



## Culture, Heritage and Libraries Committee

**Date:** MONDAY, 23 MARCH 2020  
**Time:** 11.30 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

Graham Packham (Chair)	Ann Holmes
Deputy Wendy Hyde (Deputy Chair)	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)	Dawn Wright

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

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**

**NB: Certain non-contentious matters for decision have been marked +** with recommendations to be agreed without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting.

## **Part 1 - Public Agenda**

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and non-public summary of the previous meeting held on 20 January 2020.  
  
**For Decision**  
(Pages 1 - 6)
4. **FORWARD PLAN**  
Members are asked to note the Committee's forward plan.  
  
**For Information**  
(Pages 7 - 8)
5. **UPDATE FROM THE ASSISTANT TOWN CLERK**  
The Assistant Town Clerk to be heard.  
  
**For Information**
6. **ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE**  
Report of the Town Clerk & Chief Executive.  
  
**For Decision**  
(Pages 9 - 14)
7. **CITY ARTS INITIATIVE: RECOMMENDATIONS TO THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**  
Report of the Director of Major Projects.  
  
**For Decision**  
(Pages 15 - 62)
8. **PRESENTATIONS: WOMEN OF GUILDHALL ART GALLERY**  
Presentation and film to be received.  
  
**For Information**

9. **SPECIAL EVENTS ON THE HIGHWAY**  
Report of the Director for the Built Environment.

**For Decision**  
(Pages 63 - 80)

10. **HIGH-LEVEL SUMMARY BUSINESS PLAN 2020/21 - COMMUNITY & CHILDREN'S SERVICES**  
Report of the Director of Community & Children's Services.

**For Information**  
(Pages 81 - 88)

11. **EXTENDED OPENING HOURS AT BARBICAN LIBRARY**  
Report of the Director of Community & Children's Services.

**For Information**  
(Pages 89 - 92)

12. **+ GATEWAY 6: MIDDLESEX STREET SOCIAL HOUSING AND LIBRARY**  
Report of the City Surveyor.

**For Decision**  
(Pages 93 - 96)

13. **CORPORATE SPONSORSHIP GUIDANCE ON FOOD AND DRINK**  
Report of the Director of Community & Children's Services.

**For Information**  
(Pages 97 - 104)

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

15. **ANY OTHER BUSINESS THE CHAIR 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 agree the non-public minutes of the previous meeting held on 20 January 2020.

**For Decision**  
(Pages 105 - 106)

18. **GATEWAY 6: THE LORD MAYOR'S STATE COACH - CONSERVATION AND REPAIR**

Report of the City Surveyor.

**For Information**  
(Pages 107 - 116)

19. **GATEWAY 6: NEW FULLY ACCESSIBLE EDUCATION AND COMMUNITY ENGAGEMENT CENTRE AT TOWER BRIDGE**

Report of the City Surveyor.

**For Decision**  
(Pages 117 - 124)

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

Report of the Town Clerk & Chief Executive.

**For Information**  
(Pages 125 - 140)

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

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



## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

**Monday, 20 January 2020**

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at  
Committee Rooms, 2nd Floor, West Wing, Guildhall on Monday, 20 January 2020 at  
11.30 am

### **Present**

#### **Members:**

Graham Packham (Chair)	Deputy Tom Hoffman (Chief Commoner)
Deputy Wendy Hyde (Deputy Chair)	Alderman Robert Howard
Deputy John Absalom	Alderman Alastair King
Munsur Ali	Vivienne Littlechild
Peter Bennett	Wendy Mead
Mary Durcan	Barbara Newman
Anne Fairweather	John Petrie
Tracey Graham	Deputy Richard Regan
Caroline Haines	Jeremy Simons
Deputy the Revd Stephen Haines	Mark Wheatley
Graeme Harrower	Dawn Wright

### **In Attendance**

#### **Officers:**

Chloe Rew	- Town Clerk's Department
Peter Lisley	- Assistant Town Clerk and Director of Major Projects
Nick Bodger	- Town Clerk's Department
Andrew Buckingham	- Town Clerk's Department
Laurie Miller-Zutshi	- Town Clerk's Department
Geoff Pick	- Town Clerk's Department
Graham Nickless	- Chamberlain's Department
Julie Smith	- Chamberlain's Department
Paul Monaghan	- Department of the Built Environment
Carol Boswarthack	- Community & Children's Services
Sarah Townsend	- Community & Children's Services
Christopher Earlie	- Open Spaces
Gerry Kiefer	- Open Spaces

### **1. APOLOGIES**

The Chair opened the meeting congratulating two officers on their recognition in the New Year's Honours. Geoff Pick, Director of the London Metropolitan Archives, was awarded an OBE and Carol Boswarthack, Head of Barbican and Community Libraries, was awarded an MBE.

Apologies were received from Deputy David Bradshaw, Tijs Broeke, Thomas Clementi, Anne Holmes, Andrew Mayer, Jeremy Mayhew, Sylvia Moys, Judith Pleasance and Deputy Dr Giles Shilson.

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

There were no declarations.

3. **MINUTES**

RESOLVED, that – the public minutes and non-public summary of the previous meeting held 11 November 2019 were agreed as a correct record.

4. **FORWARD PLAN**

Members noted the committee's forward plan and noted the following amendments:

- Inspiring London Through Culture moved from March 2020 to May 2020;
- Outdoor Arts Programme removed from March 2020 as it was included in January 2020 agenda;
- Department of Community & Children's Services Business Plan added to March 2020;
- Report of Activities at Keats House 2019/20 added to July 2020;
- Inspiring London Through Culture moved from September 2020 to November 2020;
- Outdoor Arts Programme moved from November 2020 to January 2021.

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

Members considered a report of the Director of Major Projects relative to the City Arts Initiatives recommendations to the Culture, Heritage and Libraries Committee.

RESOLVED, that – Members of the Committee:

1. ratify the City Arts Initiative's recommendations as follows:
  - Red Sand Project: approve the application, subject to final consent from Highways and implementation of the recommendations;
  - David Breuer Weil: decline the application due to unsuitability of the artwork at the proposed location;
  - Sculpture in the City: approve the longlisted artworks for the project's 10<sup>th</sup> edition, launching June 2020; and,
2. note that the City Arts Initiative received an application from State Street Global Advisors to install Fearless Girl. However, this application has been deferred by the applicant and will be considered at a later meeting.

6. **DEPARTMENTAL BUDGET ESTIMATES AND HIGH-LEVEL SUMMARY BUSINESS PLAN 2020/21**

Members considered a joint report of the Chamberlain, Assistant Town Clerk & Director of Major Projects; Director of Open Spaces; and Director of Community & Children's Services relative to the departmental budget estimates and high-level summary business plan for 2020/21.

With respect to the Commercial Manager role, it was noted that the fixed-term post would cost £84,000 in the first year with an income target of £60,000. The Fundamental Review recommended additional resources to cover the £24,000 shortfall. Subsequently the post would be continued only if income exceeded the cost of the position.

A Member expressed concern that a budget could be amended following the Committee's agreement, however Officers advised that these amendments would only be made as a result of changes from other Committees.

RESOLVED, that Members –

1. review and approve the Town Clerk's – Cultural Services, Open Spaces and Community & Children's Services Department's proposed revenue budget for 2020/21 for submission to Finance Committee;
2. review and approve the Town Clerk's – Cultural Services, Open Spaces and Community & Children's Services Department's proposed capital and supplementary revenue projects budgets for 2020/21 for submission to Finance Committee;
3. authorise the Chamberlain, in consultation with the Assistant Town Clerk & Director of Major Projects, Director of Open Spaces and the Director of Community & Children's Services to revise these budgets to allow for any further implications arising from Corporate Projects, other reviews and changes to the Cyclical Works Programme;
4. agree that minor amendments for 2019/20 and 2020/21 budgets arising during budget setting be delegated to the Chamberlain;
5. note the factors taken into consideration in compiling the Town Clerk's – Cultural Services, Open Spaces and Community & Children's Services Department's Business Plan, including efficiency measures, and;
6. approve, subject to the incorporation of any changes sought by this Committee, the final high-level summary Budget Plans for 2020/21.

**7. GATEWAY 6: GUILDHALL ART GALLERY AND HERITAGE GALLERY WORKS**

Members considered a Gateway 6 report of the City Surveyor relative to the creation of a new Heritage Gallery and Study Room within the Guildhall Art Gallery.

RESOLVED, that – Members agree to close the project.

**8. 2019 CAR FREE DAY UPDATE**

Members received a report of the Director of the Built Environment relative to the 2019 Car Free Day on 22 September 2019. It was noted that the date for Car Free Day 2020 had not been confirmed. In planning Car Free Day in the future, consideration should be given to the accessibility of dockless bikes,

planned disruptions to public transportation and avoiding the weekend of Open House London if possible.

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

9. **PRESENTATION: OUTDOOR ARTS PROGRAMME 2019/2020**

Members received a presentation from the Cultural and Visitor Development Director relative to the Outdoor Arts Programme for 2019/20 noting the success of events in 2019 and the programme of events for 2020.

RESOLVED, that – the presentation and its contents be received.

10. **CITY OUTDOOR ARTS PROGRAMME: 2019 PERFORMANCE EVALUATION REPORT**

Members received a report of the Director of Major Projects relative to the City Outdoor Arts Programme 2019 performance evaluation report.

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

11. **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 - KEATS HOUSE (CHARITY NO. 1053381)**

Members received a joint report of the Chamberlain and the Director of Open Spaces relative to the Trustees Annual report and Financial Statements for the year ended 31 March 2019 for Keats House (Charity No. 1053381).

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

12. **TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019 - GUILDHALL LIBRARY CENTENARY FUND (CHARITY NO. 206950)**

Members received a joint report of the Chamberlain and the Director of Major Projects relative to the Trustees Annual report and Financial Statements for the year ended 31 March 2019 for the Guildhall Library Centenary Fund (Charity No. 206950).

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

13. **BARBICAN AND COMMUNITY LIBRARIES: SERVICES FOR CHILDREN AND FAMILIES**

Members received a report of the Director of Community & Children's relative to the Barbican and Community Libraries services for children. The report informed Members of the services provided by the libraries for children and families; the impact such services have on health and wellbeing, literacy, socialisation and development; and the positive feedback from parents who engage with these services.

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

14. **GATEWAY 2: TOWER BRIDGE SERVICE TRENCHES REFURBISHMENT**

Members received a Gateway 2 report of the Director of the Built Environment relative to the refurbishment of the 300m length of service trenches to the footways of the fixed spans of Tower Bridge.

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

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

There were no questions.

16. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT**

The Assistant Town Clerk provided a verbal update on the location of the Lord Mayor's Coach. Due to the relocation of the Museum of London (MoL), the Coach cannot be stored at the MoL in its usual location as this space is required for collating artefacts for relocation.

During this period, the Coach cannot be displayed at the Guildhall West Wing entrance permanently due to the inadequate environmental controls for long term storage.

The MoL is committed to displaying the Coach at its new location and Guildhall and the Museum of London has agreed to provide access arrangements in the interim.

17. **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.

18. **NON-PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the previous meeting held 11 November 2019 be agreed as a correct record.

19. **FUNDAMENTAL REVIEW UPDATE**

The Assistant Town Clerk & Director of Major Projects was heard relative to an update on the Fundamental Review.

RESOLVED, that – the update be received.

20. **GATEWAY 6: GUILDHALL REPLACEMENT OF LIGHTING AND CONTROLS/ DIMMING SYSTEM IN THE GUILDHALL ART GALLERY**

Members considered a Gateway 6 report relative the replacement of lighting fitting and controls at the Guildhall Art Gallery and associated spaces.

RESOLVED, that – the recommendations be agreed.

21. **TOWER BRIDGE (BRIDGE HOUSE ESTATES CHARITY REGISTRATION NO. 1035628) AND MONUMENT PERFORMANCE REPORT APRIL TO SEPTEMBER 2019**

Members received a report of the Director of Open Spaces relative to the Tower Bridge and Monument Performance Report for April to September 2019.

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

22. **DYNAMIC PRICING FOR THE TOWER BRIDGE (BRIDGE HOUSE ESTATES CHARITY REGISTRATION NO. 1035628) AND THE MONUMENT IN 2020/21**

Members received a report of the Director of Open Spaces relative to dynamic pricing for Tower Bridge and the Monument for 2020/21.

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

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

There were no questions.

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

There was one item of other business.

**The meeting ended at 1.00 pm**

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Chair

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

**Culture, Heritage and Libraries Committee - Forward Plan - March 2020 Update**

<b>Date</b>	<b>Report</b>	<b>Department</b>	<b>Information</b>
23.03.2020	CAI Recommendations to the Committee	Town Clerk's	Decision
	Women of Guildhall Art Gallery (GAG presentation and La Ghirlandata film)	Town Clerk's	Information
	Department of Community & Children's Services Business Plan	Chamberlain's/ DCCS	Information
	Gateway 6: Lord Mayor's State Coach: Conservation and Repair	City Surveyor's	Decision
	Gateway 6: Middlesex Street Social Housing and Library	City Surveyor's	Decision
	Gateway 6: Education and Community Engagement Centre Tower Bridge	City Surveyor's	Decision
	Special Events on the Highway	DBE	Decision
	Barbican Library Extended Opening Hours Pilot	DCCS	Information
	Report of Action Taken (DCCS Gateway 5: Library Self-Service Kiosks)	Town Clerk's	Information
18.05.2020	London Landmarks Half Marathon Annual Report	Town Clerk's	For Information
	Inspiring London Through Culture	Town Clerk's	Information/Decision (depending on grant level)
	CAI Recommendations to the Committee	Town Clerk's	Decision
	Recognition of Women – Update	Town Clerk's	Information
	Barbican and Community Libraries Digital/E-Services	DCCS	Information
	Risk Register – Department, Keats House, Tower Bridge & Monument	Open Spaces	Decision
13.07.2020	Revenue Outturn Report 2019/20	Chamberlain's	Information
	Tower Bridge and Monument Full Year 2019/20 Performance Report	Open Spaces	Information
	2019/20 Year End Business Plan Performance	Open Spaces	Information
	Report on Activities at Keats House 2019/20	Open Spaces	Information
21.09.2020	CAI Recommendations to the Committee	Town Clerk's	Decision
23.11.2020	Inspiring London Through Culture	Town Clerk's	Information/Decision
	CIC Annual Report	Town Clerk's	Information
	CAI Recommendations to the Committee	Town Clerk's	Decision
	Cultural Strategy Annual Report	Town Clerk's	Decision
	Budget Setting Report Revenue & Capital for 2021/22	Chamberlain's	Decision
	Tower Bridge & Monument 2020/21 Half Year Performance Report	Open Spaces	Information
25.01.2021	Outdoor Arts Programme Annual Report and Presentation	Town Clerk's	Information

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<b>Committee(s):</b> Culture, Heritage and Libraries Committee – For decision	<b>Date(s):</b> 23 March 2020
<b>Subject:</b> Annual Review of the Committee's Terms of Reference	<b>Public</b>
<b>Report of:</b> Town Clerk & Chief Executive	<b>For Decision</b>
<b>Report author:</b> Chloe Rew Committee & Members Services Officer	

## Summary

As part of the implementation of the 2011 Governance Review, it was agreed that all Committees/Boards should review their Terms of Reference Annually. This will enable any proposed changes to be considered in time for the re-appointment of Committees by the Court of Common Council in April.

