queen Victoria Street.
- **Untitled / The Deep Sleep:** decline the theatrical intervention, noting that the work was not considered strong enough as a standalone piece and that there is no connection between it and other events and programmes in the City to which it may have been a suitable complement.
- **Tusk Rhino Trail:** approve the proposed installation, encouraging use of suitable locations along the St Paul's to Museum of London axis to support the desire for increased activation along this route.
- **Hidden in Plain Sight:** approve the proposed installation subject to suitable locations being agreed with your Highways Team and noting the concerns of the Director of Communications who fears this will be seen by some as the trivialisation of a serious subject and could lead to criticism on social media. The Director of Communications also raised concerns about the safety of the actors while the boxes are on display and questioned how disruptive viewers would be handled safely and effectively.
- Note the revised Terms of Reference for the City Arts Initiative and approve the increase in Member representation on the group to include:
  - The Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee plus **one** serving Member nominated by the Committee, as well as the Chairman of the Sculpture in the City Partner Board; or
  - The Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee plus **two** serving Members nominated by the Committee, as well as the Chairman of the Sculpture in the City Partner Board.
- Elect either one or two Members to serve on the group (aligned with the above decision) for the committee year 2018/19

## **Main Report**

### **Background**

1. The City Arts Initiative was established to improve the management of public art in the City. It provides advice to your Committee and other service Committees as appropriate on proposals for new public art, the maintenance of the City's existing public art and, if necessary, decommissioning.
2. Your Committee appointed your Chairman, Deputy Chairman and Mrs Barbara Newman to sit on the City Arts Initiative in the 2015/16 Committee year; this arrangement still stands.

3. At your Committee in May this year, Members confirmed that those occupying the roles of Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee and the Chairman of the Sculpture in the City Partner Board have permanent seats on the City Arts Initiative; and that the remaining Member position (for a Member nominated by and serving on the Culture, Heritage and Libraries Committee) should be elected by your Committee at your July meeting.
4. Apart from officer time handling enquiries and looking after the installations, there are no resource implications other than where specifically noted.

### **Current Position**

5. The CAI met on 31 May 2018 to consider the proposals outlined below excepting *Hidden in Plain Sight* which was considered following the meeting.
6. Full details of all the applications to the CAI are available on request from the Assistant Town Clerk and Culture Mile Director.
7. At the meeting, the CAI reviewed its terms of reference (these are given for information in appendix 1). As part of that discussion, the option for your Committee to nominate up to two additional serving Members per committee year was proposed. This proposal forms part of this report.

### **Proposals**

#### Fantastic Beasts: Shine a Light

8. The CAI received a proposal for the placement of nine 15ft, fibreglass wands between Millennium Bridge and Queen Victoria Street from 18 October to 13 November 2018; the site is agreed with the Highways and Events team.
9. The installation aims to raise awareness of the charity Lumos which seeks to help some of the world's most disadvantaged children and put an end to the institutionalisation of children across the globe. Following the display, the wands will be auctioned off in aid of Lumos.
10. The wands are an iconic representation of the Harry Potter world and are large-scale replicas of nine wands that form the Wizarding World icon. They will emit a warm, pulsing light at their tip.
11. The global appeal of the Harry Potter Universe offers the City a unique opportunity to capitalise on visitors to the wands to raise awareness of the City as a destination; the installation will also provide added value for visitors to the Lord Mayors Show.
12. Power will be drawn from either the City of London Boys School subject to their approval, or by individual battery packs which will be maintained by the installation team. Discussions on how the School may be more involved with

the installation are on-going, noting that Daniel Radcliffe (Harry Potter) is an alumnus.

13. The CAI recommends that this proposal be approved.

#### Untitled: The Deep Sleep

14. This is a theatrical intervention between the sleeping artist and audience involving the artist sleeping on a mattress on top of a trailer with footage filmed and projected onto screens surrounding it. Mattresses will be placed on the ground around the trailer for audience interaction.
15. The CAI felt that this work was not strong enough as a standalone piece in Carter Lane Gardens (the proposed site) and noted that there is no connection between it and other events and programmes in the City to which it may have been a suitable complement.
16. The CAI therefore recommends that this proposal be declined.

#### Tusk Rhino Trail

17. The CAI received a proposal for the City of London to host up to four fibreglass black rhino sculptures as part of a London-wide trail to raise awareness of Tusk Trusts' anti-poaching conservation, education and sustainable development activities.
18. The Rhinos will be decorated/painted by well-known artists with each one being auctioned off at the end of the trail period and all proceeds going to Tusk Trust. They are 1200mm x 750mm x 450mm sitting on a 350mm high plinth.
19. The dates proposed for the trail are 19 August to 23 September 2018; in preference to the sites proposed by the applicant, the CAI recommended that the sculptures be placed along the north/south axis from St Paul's to Museum of London supporting Built Environment objectives to animate the route and drive footfall. Should this not be possible, it is recommended appropriate sites be agreed with your Highways team.
20. The CAI recommended that this proposal be approved.