## Recommendation(s)

Members are asked to:

- agree to remove reference to the City of London Festival budget at 4 (i), as this no longer exists;
- agree to remove reference to Cart Marking at 4 (g), as this is an external livery company event and the Committee does not make the arrangements for the event;
- consider any other changes as required; and,
- consider the frequency of their meetings going forward, which is currently 6 times per year.

## Appendices

- Appendix 1 – Terms of Reference of the Culture, Heritage and Libraries Committee (Order of the Court – April 2019)
- Appendix 2 – Proposed Amendments to the Terms of Reference

## Chloe Rew

Committee & Members Services Officer

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## Appendix 1: Order of the Court April 2019

ESTLIN, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.
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### CULTURE, HERITAGE & LIBRARIES COMMITTEE

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

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

- Membership 2019/20**

#### ALDERMEN

- Robert Picton Seymour Howard
- Alistair John Naisbitt King

#### COMMONERS

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

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

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

To be responsible for:-

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

## Appendix 2: Proposed Amendments to the Terms of Reference

### 4. Terms of Reference

To be responsible for:-

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

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<b>Committee(s)</b>	<b>Dated:</b>
Culture, Heritage and Libraries – For Decision	23/03/2020
<b>Subject:</b> City Arts Initiative: recommendations to the Culture, Heritage & Libraries Committee	<b>Public</b>
<b>Report of:</b> Peter Lisley – Director of Major Projects	<b>For Decision</b>
<b>Report author:</b> Nick Bodger, Cultural and Visitor Development Director	

## Summary

This report presents the recommendations of the City Arts Initiative (CAI) which met on 13 February 2020. At this meeting, the CAI considered public art proposals 1 - 5 (below):

- 1. Festival of Architecture – Benches:** approval for six benches to be installed in June in the Cheapside footprint;
- 2. London Festival of Architecture – St Paul’s Plinth:** approval for the installation of new artwork within the existing frame at St Paul’s station;
- 3. London Festival of Architecture – Power Walks:** approval for the shortlisted artworks as part of a new wayfinding system;
- 4. Sculpture in the City:** approval for the new additions to the longlist for Sculpture in the City’s tenth edition;
- 5. Three Quays Walk:** comment on a new art installation sited on the bank of Three Quay’s Walk as part of a private development at that location.

## Recommendation(s)

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

- Ratify the City Arts Initiative’s recommendations in relation to proposal 1-4 above as follows:
  - **London Festival of Architecture – Benches:** approve subject to final consent from the Highways and City Gardens teams;
  - **London Festival of Architecture – St Paul’s Plinth:** approve subject to final consent from Planning and Engineering teams;
  - **London Festival of Architecture – Power Walks:** approve the shortlist subject to final consent from Planning and Highways and subject to the nominated CAI representative being consulted during the decision process.
  - **Sculpture in the City:** approve the new updated artworks in principle and subject to necessary permissions and licences from Highways and Planning, as well as consent from the Director of Communications.

- Note the application for **Three Quays Walk** acknowledging that the CAI may only comment and not recommend, and that your Committee may not approve or decline applications for public art on private land.

## **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 13 February 2020 to consider the proposals outlined below.
6. Full-colour visual representations of the proposed artworks are circulated electronically with this report and are available in appendixes 1, 2, and 3. Full details of all the applications to the CAI are available on request from the Director of Major Projects.

### **Proposals**

#### **London Festival of Architecture – Benches:**

7. The CAI received a proposal for six benches to be sited within the Cheapside footprint in June as part of the London Festival of Architecture.
8. Following the success of the City benches project in 2018 and 2019, the LFA and the Cheapside Business Alliance (CBA) ran another design competition, inviting architecture and design students, recent graduates and emerging practices from across London to submit a bench design to enliven the public realm of the Cheapside area.



9. The six winners were selected by a panel of experts:
  - a. *Thames Bench*, an artwork by design studio UpCircle which is inspired by the shape of the River Thames;
  - b. *Look Up*, an artwork by Oli Colman Studio, which is inspired by the sights of London;
  - c. *A Pineapple for London* by design studio, HAC, inspired by St Paul's Cathedral;
  - d. *Chim Chim* by architecture studio, Profferlo;
  - e. *A Game of Moans* by RCA design graduate, Iain Jamieson;
  - f. *X* from Jason Slabbynk (please note that this bench has a working title as it will be named after the map coordinates where it is positioned in the City).
10. LFA have identified five locations for the project and have worked at all sites previously. One of the sites can accommodate two benches. Sites and designs have also been approved in principle by your Highways team:
  - a. In front of Royal Exchange
  - b. Bloomberg Arcade (private land)
  - c. Bow Church Yard (where it is possible to accommodate 2 benches)
  - d. Cheapside Sunken Garden
  - e. In front of 150 Cheapside
11. Please see the appended document for designs (Appendix 1). The location of each bench is to be agreed by landowners with input from Highways and City Gardens (when relevant).
12. The project is funded by the Cheapside Business Alliance.
13. **The CAI recommends that this proposal be approved in principle subject to further consultation with your City Gardens (as relevant), Highways and Access teams.**

### **London Festival of Architecture – St Paul's Plinth**

14. The CAI received a proposal for a new installation within the existing metal frame on the traffic island at St Paul's station as part of the London Festival of Architecture (LFA).
15. This year's installation is *Rose*, by Nick Tyrer and Umut Baykan. *Rose* is a modern interpretation of one of St Paul's Cathedral's old, much celebrated stained-glass window that was lost in the Great Fire of London.
16. The temporary installation is made of colourful plastic panels that spiral overhead casting colourful shadows onto the pedestrians on the pavement.
17. The drawings and the risk assessment documents will be checked by your Department for the Built Environment to ensure feasibility and that all health and safety measures are met.

18. To coincide with the LFA, the applicants are proposing the project to be installed in late May, ahead of the 2020 festival (1-30 June).
19. The intent is for the installation to be on site for approximately 12 months being replaced by next year's iteration of the St Paul's Plinth installation.
20. The installation is funded by Cheapside Business Alliance who have approved the design.
21. **The CAI recommended that this proposal be approved subject to final consent from Planning and Highways and the following recommendation:**
  - a. **That the applicant notes scheduled gas works for this area and liaises closely with Built Environment teams to ensure that the installation dates align with this programme.**

#### **London Festival of Architecture – Power Walks:**

22. The CAI received an application from the London Festival of Architecture (LFA) to install new wayfinding installations within the City Cluster Area.
23. Following the success of the City Parklets project in 2019, the LFA and the City Corporation Public Realm team ran a design competition earlier this year which sought to commission up to two public realm interventions that will improve the pedestrian routes and experience within the City Cluster area.
24. Architects, designers and artists were invited to submit a design proposal for a series of on-street interventions that will create alternative and improved journeys for workers and visitors to follow.
25. The judging panel consisted of City Corporation officers from your Department for Built Environment, as well as visual design experts.
26. The CAI received the five shortlisted entries from the first round of submissions:
  - a. *Picnic Walk* by Chao Gao and Rūta Paškevičiūtė
  - b. *Empowered Perspectives* by HAC
  - c. *Knowledge is Power* by Projects Office
  - d. *Orange Route, Pink Route and Yellow Route* by Upcircle
  - e. *Wild Goose Chase* by Patrick McEvoy
27. A variety of potential routes and locations across the City Cluster have been identified for the project. These are areas where there is significant scope for public realm enhancement and higher pedestrian flows.
28. Full visuals and proposed locations can be found in Appendix 1.

29. Officers from your Built Environment and Open Spaces departments are supportive of the shortlist and will be part of the final selection process for the winner(s).
30. The project is funded by the City Corporation's City Cluster Vision budget, which is approved by Streets and Walkways Sub and Projects Sub Committees.
31. To coincide with London Festival of Architecture, the applicants are proposing the installation of the project in late May. The aspiration is that the project stays in place for a minimum of 12 months.
32. **The CAI recommended this application for approval subject to ongoing consultation and sign off from relevant Planning and Highways teams, as well as the following recommendation:**
  - a. **That the CAI is represented at the second-round interview to ensure alignment with wayfinding plans for Sculpture in the City.**

#### **Sculpture in the City – Tenth Edition update**

33. The CAI received a presentation featuring five new additions to the longlisted artworks for *Sculpture in the City's* tenth edition.
34. The update comprises of new five works with visuals of these provided separately from the other applications in this report in Appendix 2.
35. The applicant has advised that these new additions sought to increase the diversity of the artists being represented at Sculpture in the City during its tenth year.
36. It should be noted that the final installed exhibition may not include the full list. The final works for installation will be selected based on their technical feasibility and through negotiations with landowners on locations.
37. The longlist is reviewed by City Highways and Planning teams on an ongoing basis to ensure it meets the City's technical, planning and access requirements. The project team will continue to consult the relevant internal teams as and when locations for the artworks are determined.
38. All artworks will also be given clearance by the Director of Communications.
39. The project is funded by the City Corporation in partnership with local businesses, largely in the Eastern City Cluster area. The City Corporation's contribution derives from the DBE Local Risk Budget approved by the Planning and Transportation Committee.

40. The CAI agreed that all artworks were appropriate and congratulated Sculpture in the City on another diverse and strong selection of artworks.
41. **The CAI recommends that the new additions to the longlist be approved in principle subject to necessary permissions and licences from Highways and Planning teams and City Gardens (as relevant). All artworks will also be subject to consent from the Director of Communications.**

### **Three Quays Walk**

42. The CAI received an application for a new installation at Three Quays Walk as part of a private development.
43. The proposed installation is an artwork entitled *Thames River Perch* by sculptor Simon Probyn. The artwork is inspired by the shape of a fish and the structure allows for the view of the Thames to be seen and viewed in a new way both through and around the sculpture.
44. Planning officers consider the proposed artwork to be appropriate in terms of size, siting, and impact on surrounding views. It would be sited on an existing raised planter on private land associated with the Three Quays development.
45. **The CAI may comment on, but not recommend, and your Committee may not approve or decline applications for public art on private land. This application is for informational purposes only and is subject to standard planning application procedures.**

### **Corporate & Strategic Implications**

46. 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**

47. This report summarises the discussions of the City Arts Initiative and presents recommendations in relation to the public art applications considered on 13 February 2020.

### **Appendices**

- Appendix 1: LFA Images, 13 Feb 2020
- Appendix 2: Sculpture in the City images, 13 Feb 2020
- Appendix 3: Three Quays Walk – 13 Feb 2020

## **Background Papers**

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

### **Nick Bodger**

Cultural and Visitor Development Director

T: 020 7332 3263

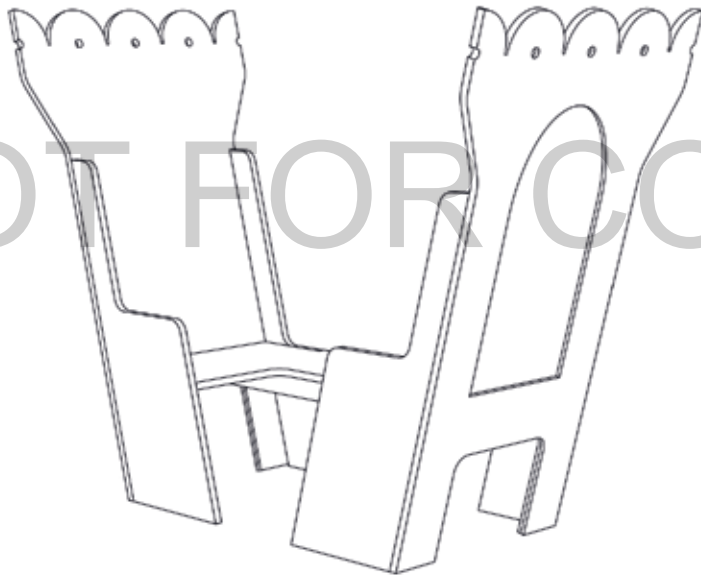
E: [Nick.Bodger@cityoflondon.gov.uk](mailto:Nick.Bodger@cityoflondon.gov.uk)

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# LFA BENCHES

# A Game of Moans

Public seating for all ages



The gap between the younger and older generation has never been greater! The political divide is driving a wedge between the two and it seems to be getting worse. This bench aims to appeal to how both younger and older people will sit and use the bench, giving the public an opportunity for people from all ages to use it so that they can actually speak to each other and begin to understand each other's points of view.

The Throne like bench has been designed to allow different seating configurations - The 15 degree back angle, armrest, 450mm seat depth & height, and the opportunity to face one another without rotating your body will allow those who are less mobile to use the public seating more comfortably. For the younger demographic - No armrest, connecting section and the great width gives the opportunity to lounge and put your feet up, terrible for your posture but great for relaxing and debating.

The aesthetic of the bench has created two throne like debating chairs that face each other connected by a single bench piece. To set people off on the right foot, in terms of debate, the design will also evoke a piece of conversation everyone can agree on ... how bad the ending of Games of Thrones was.

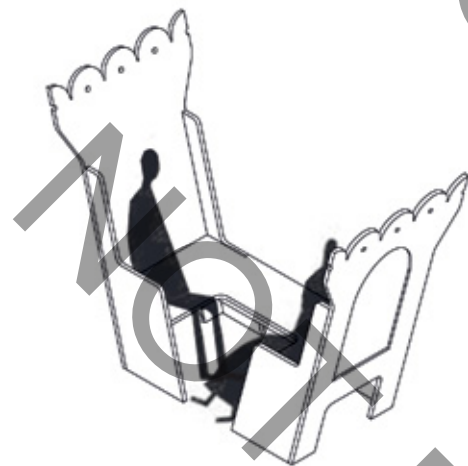
This project is in collaboration with AR18, based in Watford, who have allowed reduced rates of manufacturing time to the construction, support with the detailing of the bench, and they'll let me borrow their van!

## The Team

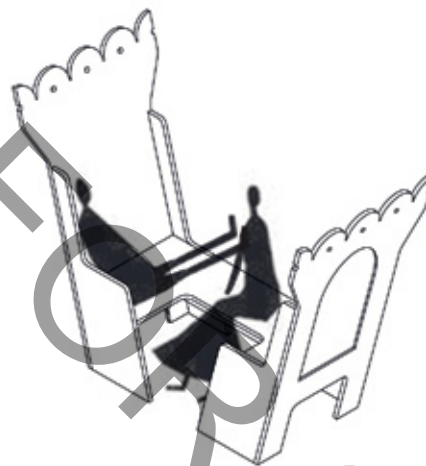
Iain Jamieson - Design graduate from the Royal College of Art who is still upset about the ending of Game of Thrones

Dave Drury - CNC department manager at AR18, less upset by Game of Thrones

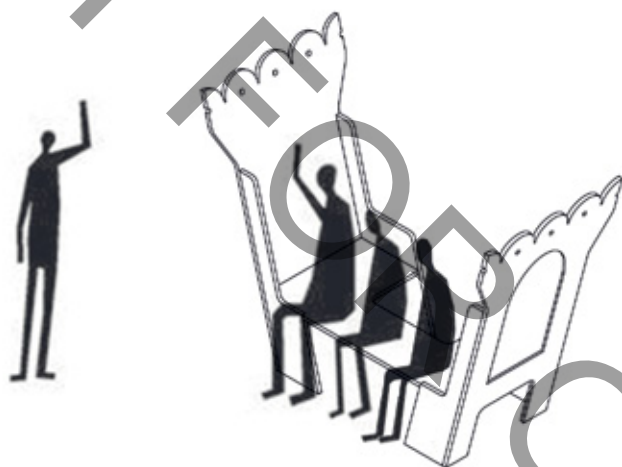




Face to face conversation



Bench and lounge



Three on a bench



Sit and lounge - side by side







# A Pineapple for London

**HAC**

Contact: Cameron Clarke  
78 Nattergalevej, 2400  
Copenhagen NV, Denmark  
cameronclarke89@gmail.com  
+45 2225 1068







# PROPOSAL



If someone asks you where you are, most people will answer in relation to local information. 'In front of Saint Paul's Cathedral', 'On Cannon Street'. But for someone who's not familiar with this place this information might be insufficient. That's way you could also answer this question with global information, with a set of coordinates that are in relation with the rest of the world. A lot of times we know what our local position is, but we forget our global position, not just geographically, but also mentally, political, cultural, welfare,...

The bench is a spatial expression of this coordinate system, which we can experience on a physical level. The three planes that form the bench each represent a different axis in the Cartesian grid. In this way, the bench not only draws the gaze and thoughts of the viewer physically inwards (where am I?); but also allows the visitor to look and think outwards, into the surroundings (what surrounds me?).

The bench will be engraved with (and named after) the coordinates of where it is placed, confronting us with this certain place in a different way, placing our view in a more global perspective. The bench also has no clear sitting direction, offering the person seated an all round view and encouraging more spontaneous interaction.

# *Chim chim*

proposed by PROFFERLO architecture







# “LOOK UP”

Paper Model





# **LFA POWER WALKS**

City Cluster Project Area



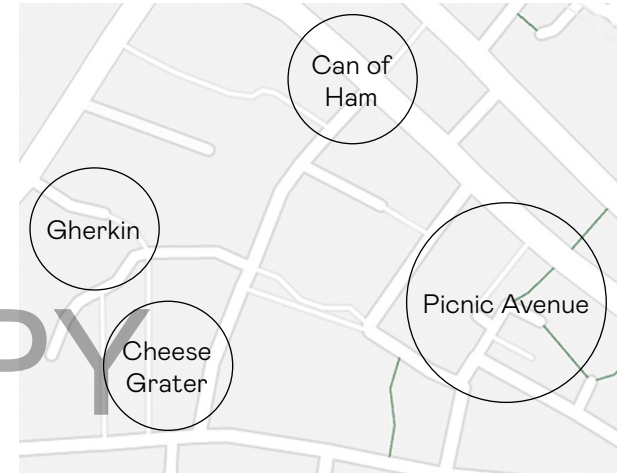
KEY - Existing and potential interventions:

- Green spaces
- Architectural landmarks
- Sculpture in the City
- Wayfinding / Signifiers
- Informal crossing
- Movable planters
- Potential locations for bigger installations
- Main roads (discourage use as walking routes)



# Picnic Walk - Concept Visualisation

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# Picnic Walk · Concept Visualisation



# Picnic Walk · Branding & Wayfinding



**PICNIC WALK**

**DISCOVER  
A PLAYFUL OASIS**

**PICNIC  
WALK**

Our wayfinding system would be based on a simple graphic device - a playful line that disrupts the stark and cold corporate streets.

We could use it to connect different parts of the City Cluster guiding the public to our urban intervention and the different landmarks. Using QR codes or similar digital integrations the public will be able to unlock trivia about the area.

The use of bright colours would help our signage stand out among grey buildings.

We could use simple materials like posters and vinyl stickers to give directions to the public.



Empowered Perspectives



# Knowledge is Power

Even for Londoners, it's easy to get disorientated in the City of London. You're meeting someone in the Sky Garden, and although you know exactly where it is, as you get close the building disappears from view. One wrong turn and you're 10 minutes late.

You're running for the 18:05 from Fenchurch Street. You've caught the train a hundred times before. But you take a short cut, get lost cutting through Leadenhall Market and twenty minutes later you're waiting for the 19:26. Trying to locate the coffee shop you discovered last week, you find yourself performing a familiar dance: phone out, eyes down, pirouetting to match the roads on screen with those under your feet. You might eventually find the café, but what did you miss en route?

Knowledge is Power is a colourful wayfinding strategy that simplifies complex routes, connects key landmarks and reveals fascinating details about the city that you didn't know you didn't know.

### Cardinal Points

Four directions form the basis of all navigation. Beyond their simple utility, the concepts of north, south, east and west signify tribal attachments to regions of the city. However, with the advent of modern mapping software, today we rarely use the compass to find our way around.

Knowledge is Power liberates pedestrians from their GPS devices and celebrates the simplicity of the cardinal system. Pathways through the City's complex maze of ancient streets can be broadly divided up into north/south and east/west routes. Our series of wayfinding posts in public spaces and key intersections will use the cardinal points to simplify routes through the city. When you know that red circles indicate north/south, and blue triangles indicate east/west, you can be confident that you're going in the right direction.

Information about temporary events can be easily hung from the posts, so they act as noticeboards as well as signposts, and the network of visual connections is supplemented by vinyl graphics on floors and walls.

### Facts on the ground

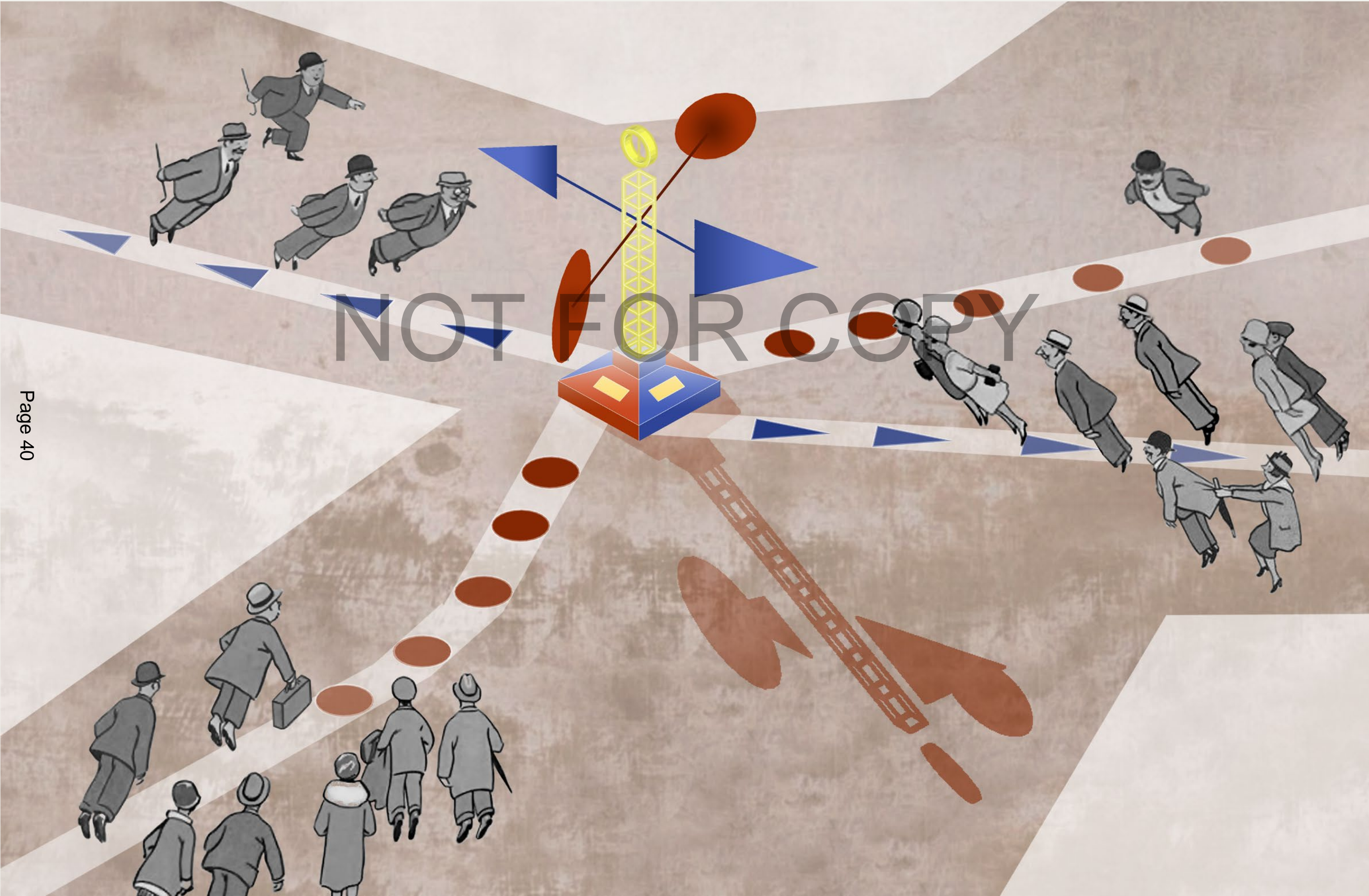
As well as offering directions to key destinations, from landmarks to stations to nice green spots for lunch, each post holds interesting information about the locality, revealing the city's social, historical and geographical layers. The oddly named church next to the Gherkin, St Andrews Undershaft, is named for the maypole that once stood opposite, for example. And if you don't know to look up as you walk down Philpot Lane, you'll miss London's smallest statue: two mice installed in honour of two of the Monument's construction workers who fell to their deaths arguing over who ate a sandwich (it was the mice).

An intriguing, striking and intuitive wayfinding system, Knowledge is Power will tempt pedestrians away from major roads, and then simplify and enrich their journeys.