#### Hidden in Plain Sight

21. The CAI received a late proposal from the charity One Family to display five, large 'doll boxes' to raise awareness of human trafficking and advise people of how they can help to stop this crime.
22. There will be actors standing inside each box (aged 18+), each representing a different type of industry that people are most commonly trafficked into



including the hospitality sector, car washes, nail bars, domestic work and situations of sexual exploitation.

23. The installation will be for one day only on 30 July 2018, designated by the United Nations as the World Day against Trafficking in Persons.
24. This installation supports the work of other directorates, notably City of London Police and the Department of Community and Children's Services.
25. The project is non-financially sponsored by the UK's Independent Anti-Slavery commission and the UK's National Crime Agency.
26. Your Director of Communications has noted that he fears this will be seen by some as the trivialisation of a serious subject and could lead to criticism on social media. The Director of Communications also raised concerns about the safety of the actors while the boxes are on display and questioned how disruptive viewers would be handled safely and effectively.
27. The CAI recommends that this proposal be approved subject to the agreement of locations with your Highways Team and the concerns raised by the Director of Communications being satisfactorily addressed and approved by the Media Office and your Highways Team (for crowd control and care of actors).

#### Membership of CAI

28. The CAI reviewed its Terms of Reference at the meeting and it was proposed by those elected Members serving on the group that CAI membership be extended to include an additional Member of the Culture, Heritage and Libraries Committee.
29. This proposal would see the Member contingent of the group increasing to five with existing representation as follows: the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, the Chairman of the Sculpture in the City Partner Board and two Members nominated by and serving on the Culture, Heritage and Libraries Committee, to be elected annually.
30. The CAI recommends this proposal for approval.

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

31. 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**

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

## **Appendices**

- Appendix 1: CAI Proposal Images 31 May 2018
- Appendix 2: Terms of Reference for the City Arts Initiative, 31 May 2018

## **Background Papers**

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

### **Nick Bodger**

Head of Cultural and Visitor Development

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## Lumos - Fantastic Beasts: Shine a Light





Yulia Hampton - Untitled: The Deep Sleep



## Tusk Trust – Great Rhino Trail





Hidden in Plain Sight



# City Arts Initiative (CAI)

## Terms of Reference 2018/19

### Membership

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

### Membership

1. Membership of the City Arts Initiative (CAI) is by virtue of the position served by the group member within the City Corporation, its relevance to the siting of art in the public realm, and/or visual arts more widely.

2. Chairmen and Deputy Chairmen remain permanent members of the group; the Members nominated to serve by the Culture, Heritage and Libraries Committee are to be elected annually
3. Internal/external guests may be invited to meetings to discuss areas of expertise as appropriate

#### **Terms of Reference**

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

#### **Governance**

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

#### **Duration and Timings**

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

#### **Documentation**

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

#### **Delegation**

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

#### **Review Terms of Reference**

18. To be reviewed annually.



|  |                           |
|--|---------------------------|
| <b>Committee(s)</b>  | <b>Dated:</b>             |
| Culture, Heritage and Libraries  | 2 <sup>nd</sup> July 2018 |
| <b>Subject:</b><br>Future of the City of London Corporation Members' Pocket Book | <b>Public</b>             |
| <b>Report of:</b><br>Town Clerk  | <b>For Decision</b>       |
| <b>Report author:</b><br>Julie Mayer – Committee and Member Services Officer     |                           |

## Summary

Since 2015, Members have received both electronic and printed versions of the City of London Corporation Pocket Book. At your Committee in July 2017, Member agreed to keep a printed pocket book, subject to a review in a year's time. At your last Committee Meeting on 14<sup>th</sup> May 2018, Members agreed that the Town Clerk should canvass all Members of the Court as to whether or not they would like to continue to receive a printed City of London Corporation Pocket Book.

Of 125 Members, 73 voted and the results were: 38 for keeping a printed pocket book and 35 for abolishing. Only 2 members provided comments strongly supporting the retention of a printed Pocket Book.

## Recommendation(s)

Members are asked to approve one of the following three options for the future production of the Members' pocket book:

1. The printed and electronic versions continue to be produced, pending a further Member Survey in a years' time.
2. Production of the printed pocket book cease and be replaced by an electronic version, circulated at least quarterly, with basic pocket diaries provided to Members on request.
3. All pocket book production cease, with basic pocket diaries provided to Members on request.

## Implications

The cost of printing the pocket book is approximately £6,000 per annum, plus officer time in preparing, proofing and printing. Whilst there will still be officer time required in producing and maintaining an electronic version, it is more modern and cost effective alternative.

## Julie Mayer

Committee and Member Services Officer, Town Clerk's

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