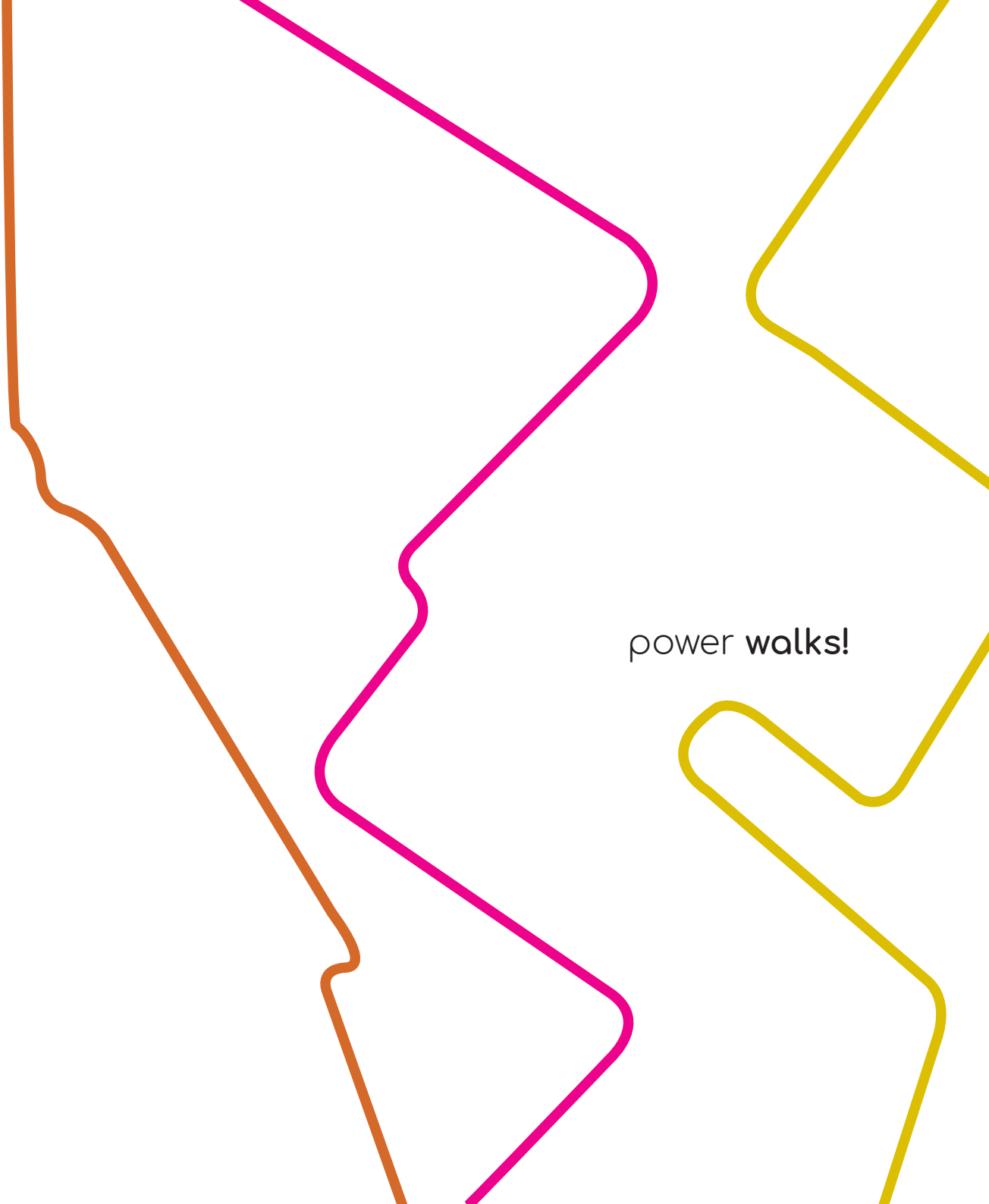




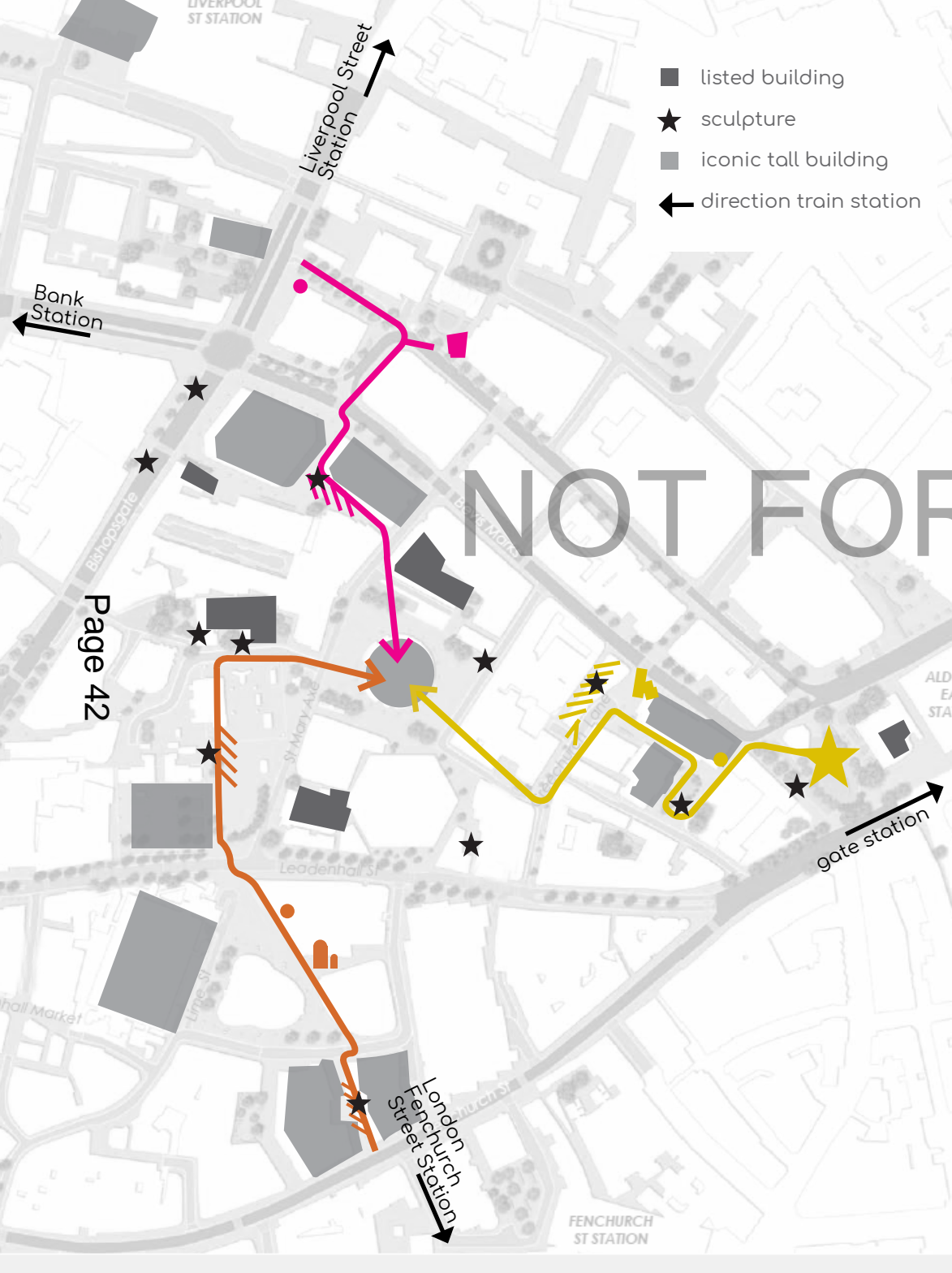
Our Proposal







power walks!



## the selection of the routes

Each route effectively leads to a least one listed building, one iconic tall building and one existing sculpture. The 3 routes reach and are connected to the centre of the Cluster City: The Gerkin.



Our installation indicates some of the most interesting views and perspectives for the pedestrian, looking forward or up to the sky and high buildings. It also aims to help the visitors to discover unknown places or point of views.

The routes are materialised by 3 bold and bright colors, in contrast with the monochromatic environment.

orange route

---

yellow route

---

A minimum of 3 types of intervention will guide the visitors: floor manifestation, small observation point (bench) and large installation. Various informative signage will be display along the route with maps and additional information (e.g. flyers).

Each intervention, by it's strong, bold and graphic effect will encourage the digital engagement of the visitor on social media.

orange route



1

Floor manifestation to markup the ceiling artwork and the access to the roof of The Garden 120, via the lift.



Take the lift

Floor manifestation informing the visitor to a free access to a roof garden.

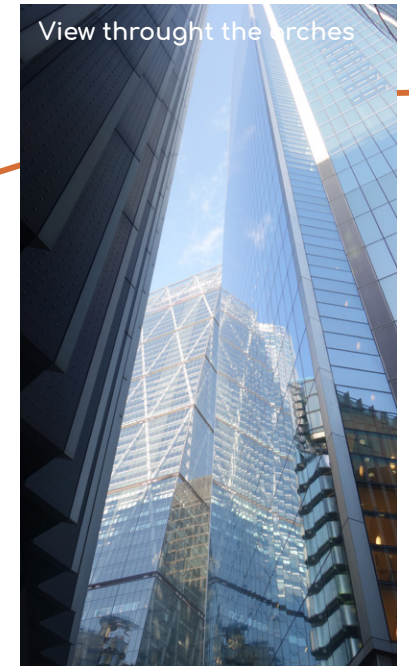


View from the roof garden



2

Arches installation creating optical illusion and framing the view on the surrounding buildings. This installation encourage the visitor to take a picture and share it on digital world.



View through the arches

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orange route

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View from the bench



3

"Have a look to the sky"  
Lounge bench with translucent panels protecting from wind.

The bench invite people to seat, and appreciate the view to the high buildings and the sky.

Orange version.



Have  
a seat

4

The floor manifestation  
gives tips to the  
pedestrian experience  
the space in another  
perspective.

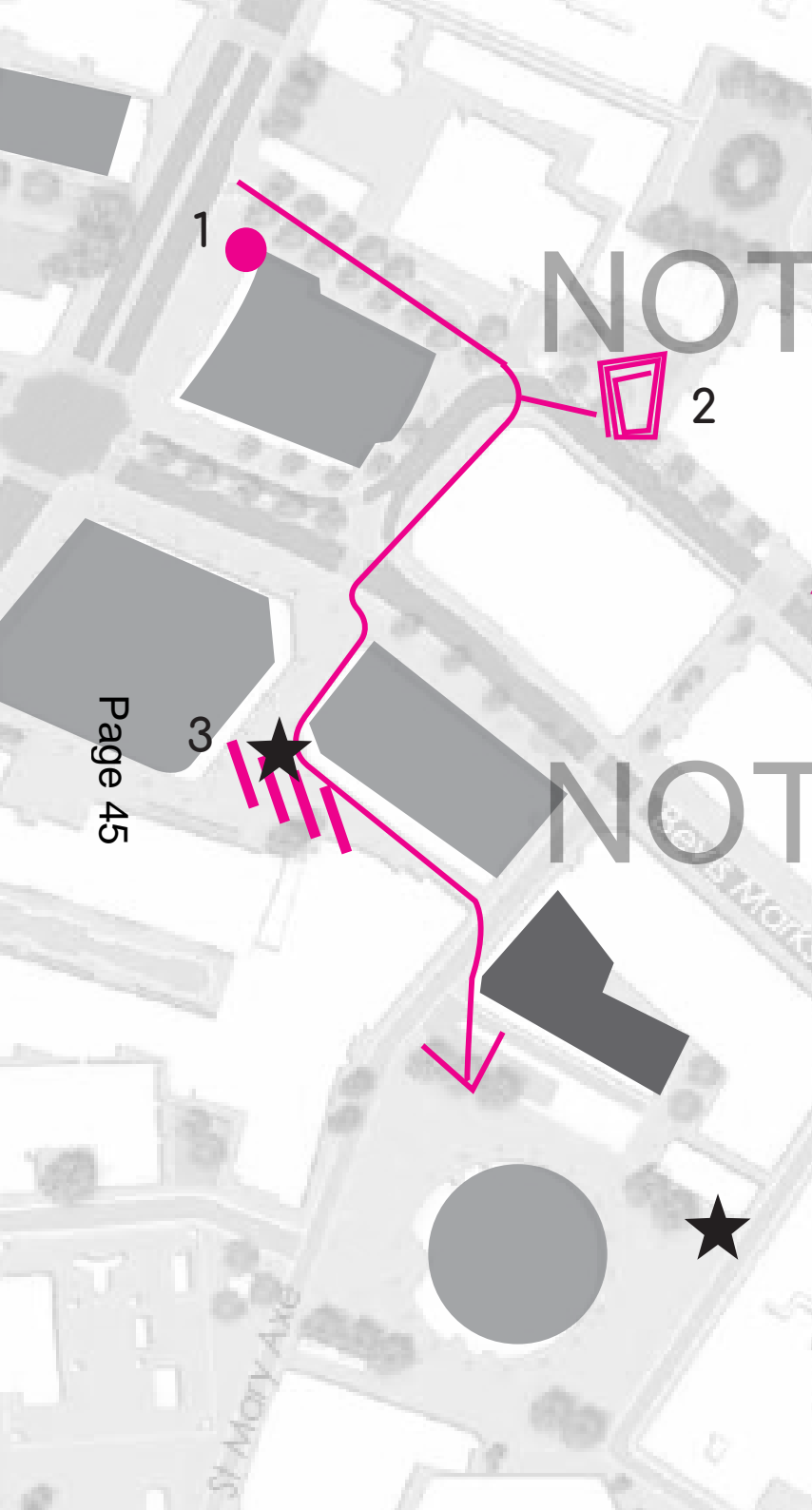


View from the concrete sofa

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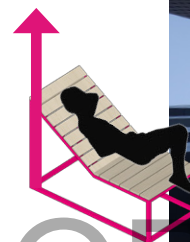




pink route

1

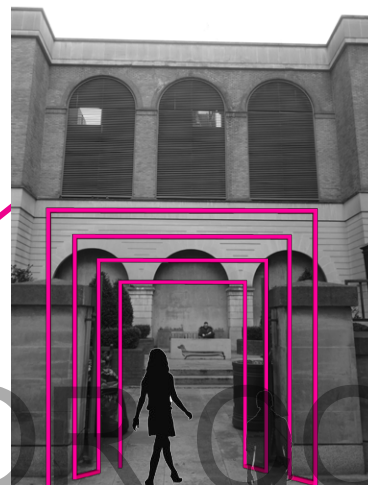
"Have a look to the sky" -  
Lounge bench inviting people to  
seat, and appreciate the view to  
the high buildings and the sky.  
Pink version.



View from the bench

Take  
a photo

Floor manifestation  
marking the point of  
view to enjoy fully the  
optical illusion created  
by the arch.



2

Sculptural arch creating a graphic  
perspective, enhancing the existing  
entrance of the square.

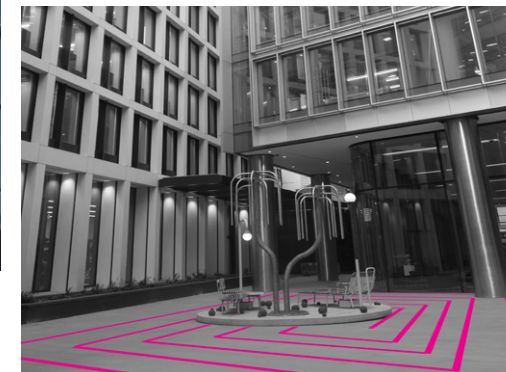


3

Floor manifestation to highlight the  
existing sculpture.



View from the marble bench



## yellow route

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1

"Have a look to the sky" - Lounge bench inviting people to seat and appreciate the view to the high buildings and the sky.

Yellow version.

View from the marble bench

Look Up



3

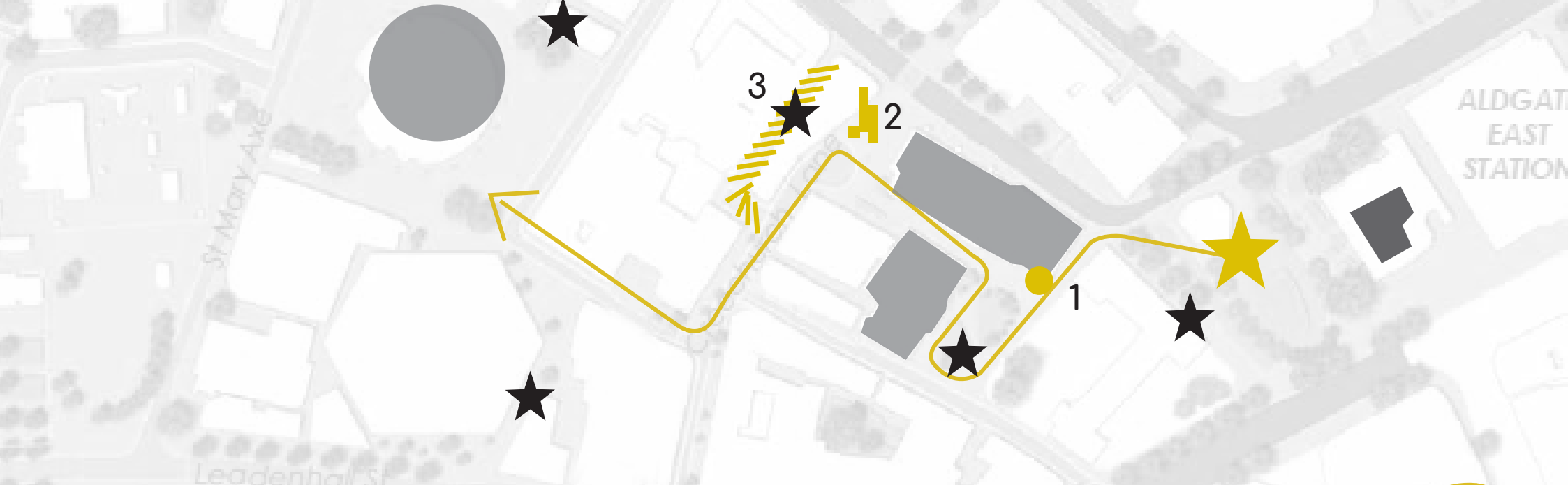
Floor manifestation and street lamps and bollards in yellow to highline this unused street.

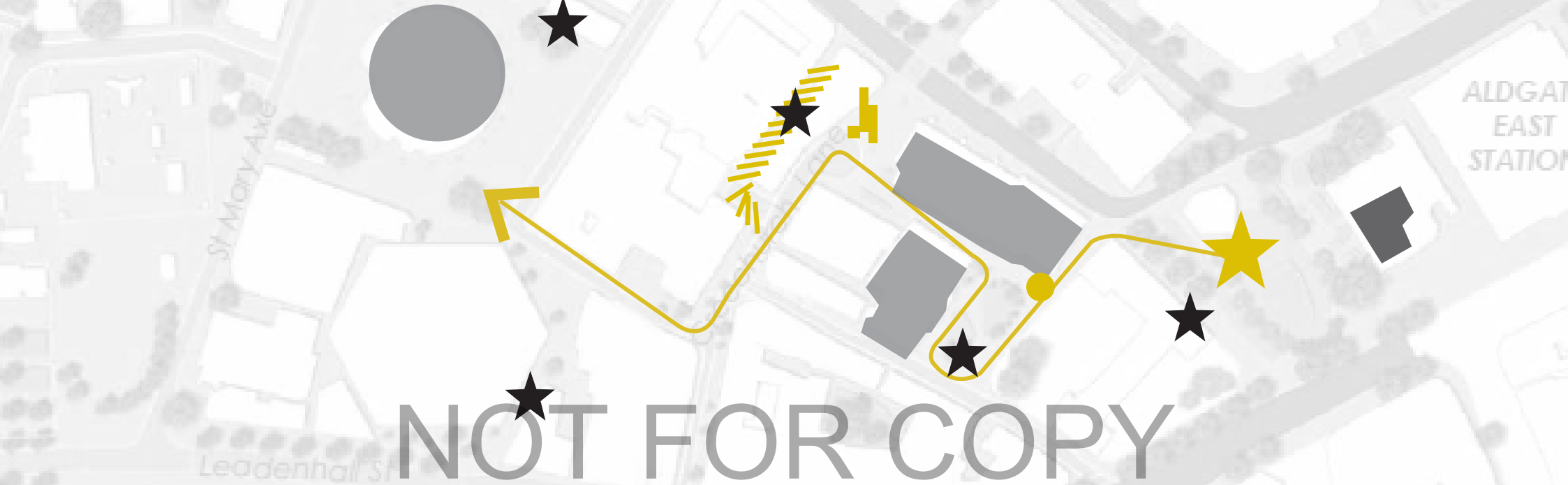
2

Bench + integrated table, planter and signage.



The elements together create a micro-atmosphere and could contain flyers, maps and information about the routes.

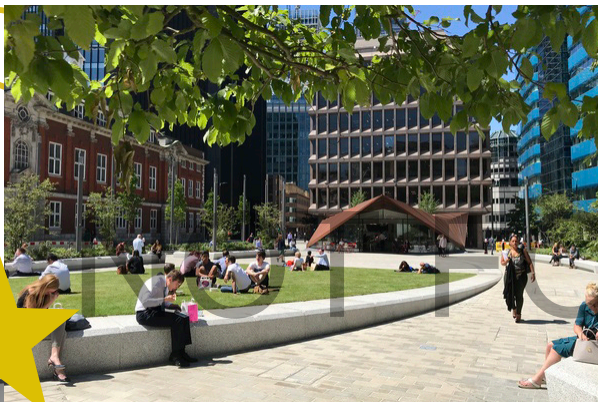




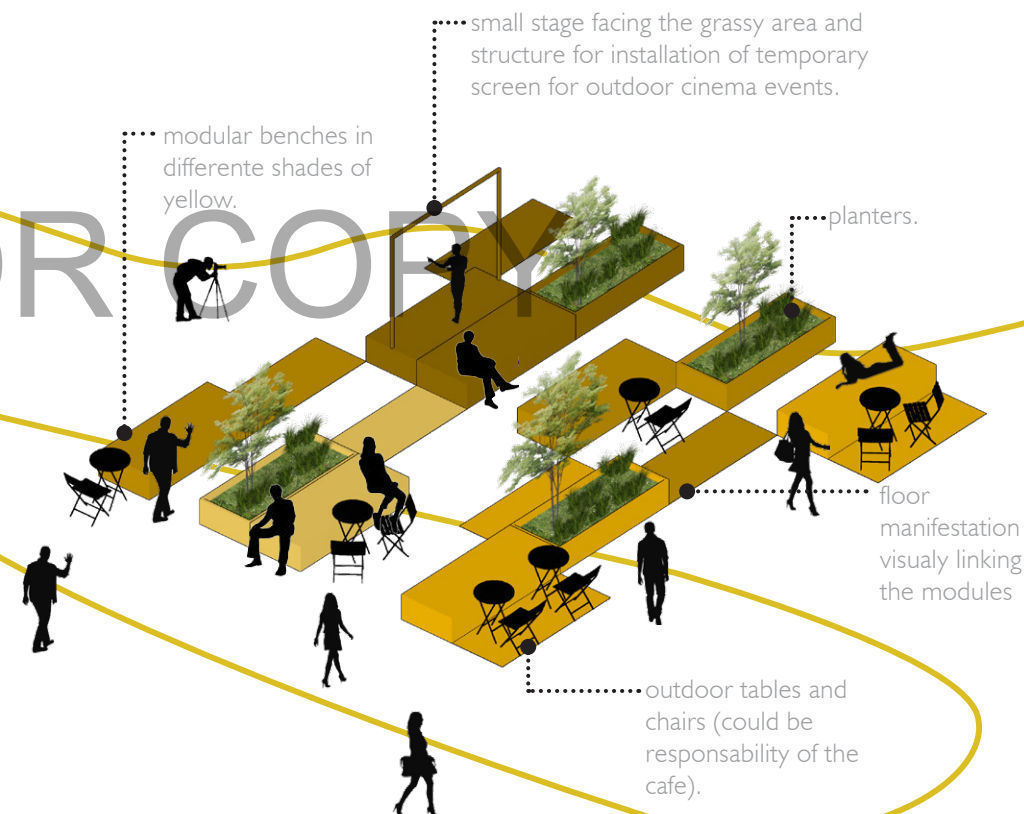
## yellow route

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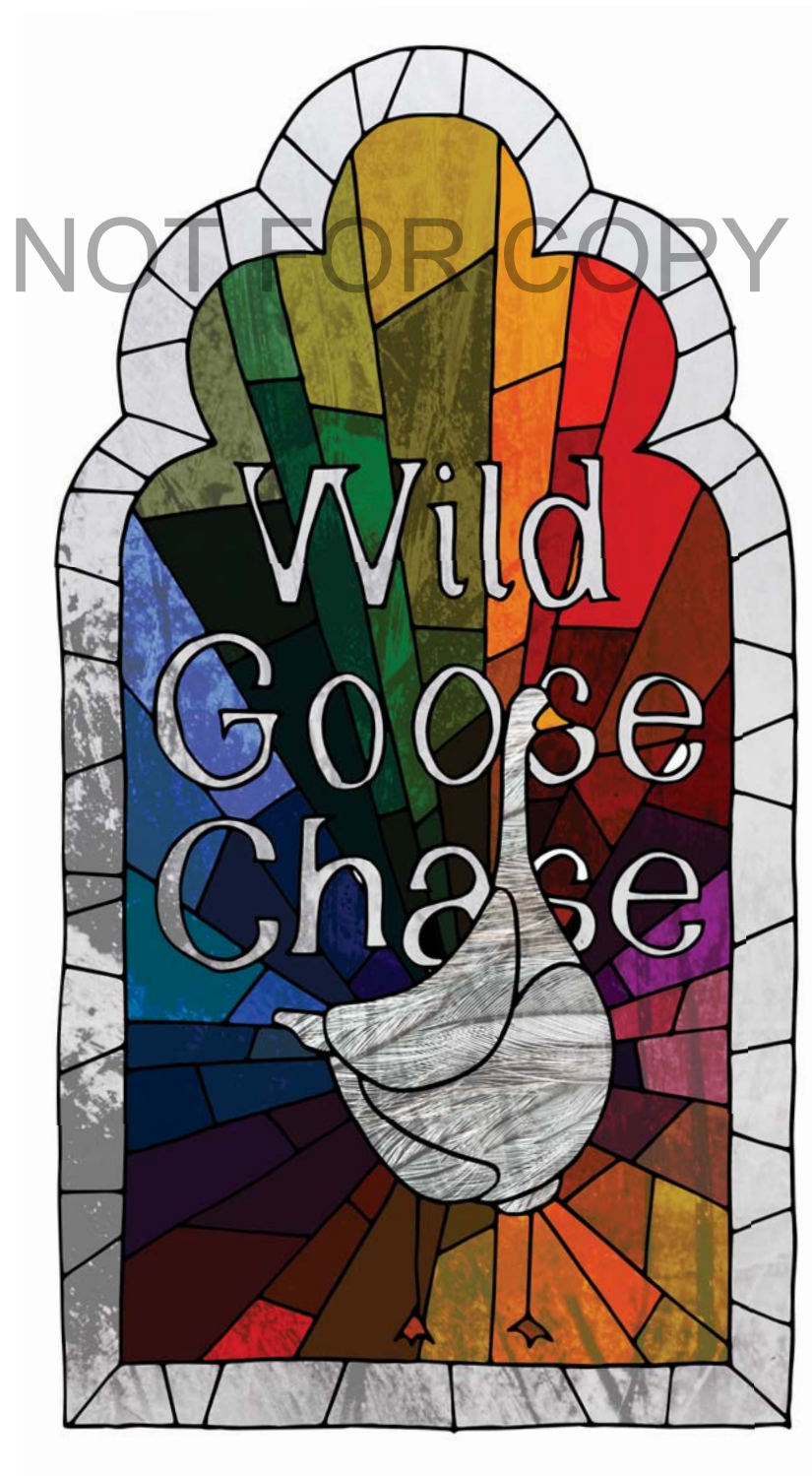
The Aldgate Square is a protagonist of the route. A wide sunny area with great accessibility.



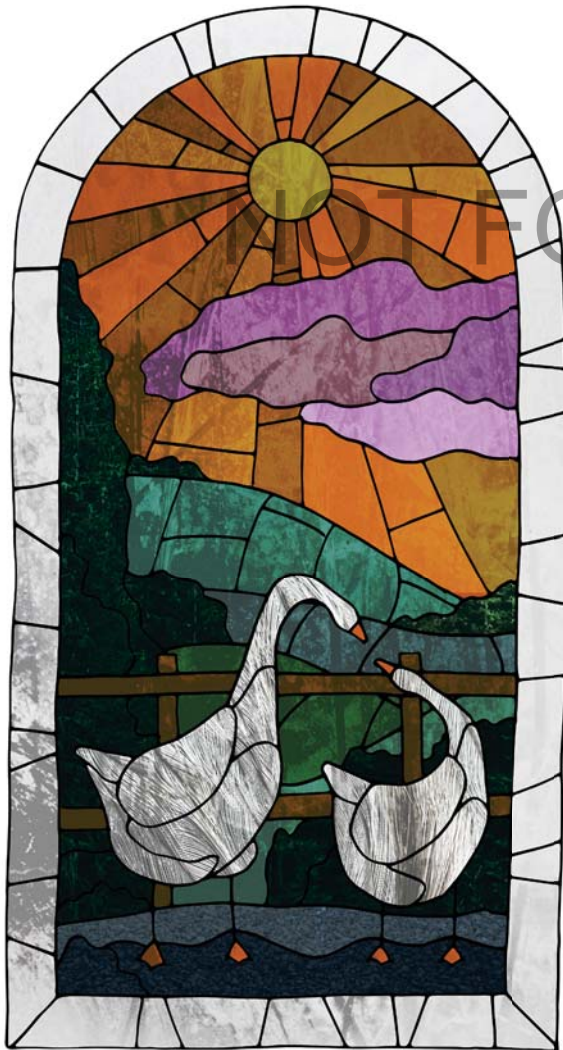
A multifunctional installation with vegetation, seats, stage and bold visual will enhance the paved area by its graphic feature.











#### Goose Meets Gander

Tom the goose was hatched in Calais, France. As a young gander, he fell for a gosling but was devastated when he discovered her flock was due to fly to England.



#### Goose at Sea

Tom had an intense fear of flying but, upon hearing of the departure of his love, refused to be left behind and followed her on a merchant ship bound for London.



#### Escape from the Poulterer

After docking in London, Tom realised he and his fellow geese were due to be slaughtered in Leadenhall Market. Tom, fearing for his life, overcame his phobia and took flight from the poulterer.



#### Freedom of Leadenhall

Following a series of daring escapes, The Company of Poulterers granted Tom his freedom. He lived in Leadenhall Market until the age of 37 (98 in goose years), and became affectionately known to local traders as 'Old Tom'. Upon his death, he was buried beneath the market.



## Proposed Route

The windows will form a trail between St Botolph's Churchyard and Leadenhall Market. Goose footprint stickers will be strategically placed on the pavement to guide passers-by along the route.

The five windows illustrated in this document have been located along the route shown below. The various churches and synagogue that inspired the shapes of the proposed stained glass windows are also highlighted in colour.

The quantity of windows along the route could be increased pending design development and a review of costs at the next stage of the competition.



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### -- Route

1. Window 1: Wild Goose Chase  
*St Botolph's Churchyard*
2. Window 2: Goose meets Gander  
*Creechurch Lane*
3. Window 3: Goose at Sea  
*30 St Mary Axe*
4. Window 4: Escape from the Poulterer  
*St Helen's Square*
5. Window 5: Freedom of Leadenhall  
*Leadenhall Market*

Gooseprint Pavement Stickers

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# **ST PAUL'S PLINTH**

**‘Rose’-  
St Paul’s Plinth 2020**

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# **Sculpture in the City 2020**

**New Works for Consideration**

**February 2020**



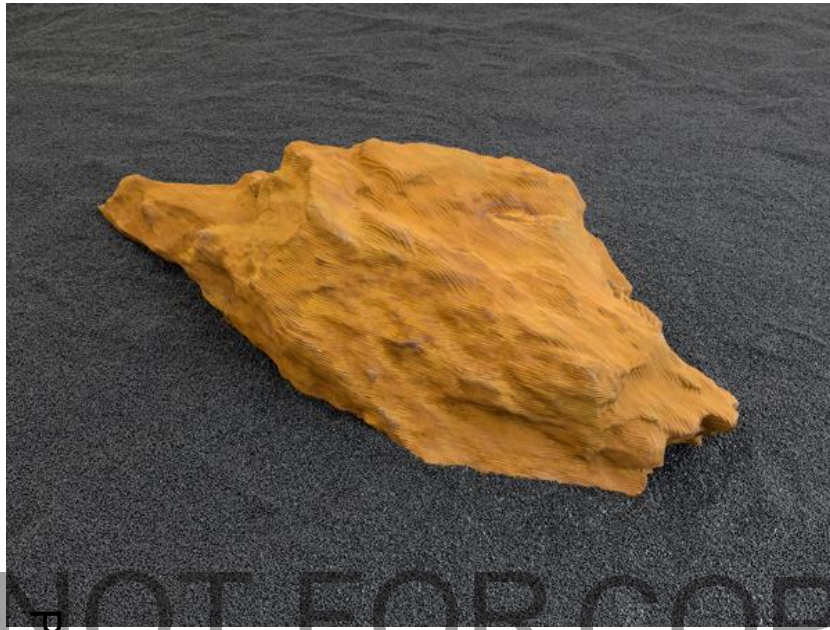


<b>Title</b>	Mori Chandelier
<b>Artist</b>	Ai Weiwei
<b>Date</b>	2009
<b>Material</b>	55,000 pieces of crystal
<b>Dimensions</b>	700 x 450.1 x 225 cm
<b>Weight</b>	Surface weight: 850kg Crystal weight: 520kg
<b>Location</b>	UK



<b>Title</b>	Silent Agitator
<b>Artist</b>	Ruth Ewan
<b>Date</b>	2018/2019
<b>Material</b>	Painted steel and glass
<b>Dimensions</b>	2.84 x 1.37 x .5 m
<b>Weight</b>	75kg
<b>Location</b>	New York, USA





<b>Title</b>		Burial
<b>Artist</b>		Alice Channer
<b>Date</b>		2016
<b>Material</b>		Cast corten steel
<b>Dimensions</b>		80 x 107 x 237 cm each
<b>Weight</b>		243 kg each
<b>Location</b>		Germany



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<b>Title</b>	Stone Butch (Duo)
<b>Artist</b>	Rosanne Robertson
<b>Date</b>	2020
<b>Material</b>	Glass reinforced jesmonite (AC830 with UV stable pigments), fibreglass and steel sculpture with reinforced steel mesh central core and painted steel rod legs
<b>Dimensions</b>	140 x 140 x 200cm
<b>Weight</b>	140kg
<b>Location</b>	Cornwall, UK





<b>Title</b>	Metal Man – Deeper Together, Deep Travel Ink. NYC 2018
<b>Artist</b>	Laure Prouvost
<b>Date</b>	2018
<b>Material</b>	HD video and metal sculpture in two parts
<b>Dimensions</b>	165.5 x 185 x 121 cm

# THREE QUAYS WALK



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River Thames Pevch  
corten steel sculpture by Simon Probst  
Scale 1:35



<b>Committee(s)</b>	<b>Dated:</b>
Streets & Walkways Sub Committee Culture, Heritage & Libraries Committee	<b>25 February 2020</b> <b>23 March 2020</b>
<b>Subject:</b> Special Events on the Highway	<b>Public</b>
<b>Report of:</b> Director of the Built Environment	<b>For Decision</b>
<b>Report Author:</b> Ian Hughes, Assistant Director (Highways)	

## Summary

This report outlines the major special events planned for 2020 and provides Members with an opportunity to consider & comment on the appropriateness of those events, taking into account their nature, scale, impact and benefits.

In summary, there continues to be a relative stable core of 13 regular sporting, ceremonial or celebratory events likely to take place on the City's streets in 2020. These core events are highly professional and extremely well-run, generating a range of charitable, reputational & promotional benefits to the City and delivered with the minimum of fuss or complaint.

Around that core programme is an increasing variety of one-off events that aim to support the City's Cultural and Visitor agendas, its Transport Strategy and / or the aims & objectives of key City partner organisations and community groups.

For 2020, the likely programme of additional activities includes a series of events to promote the City's cultural ambitions, a likely repeat of last year's Car Free Day and further Lunchtime Street events to help promote Road Danger Reduction as part of the City's evolving Transport Strategy.

In parallel, this report also notes the increase in authorised filming activity taking place on City streets, with the Square Mile's iconic backdrop attracting a series of major production companies using relatively new powers to request road closures.

Finally, this report also notes for Streets & Walkways Sub Committee the event-related 'benefits in kind' granted to charitable & other organisations in 2019.

## Recommendation(s)

Members are recommended to:

- Agree to support the regular core events programme listed in paragraph 5 and detailed in Appendix 1.
- Agree to support the additional Cultural, Community & Transport Strategy events outlined in paragraphs 21-30, subject to the appropriate degree of due

diligence regarding safety, licencing approval, traffic orders (where required) and impact on local stakeholders.

Members of Streets & Walkways Sub Committee are recommended to:

- Note the Benefits in Kind listed in Appendix 4.

## **Main Report**

### **Background**

1. This report provides an update to Members on the programme of on-street special events currently planned to take place in 2020. Although some events are more commercial than others, most are organised with the intention of raising money for charitable causes or promoting specific City strategies and Mayoral initiatives. Each event aims to deliver some form of social, financial or community benefit, but the City's long-term approach has been to ensure that the impact on residents, businesses and traffic must not be disproportionate.
2. Planning for each major event takes place well in advance in order to minimise their impact on others and to co-ordinate them into the wider programme of works taking place on the City's streets. Officers from the Department of the Built Environment lead this process with the assistance of a variety of departments, including Town Clerks, Markets & Consumer Protection, Remembrancers and the City Police.
3. The Director of the Built Environment has delegated authority to write traffic orders for roads to be closed for special events, so Member approval for each major event is not required. However, there are established guidelines for officers to follow in determining the suitability of events (including the process for appropriate political oversight), enabling the provision of advice for organisers and setting out the procedure for consents & approvals.
4. Key to the process for supporting large scale events remains the Safety Advisory Group (SAG), which examines event proposals from the organiser to seek assurance that the event will be safely managed. The City's SAG is chaired by the City's Strategic Security Director, and comprises various City divisions including Highways, Environmental Health and Contingency Planning, as well as the emergency services, Transport for London and other interested parties.

### **Events Calendar 2020**

5. The City's on-street event programme has developed a consistent rhythm, with a core programme of 13 substantial, well-run and popular events becoming established over time. Full details behind each of these events can be found in Appendix 1, but they can be separated into three distinct categories:

## Sporting

- Winter Run – Sunday 9 February
- London Landmarks Half Marathon (Tommy's) – Sunday 29 March
- Adidas City Run – Sunday 5 April
- London Marathon – Sunday 26 April
- Vitality 10k Race – Bank Holiday Monday 25 May
- Great City Race – Tuesday 21 July
- London Triathlon – Sunday 9 August
- Ride London Cycling – Sat 15 & Sun 16 August
- Bloomberg Square Mile Run – Thursday 24 September
- Royal Parks Half Marathon – Sunday 11 October

## Ceremonial

- Cart Marking – Mid-July (TBC)
- Lord Mayor's Show – Saturday 14 November

## Celebratory

- New Year's Eve – 31 December

6. This core group of events is organised by experienced and professional event management companies with well-established routes, detailed communications plans and effective working relationships built up over time with the three key highway authorities for Central London, namely the City of London, Transport for London and Westminster City Council.
7. This core list of events has remained relatively stable for several years, with the only recent change being the end of the Nocture cycling event due to their own internal challenges in delivering a viable event, and it remains unlikely to return to the City in the foreseeable future.
8. As a group, these events generally remain popular with the public & participants, they are safely managed, and they provide the City with a range of secondary benefits, including publicity & footfall, visibility on the international stage, connections to the charitable sector and (in some cases) funding for the City's own events and programmes.  
February
9. To be clear, event organisers are aware that they do not have a permanent agreement to hold their events on our streets, but permissions are typically granted on three-year cycles to allow event managers to plan ahead for publicity and commercial reasons. However, as can be seen in Appendix 3 (which sets out the established events assessment matrix), these events are typically considered 'Green' in terms of delivering a positive balance between the benefits they bring against the impact they cause.
10. In terms of the core 13 events, the key points to note for 2020 are:

- Regrettably, this year's Winter Run had to be cancelled at short notice due to the safety risk from Storm Ciara. All major events have plans to cope with a cancellation at short notice, focusing on fast-time communications with participants, support teams and the general public. This plan was triggered on the Friday beforehand once the decision was made to cancel; a decision supported by all parties involved and was proved to be correct given subsequent events;
- Keeping the Great City Race on a Tuesday (rather than a Thursday) evening continues to reduce the overall impact of the event, plus the change in route to avoid 'landlocking' Guildhall minimises complaints;
- This year's London Landmarks Half Marathon will look to add an additional 10k event using the same route and road closures but starting at roughly half distance. This is expected to enable them to increase the number of participants by including places for those who do not want to attempt the longer distance but without increasing the impact on the local community. They are also including a specific wheelchair event for the first time;
- The Saturday of August's Ride London event will include the addition of a women's international professional cycling event, which was previously confined to Westminster but will now extend slightly into the City. Although this may mean later reopening times for some roads, this high-profile event provides alternative exposure for the City in this sport, offsetting the loss of the stand-alone Nocturne event but with much less disruption.

### Cart Marking

11. Members of the Committee(s) may be aware of the concerns raised in some quarters about the Cart Marking event last July. As with any major event taking place during the week, there are consequences for the streets surrounding Guildhall when the roads are closed, albeit from a wider network management perspective, the impacts are manageable as officers of DBE have worked hard with the organisers to minimise any disruption.
12. Nevertheless, following the concerns that were raised, the Carmen have been asked whether they would consider moving their event to a weekend to reduce this impact. In response, they have indicated such a move would significantly reduce the visibility and likely participation in the event, reducing the overall benefit and potentially making it unviable.
13. Your respective Committees are not required to make a formal decision on this matter as yet but I understand the Chief Commoner is reviewing the overall format of the event and I will ensure Members are kept informed as discussions progress.

## Mass Participation Event Proposals

14. The success of events such as the London Marathon, the Great City Race and the London Landmarks Half-Marathon mean that the City remains an attractive location for mass participation charitable 'fun run' type events.
15. However, with eight such events now on the City calendar, adding further events could cause other issues:
  - there is inevitably a degree of diminishing returns from adding similar events;
  - there can be 'event fatigue' from residential groups given the same streets are often used for more than one event;
  - there are limited officer resources to help deliver these events;
  - there is a need to retain a priority towards business as usual activity at weekends such as utility street works, resurfacing and crane operations that can't otherwise take place during the week.
16. In the past few months, officers have received two new proposals for additional mass participation events, one from the charity Scope focusing on a fully accessible 10k run, and another from the charity Crisis for a 12k event near Christmas. Although both proposals have merit, in the context of 2020 with the major works by Cadent Gas in Cheapside, both organisers have been told the City's road network does not have the capacity to accommodate them.
17. However, should they wish to propose events for 2021, Members may wish to consider whether we should prioritise our resources towards activities that more closely align with the City's corporate objectives and Transport Strategy, such as the Lunchtime Streets initiative and Car Free Day, rather than adding more mass participation charity runs into the weekend diary.

## Anti-Terrorism Traffic Regulation Order

18. Before moving onto cultural, community and other events, it should be noted that the use of the City's Anti-Terrorism Traffic Regulation Order (ATTRO) in relation to special events will be covered in more detail by a separate report to Streets & Walkways Committee. Nevertheless, it can be noted here that only one event required its use in 2019, namely the New Year's Eve celebrations as part of the wider policing operation led by the Metropolitan Police.

## One-Off Events in 2020

19. Away from the core event programme outlined above, there has been a considerable degree of year-on-year fluctuation in terms of the number and extent of major one-off special events. Despite the benefits they bring, these events typically require a disproportionate resource commitment, bringing with them the potential to cause significant disruption to the lives of residents and 'business as usual' activity in the City without the benefit of previous experience or a well-structured learning curve.



20. In previous years, these sorts of events have included:

- the Tour de France (2014)
- the Royal Marines Regimental parade (2014)
- the Afghanistan Commemoration at St Paul's Cathedral (2015)
- the Great Fire of London events (2016)
- the International Association of Athletics Federations marathon (2017)
- Culture Mile light & sound installation at Beech St (2018)
- Smithfield 150 celebrations (2018)
- Commonwealth Heads of Government Visit (2018)

### **Transport Strategy & Air Quality Events**

21. The most significant addition to last year's calendar was Car Free Day which was delivered in conjunction with the Greater London Authority and Transport for London. The event sought to promote air quality and celebrate walking & cycling, and although the logistical effort required to mobilise the event as short notice was considerable, the event itself proved popular and may well return this year. Two dates are currently being considered (either 20 or 27 September), but a final decision on the nature & scale of the event is likely to depend on funding being confirmed after the London Mayoral election in May.

22. Last year's smaller scale Lunchtime Streets initiative proved highly popular, with St Mary Axe and Chancery Lane closed to provide a traffic free environment and help promote air quality and road safety improvements. Deliveries to adjacent premises were successfully retimed to enable the event to take place, and although the 2020 programme is currently being scoped, the aim is to deliver at least three Lunchtime Streets, with Carter Lane being explored in addition to the previous two locations.

### **Cultural & Community Events**

23. The City's aspiration to draw its cultural offer out onto the streets of the Square Mile means that its public streets and spaces will again be utilised to host a number of cultural activities. Officers continue to seek a balance between cultural benefit and the need to minimise the impact to traffic and the local community, with this year's focus remaining the Culture Mile quarter, our key iconic locations and the Aldgate Square public space. At the time of writing, these activities are likely to include:

#### **Mela in the City (19 April, Aldgate Square)**

24. Celebrating the Bengali New Year in Aldgate Square, Mela will bring to life the rich cultural diversity of the Aldgate area and showcase local, national and international Bengali arts, music and culture. Following on from the City's first Bengali New Year Mela in 2019, *Mela in the City* aims to bring different communities together for an inclusive celebration and open up the City's public spaces to its local and Greater London Bengali communities, welcoming audiences into the Square Mile.

Color of Time (13 June (TBC), Gresham St & Guildhall Yard)

25. Cie Artonik presents a stunning reinvention of the Indian traditional Holi festival with this contemporary dance-theatre event. Community participants and audience members are invited to join in the performance in a mass participatory choreography, painting the sky with coloured paint. (This event is likely to require some form of road closure.)

Euro 2020 'Spectacular' Event (14 June, Tower Bridge)

26. This global art project co-commission with the GLA for Euro 2020 will be the GLA's Euro 'Spectacular' event, taking place on Tower Bridge. A large-scale photography exhibition will be installed onto the road bridge which Londoners will be invited to participate in and view during the day. The installation celebrates diverse communities in London. (This event is likely to require a road closure authorised by Transport for London.)

London International Festival of Theatre Co-commission  
(17 & 18 June, Carter Lane Gardens & Aldgate Square)

27. This co-commission with London International Festival of Theatre involves a one women street theatre show exploring ideas and challenges around race and identity.

Nocturnal Creatures (17 & 18 July, Aldgate Square)

28. This is a new commission by Whitechapel Gallery inspired by the Mayflower and will involve an outdoor installation and animation of Aldgate Square as part of the Nocturnal Creatures festival.

Trois Éléphants passent (26 September, Location TBC)

29. The headline event for this year's cultural programme will involve a largescale parade with three giant mechanical iron elephants and a squadron of metal phoenixes that make their way through the City, accompanied by the sound of bagpipes, drums and bombards played tin soldiers. Costumes, musicians and torches all add to the mix to deliver a multi-site show that explores themes of migration and identity. This event will require road closures and coordination with both the Cadent gas works (by then in Newgate Street) and the likely Car Free Day activities that may take place on the same weekend.

VE Day (8-10 May)

30. At the time of writing, we are not aware of any major events in the City linked to VE Day in May, but we have received a small number of expressions of interest in holding street parties linked to the change in the Bank Holiday. For similar national celebrations in the past, the Government has asked Highway Authorities to treat such requests proportionately (including the waiving of fees & charges as a 'benefit in kind'), but if these become firm applications we would still look to

ensure their network impact is contained to the local community and that appropriate management procedures are in place.

### **Road Closure Volumes (Filming & Events)**

31. The table below notes the increasing number of road closure applications received from different sources over recent years. The predominance of activity to support building development and utility work in the Square Mile has been covered in the recent report to the Planning & Transportation and Streets & Walkways Committees, but as reported last year, the number of applications for filming has continued to rise.

#### **Road Closure Application Volumes**

Type / Year	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Developments	101	155	231	175	214	190
Utilities	62	67	89	95	91	125
Emergencies	26	57	68	38	35	76
CoL	40	85	89	78	93	98
Filming	N/A	N/A	N/A	N/A	59	76
Other	3	18	17	51	29	43
<b>Total</b>	<b>232</b>	<b>382</b>	<b>494</b>	<b>437</b>	<b>521</b>	<b>608</b>

32. In addition to the trend for more cultural activity on-street, legislative changes in 2016 made it possible for roads to be closed for filming, allowing some of the largest Hollywood and UK production companies to use the City's iconic sights and 'quiet' weekends as backdrops. This has generated a significant uplift in road closure applications which need to be co-ordinated with other activity on the network and managed in terms of minimising their impact on local residents and businesses.
33. It would appear that the City has not yet started to suffer from filming 'saturation' in the same way that some residents (such as those on Upper Thames St) can suffer event 'fatigue'. However, regular use of the same streets around iconic locations does have the potential to reduce the tolerance of residents, local stakeholders and key partners such as Transport for London.
34. Nevertheless, the benefits to the City's Cultural Strategy of retaining the Square Mile as a primary film location mean that well-managed, well-communicated filming can be a key promotional tool for the City Corporation for the foreseeable future, connecting the Square Mile to the very heart of this world-renown creative industry.

### **Benefits in Kind**

35. The City Corporation gives around £55m pa to charities either directly or through its trusteeship, but in addition, the City also gives significant benefits in kind, defined (for this purpose) as:

- Abatement of a full commercial rent;
- Abatement of a fee or charge for services provided; or
- Provision of goods or materials free of charge, or at a reduced charge.

36. The Director of the Built Environment has delegated authority to waive fees and charges on a case by case basis in accordance with the Member-approved guidance that sets out the likely circumstances where this can be done.

37. In particular, the need to ensure appropriate cost recovery to offset wider budget constraints has ensured a significant degree of challenge is applied to requests to waive fees, whilst officers are also aware they must seek to ensure parity and even-handedness in providing benefits in kind to similar types of events.

38. For some time, DBE has summarised this information for the Finance Grants & Oversight Committee, but to improve transparency of the decision making behind this process, that Committee now recommends that all current benefits in kind with no identifiable end date should be reviewed by the relevant department or Committee, and a recommendation made as to the on-going provision of each benefit.

39. Therefore, for the purposes of transparency, Members of Streets & Walkways Sub Committee (as the spending Committee for special event management) are asked to note the Benefits in Kind provided under this protocol and set out in Appendix 4. This year's total figure is somewhat distorted by the inclusion of £37k in waived parking suspension fees & charges for the City / GLA Car Free Day event, but otherwise further details on any particular benefit can be provided on request.

## **Conclusion**

40. This report summarises the major events planned for 2020, including a series of on-street cultural and transport-strategy related activities to supplement the core established major events. The vast majority of events continue to be delivered successfully and safely, whilst City officers work with organisers to ensure the disruption they cause is minimised wherever possible.

## **Appendices**

- Appendix 1 – Core Event Programme for 2020
- Appendix 2 – Core Event Timeline for 2020
- Appendix 3 – Summary Event Assessment for 2020
- Appendix 4 – Benefits in Kind for 2019

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## APPENDIX 1 – Core Event Programme for 2020

EVENT	DAY & DATE	TIMES	ORGANISER	APPROVAL AUTHORITY	BENEFIT OF EVENT	NO.	EVENT HISTORY	CITY OF LONDON ROUTE
Winter Run	9 February	8 am – 2 pm	Human Race Ltd	City of London	Community event raising money for charity	16,000	6 <sup>th</sup> year	City Streets, and Westminster (WCC)
London Landmarks Half Marathon	29 March	7 am – 6 pm	Tommy's (with Human Race Ltd)	City of London & City of Westminster	Community & Charitable Event	13,000	3rd Year	Iconic sites within the City
Adidas City Run	5 April Sunday	8am-2pm	CSM Ltd	City of London	Raising money for local and national charities.	2,000	3rd year with CSM; 8th overall	St Paul's, Cannon Street, Queen Victoria Street, Bank area, Cheapside
London Marathon	24 April Sunday	7am-7pm	London Marathon Limited	Transport for London	Significant charity fund raising, plus surplus used to support specific sporting projects.	40,000	Established event of more than 20 years	Embankment & Upper / Lower Thames St



Vitality 10K Race	25 May BH Monday	10am- 12.30pm	London Marathon	Westminster / City of London	Funds from this race promote sporting initiatives to the City's resident and workforce population	15,000	More than 10 years	WCC, Holborn, Holborn Viaduct, Cheapside to Bank area and back to WCC
Standard Chartered Great City Race	21 July  Tuesday evening	6.30pm- 8.30pm	London Marathon Ltd	City of London	Popular with City institutions & sponsored by a City company. Funds also help promote sporting initiatives to the City's resident and workforce population	6,000	More than 10 years	City Road, London Wall, Bank area & Cheapside.
Cart Marking	TBC  Mid-July	7 am – 2 pm	Worshipful Company of Carmen	City of London	Historical City event to mark trade vehicles	1,000	Annual event	London Wall, Gresham St, Guildhall area
London Triathlon	9 Aug Sunday	7 am – 5 pm	Innovision	TfL, Westminster City Council	Sporting Event	15,000	Annual event	Lower route (Victoria Embankment)
Prudential RideLondon	15/16 Aug Saturday / Sunday	7am-6pm	TfL (with London Surrey Cycle Partnership & London Marathon Trust Ltd)	Transport for London, City of London & other highway authorities	Mass participation event to promote cycling, inc Mayoral initiatives.	75,000	8 <sup>th</sup> year	Central CoL & Holborn, Holborn Viaduct

Car Free Day	20 or 27 September (Sunday)	TBC	Greater London Authority	City of London & Transport for London	Promotion of air quality agenda & transport strategy	150,000	2 <sup>nd</sup> year	Central CoL, bridges & Tooley St
Bloomberg Square Mile	24 September (Thursday evening)	5 pm – 8.30 pm	Square Mile Sport	City of London	Fun Run raising money for charity	5,000	More than 10 years	Gresham Street
Royal Parks Half Marathon	11 October Sunday	9am-midday	Limelight Sport	Royal Parks and Transport for London	Charitable event for Royal Parks Foundation.	15,000	More than 10 years	Victoria Embankment west of Blackfriars.
Lord Mayor's Show & Fireworks	14 Nov Saturday	7am-7pm	City of London	City of London / Westminster and Transport for London	Procession to facilitate the Lord Mayor's obligations to the Sovereign.	6,000	Ceremonial event	City area west of Bishopsgate.
New Year's Eve Fireworks	31 December Thursday	From b/w 2-10pm until after midnight	GLA	Transport for London, Westminster & City of London	Focus of the UK's End of Year celebrations	120,000	Annual celebratory event	Blackfriars area & Westminster near London Eye

## APPENDIX 2 – Core Event Timeline for 2020

### 2020 Timeline: Core events

Date	Event	Disruption
09/02/2020	Winter Run	-2
29/03/2020	London Landmarks Half M	-3
05/04/2020	Adidas City Run	-2
26/04/2020	London Marathon	-3
25/05/2020	Vitality 10k Race	-2
21/07/2020	Great City Race	-5
TBC (Mid July)	Cart Marking	-3
09/08/2020	London Triathlon	-2
15&16/08/2020	RideLondon	-3
TBC (Mid Sept)	Car Free Day	-8
24/09/2020	Bloomberg Sq Mile	-1
11/10/2020	Royal Parks Marathon	-2
14/11/2020	Lord Mayor's Show	-4
31/12/2020	New Years Eve	-6

	Embankment / Thames St only (w/e)
	City (Weekend / Bank Holiday)
	City (Mon-Fri, evening)
	City (Mon-Fri, daytime)

Month	Week	Cumulative Disruption									
		1	2	3	4	5	6	7	8	9	10
Jan	1										
	2										
	3										
	4										
Feb	5										
	6	Winter Run									
	7										
	8										
Feb / Mar	9										
	10										
	11										
	12										
Apr	13	London Landmarks									
	14	Adidas Run									
	15										
	16										
May	17	London Marathon									
	18										
	19										
	20										
June	21	Vitality 10k									
	22										
	23										
	24										
July	25										
	26										
	27										
	28	Cart Marking		Gt City Race							
Aug	29										
	30										
	31										
	32	Triathlon									
Sept	33	RideLondon									
	34										
	35										
	36										
Oct	37										
	38	Car Free Day									
	39	Sq Mile									
	40										
Oct / Nov	41	Royal Parks									
	42										
	43										
	44										
Nov	45										
	46	Lord Mayor's Show									
	47										
	48										
Dec	49										
	50										
	51										
	52	New Year's Eve									

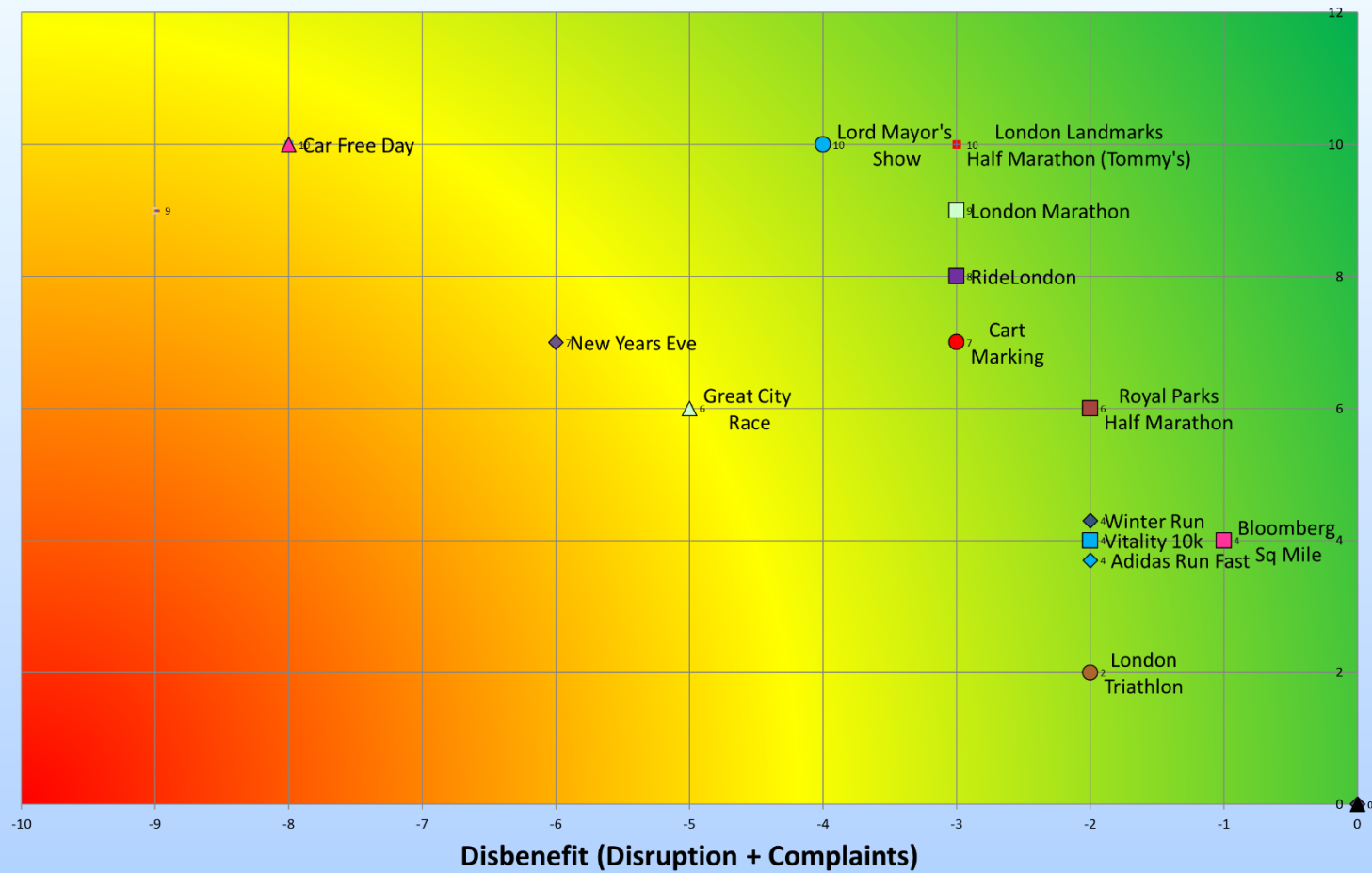
### APPENDIX 3 – Summary Event Assessment for 2020

An Event Assessment Matrix is applied to each event to determine its benefits and dis-benefits, and it remains a highly useful tool to determine the merits (or otherwise) of any proposed event. Members approved the framework for the assessment matrix, which is summarised below:

Disbenefit		Benefit	
Disruption & Impact	Past / Likely Complaints	Policy Aims & Objectives	Charitable / Community Support
Daytime major road closures / Major impact (-5)	Serious, numerous & political (-5)	City heritage / cultural 'difference' / Corporate Plan (inc visitor & cultural strategies) (5)	Not for Profit' / Large charitable contribution / Overwhelming stakeholder support (5)
Evening major road closures (-4)	Numerous & political (-4)	London / National / International significance (4)	Charitable contribution (4)
Extensive weekend road closures / Medium impact (-3)	Numerous non-political (-3)	CoL Partner / City stakeholder (3)	Significant City community non-charitable benefit (3)
Limited weekend road closures (-2)	Some political (-2)	CoL Community Strategy (2)	Small charitable contribution (2)
Traffic holds / bubble / minor road closures (-1)	Small number (-1)	Member-only support (1)	Small community benefit (1)
No road closures No impact (0)	None (0)	No policy objective / No Member support (0)	Fully commercial (0)

Using these criteria, the relative assessment for the planned known events in 2020 is represented on are currently as follows:

## CORE EVENT ASSESSMENT (2020)



**Benefit**  
(Policy Aim & Objective +  
Charitable / Community  
Benefit)

**Disbenefit (Disruption + Complaints)**

## APPENDIX 4 – Benefits in Kind (2019)

Date	Event Name	App Fee	TTO	Hoarding L	Parking S	Total
06.02.2018	Founders Day (100 px)	£75.00	£0.00	£0.00	£0.00	£75.00
05.03 - 08.06.2019	Fearless Girl Art Installation	£0.00	£0.00	£30.00	£0.00	£30.00
10.03.2019	The Big Half	£0.00	£0.00	£0.00	£0.00	£0.00
19-28.03.2019	Lunchtime Streets	£75.00	£0.00	£0.00	£0.00	£75.00
27-28.04.2019	Romanian Easter (2000px)	£350.00	£1,200.00	£0.00	£0.00	£1,550.00
18-19.05.2019	Sound Unbound	£350.00	£1,200.00	£0.00	£0.00	£1,550.00
23.05.2019	Aldersgate Beating the Bounds	£75.00	£0.00	£0.00	£0.00	£75.00
02.06.2018	Old Comrades Association Parade	£75.00	£1,200.00	£0.00	£0.00	£1,275.00
13 -14.06.2019	Bodies in Urban Spaces (CAI Event)	£75.00	£0.00	£0.00	£0.00	£75.00
14-15.06.2019	London 12 Bridges Challenge	£75.00	£0.00	£0.00	£0.00	£75.00
18-22.06.2019	Volo: Dream of Flights	£75.00	£0.00	£120.00	£0.00	£195.00
17.07.2019	Cart Marking (150px)	£75.00	£1,200.00	£0.00	£405.00	£1,680.00
20.07.2019	Nocturnal Creatures (Sculptures in the City Events)	£75.00	£0.00	£0.00	£0.00	£75.00
21.07.2019	Asics London 10k (5,000px)	£0.00	£0.00	£0.00	£0.00	£0.00
24.07.2019	Ceremonial Event	£75.00	£1,200.00	£0.00	£550.00	£1,825.00
25.07.2019	Wild by Motionhouse (150px)	£75.00	£0.00	£0.00	£404.00	£479.00
28.07.2019	London Triathlon (200px)	£0.00	£0.00	£0.00	£0.00	£0.00
02.08.2019	Skyline Dance Performance (200 px)	£75.00	£0.00	£0.00	£0.00	£75.00
08.08.2019	Cycle to Work (popups)	£75.00	£0.00	£0.00	£0.00	£75.00
10.08.2019	Play Streets (150px)	£350.00	£1,200.00	£0.00	£0.00	£1,550.00
12-16.08.2019	Lunchtime Streets (500px)	£350.00	£1,200.00	£55.00	£0.00	£1,605.00
17.08.2019	Play Streets (150px)	£350.00	£1,200.00	£0.00	£0.00	£1,550.00
25.08.2019	Smithfield Festival (5,000px)	£350.00	£1,200.00	£0.00	£1,100.00	£2,650.00
01.09.2019	St Joseph's Great East End Walk (250px)	£75.00	£0.00	£0.00	£0.00	£75.00
06-07.09.2019	Generik Vapeur (3,000px)	£350.00	£1,200.00	£110.00	£0.00	£1,660.00
08.09.2019	Merchant Navy Day (500 px)	£350.00	£0.00	£0.00	£0.00	£350.00
11.09.2019	Forget Me Not Sing a long (max 50 px)	£75.00	£0.00	£0.00	£0.00	£75.00



16-23.09.2019	Big Fat Poo Berger (300px)	£75.00	£0.00	£0.00	£0.00	£75.00
21-22.09.2019	Open House (10000px)	£0.00	£0.00	£0.00	£0.00	£0.00
22.09.2019	Car Free day (150,000px)	£350.00	£0.00	£0.00	£37,000.00	£37,350.00
29.09.2019	The Worshipful Company of Woolmen Sheepdrive (650 px)	£425.00	£1,200.00	£30.00	£0.00	£1,655.00
14.10.2019	Kings Hope Walk	£75.00	£0.00	£0.00	£0.00	£75.00
03.11.2018	Submariners Remembrance (150 px)	£75.00	£0.00	£0.00	£0.00	£75.00
04.11.2019	Royal British Legion Garden of Remembrance Service	£75.00	£0.00	£0.00	£0.00	£75.00
08.11.2019	Service of Thanksgiving (2,000px)	£75.00	£0.00	£0.00	£0.00	£75.00
09.11.2019	Lord Mayor's Show	£0.00	£0.00	£0.00	£32,400.00	£32,400.00
10.11.2019	Remembrance Sunday (250 px)	£350.00	£1,200.00	£0.00	£0.00	£1,550.00
10.11.2019	Remembrance Sunday (250 px)	£350.00	£1,200.00	£0.00	£0.00	£1,550.00
27.11-01.12.2019	William Blake Projections (Tate Modern) (500px)	£0.00	£0.00	£0.00	£0.00	£0.00
12-13.12.2019	RAF Association fundraising	£75.00	£0.00	£30.00	£0.00	£105.00
		£5,850.00	£15,600.00	£375.00	£71,859.00	£93,684.00

px = number of approx. attendees estimated by organiser

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<b>Committee:</b> Culture, Heritage and Libraries Committee	<b>Date:</b> 23 March 2020
<b>Subject:</b> High-level Summary Business Plan 2020/21 – Community and Children’s Services	<b>Public</b>
<b>Report of:</b> Andrew Carter, Director of Community and Children’s Services	<b>For Information</b>
<b>Report authors:</b> Ellie Ward - Community and Children’s Services Department	

## Summary

This report presents the high-level summary Business Plan for the Department of Community & Children’s Services for 2020/21. This is included at Appendix 1. The report also presents the business plan for the Barbican & Community Libraries, which is included at Appendix 2.

## Recommendation

Members are asked to:

- i) note the Department of Community and Children’s Services high-level summary Business Plan for 2020/21;
- ii) note the business plan for the Barbican & Community Libraries.

## Main Report

### Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. These were agreed at various committees in January and February 2020 and the Department of Community and Children’s Services (DCCS) Committee agreed the high-level business plan on 7 February 2020.
3. The Culture, Heritage and Libraries Committee requested to see a copy of the DCCS high-level business plan for information.

## **Draft final high-level summary Business Plan for 2020/21**

4. This report presents the draft final high-level summary Business Plan for 2020/21 for the Department of Community and Children's Services. This section outlines the factors taken into consideration in compiling the Business Plan and which activities will be reduced or stopped.
5. The priorities for the departmental business plan were agreed by Members of the Community and Children's Services Committee following a consultative process with Members and Senior Officers. The specific workstreams were developed by Senior Officers and individual teams reflecting the departmental business plan objectives and statutory requirements.
6. The balance of delivery and spend is driven by our statutory responsibilities in response to presenting needs, changes in the external environmental and national policy drivers. Where statutory service demand has increased, the department has reallocated or sought additional resources.
7. Delivery is evidenced and tested by a comprehensive set of performance and outcome indicators. These indicators are monitored, and remedial action is taken where necessary. Performance is benchmarked through bodies such as London Councils and HouseMark. There is a focus on continuous improvement in customer service in housing management and processes have been strengthened to secure quality and better value in adult and children's social care placements.
8. Some commissioned delivery is being reduced, such as the use of time credits to support and promote volunteering. Commissioning approaches have also been rationalised to reduce cost whilst preserving frontline delivery.
9. Some of the plans set out for consideration in 2020/21 will be brought back to the Community & Children's Services Committee for further debate and consideration at a later date.

## **Corporate & Strategic Implications**

10. The Department of Community and Children's Services Business Plan for 2020 – 21 is aligned to both corporate and departmental priorities.

## **Security implications**

11. There are no specific security implications in relation to the business plan but many of our workstreams contribute to the departmental priority 'safe' with the aim of people of all ages living in safe communities, our homes are safe and well maintained and our estates are protected from harm.

## **Public sector equality duty**

12. Promoting equality, fostering good relations and reducing discrimination are all integral elements of the work of the department as demonstrated in some of the work included in the high-level summary business plan. The department specifically considers this in service and policy development through Tests of Relevance and Equality Impact Assessments.

## **Conclusion**

13. This report presents high-level summary Business Plan for 2020/21 for the Department of Community & Children's Services, as well as the Barbican & Community Libraries Business Plan, for Members to note.

## **Appendices**

- Appendix 1 – High-level summary Business Plan 2020/21
- Appendix 2 – Barbican & Community Libraries Business Plan

## **Ellie Ward**

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## Our aims and objectives are...

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

**Potential** - People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work

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

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

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

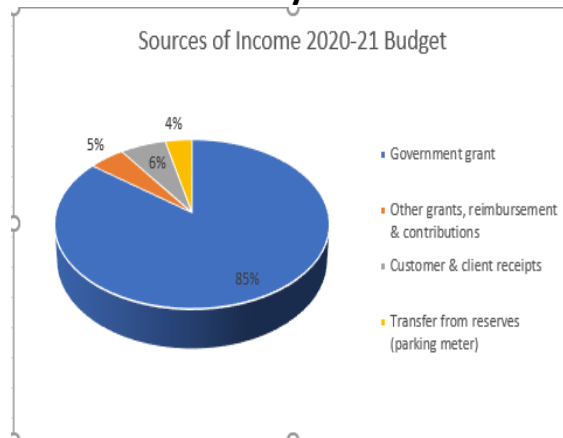
## Our major workstreams this year will be...

- Achieving excellence for our service users through delivery of our services including social care, homelessness, housing, libraries, education and early years
- Supporting and improving the health and wellbeing of all our communities in the square mile
- Delivering new affordable homes and investing in our current homes and estates across London
- Ensuring people are safe and secure across all our work and communities
- Developing and supporting the capacity of the City of London's voluntary and community sectors
- Working with our service users and stakeholders to co-produce our services
- Influencing wider health and social care agendas to ensure City of London needs are recognised and met

## Capital Spending

Forecast expenditure on Major Works programme in 2020/21:  
**£21,364,750**

## Where our money comes from



## Our Impact

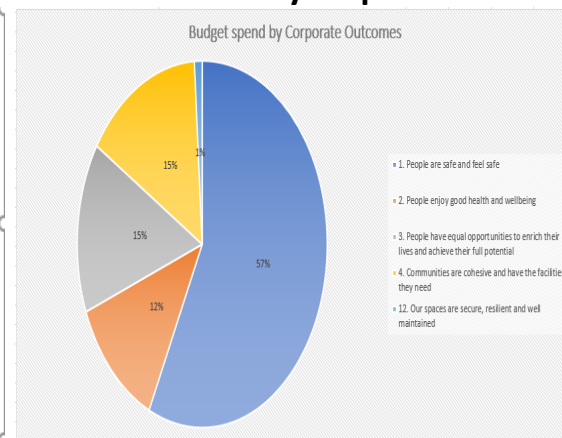
In 2019 / 20 we:

- Supported the improvement in the quality of life of 95% of participants in community activities and volunteering and made a positive impact on family health and wellbeing for 97% of respondents at children's events at libraries
- Delivered the first London Careers festival (attended by over 5,000 pupils) with 92% of those surveyed saying it helped them to think of new jobs
- Celebrated 3 of our City family of schools being rated outstanding by Ofsted
- Achieved the seventh lowest average cost in London across our adult placements
- Delivered 10 new homes on Middlesex Street Estate to meet housing need
- Supported 100% of children in care to be in education or training
- 96% of Dragon Café visitors agreed or strongly agreed that the café helped to improve their mental wellbeing (Q3)

In 2020 / 21 we will:

- Ensure better access to healthcare for those sleeping rough
- Facilitate better access to mental health services for residents and workers through the new Mental Health Centre
- Deliver reductions in fuel poverty through installation of windows and / or new central heating systems to over 1000 homes that will increase energy efficiency
- Continue to deliver efficiency savings through our commissioning activity
- Continue to outperform the Government set target for Delayed Transfers of Care

## Where our money is spent



## What's changed since last year...

**Rationalised approaches and achieved savings** with the launch of a new integrated early intervention and prevention service

**Deployed a practice development model in Children's Social Care** with all staff undertaking training the systemic model of social work

**Delivered a refurbishment** of Galleywall Primary School, part of the City family of schools

**Developed a number of new strategies** including homelessness, carers, community centres and housing

**Increased focus on mental health** with appointment of providers to deliver a mental health centre, signing the prevention concordat for better health and jointly funding a street triage service

**Improved services to customers** with the introduction of an Estates Service Standard

**Co-produced services** with residents including youth services, the SEND parents board, and a community lead model for the development of City Healthwatch

**Focused more on delivery of outcomes from services** including an outcomes delivery board for the new early intervention and prevention service

### Plans under development...

- Enhanced provision to meet the needs of rough sleepers on the streets of the Square Mile
- Using technology more effectively to support independence across our communities
- Maximising use of the new Aldgate Community Centre
- Delivering a new programme, funded externally, to tackle loneliness and make connections by creating opportunities in Barbican Library for accidental encounters with other people in the community

## Equalities & Inclusion

- Led on development of the Corporation's Gender Identity Policy
- Developed targeted culturally sensitive commissioned services
- Delivered culturally sensitive services to our children in care with provision of prayer mats
- Supported 19,218 pupils from schools across London with above average levels of Pupil Premium to access Culture Mile learning venues

## Our delivery partners and key stakeholders

- Residents
- Our tenants
- City Workers
- Pupils in our Family of Schools
- Adult learners
- The voluntary sector
- Wide range of commissioned providers
- East London Health and Care Partnership
- City and Hackney, and Tower Hamlets CCGs
- Other Local Authorities

## Key Customer Feedback

- 87.9% of adult social care services users said that services have made them feel safe and secure
- 100% of respondents in a survey of children in care gave their social worker top marks in terms of finding them easy to get in touch with, getting a lot of help and being asked for their views
- 92% of our tenants are satisfied with the service provided by the City of London Housing Service (2018/19 survey)

## Key Corporate Risks

- Safeguarding
- Failure to deliver City of London Academy Expansion Programme

## We support and enrich our diverse communities

### Our vision is:

To help individuals and communities to live their best lives by supporting

- Reading and Literacy
- Health and Wellbeing
- Social mobility
- Social interaction
- Culture & Creativity

### What we do is:

- Contribute to the art and culture offer of the City by supporting free / low cost access to culture, the arts, the very best literature, music and music making in the City
- Provide access to a range of books, reading materials, CDs/DVDs, sheet music and e-resources for customers of all ages
- Provide free access to the Internet and a range of digital services to support digital inclusion, social inclusion and social mobility
- Support people to achieve their full potential by providing a range of education, training and lifelong learning activities and resources for all ages
- Provide a key resource hub to support the development of stronger and thriving communities
- Provide an enquiries and information service delivered by trained staff
- Provide safe, welcoming, neutral spaces and a range of activities for all

### Our top line objectives are:

#### Priority One - Safe:

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

#### Priority Two - Potential:

- People of all ages are prepared to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work

#### Priority Three - Independence, Involvement and Choice:

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

#### Priority Four - Health and Wellbeing:

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

#### Priority Five - Community:

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

### Our budget 2020/21 - £,000:

	Local risk	Central risk
Artizan Street	(347,000)	0
Shoe Lane	(353,000)	(93,000)
Barbican Library	(1,339,000)	(205,000)
Lending libraries unallocated	(287,000)	0
Total	(2,326,000)	(298,000)

The above summary shows the total local and central risk budget – a detailed breakdown of total net expenditure is shown in the full DCCS Business Plan

### What we will measure:

- Increased take up of the e-books, e-audiobooks, e-magazines and eComics offer (target 50,000)
- Satisfaction with services via feedback from customers
- Participation in and satisfaction with health and wellbeing and lifelong learning activities
- Evaluation of the effectiveness of the Bumping Spaces programme
- Number of biometric visa data capture appointments provided

<p><b>Corporate projects and programmes:</b></p> <ul style="list-style-type: none"> <li>Facilitate and deliver cross-departmental, partnership and coproduced customer events / programmes</li> <li>Ensure libraries deliver relevant services that promote informal lifelong learning, social mobility, self-help and skills development</li> <li>Offer a range of activities in our libraries that have a positive impact on our customers' health and wellbeing (particularly mental health)</li> <li>With internal and external partners, enable customers to participate fully in modern life through digital support and education</li> </ul> <p><b>Departmental projects &amp; programmes:</b></p> <ul style="list-style-type: none"> <li>Work with Education &amp; Early Years to offer a range of Children's Centre activities for parents / carers of the under 5s</li> <li>Support and enhance education, culture, leisure, health &amp; wellbeing, employability and life-skills initiatives by providing our customers with a wide range of resources, activities and opportunities</li> <li>Support departmental safeguarding ambitions via trained staff, excellent communications and adherence to corporate policy</li> <li>Work with Housing, Neighbourhoods and Commissioning teams to deliver the new Portsoken community Centre</li> </ul>	<p><b>What we will measure:</b></p> <ul style="list-style-type: none"> <li>Customer satisfaction with library events and activities</li> <li>The impact of our library service on customers' health and wellbeing, their access to learning opportunities and their opportunities of feeling better informed</li> <li>Customer satisfaction with access to digital services &amp; resources in our libraries</li> <li>Evaluation of the effectiveness of the Dragon Café in the City programme</li> <li>Achievement of the service level agreement for the early years programme</li> </ul>
<p><b>How we plan to develop our capabilities this year</b></p> <ul style="list-style-type: none"> <li>Carry out the 3 year customer surveys for adults and children</li> <li>With the Carnegie Trust and other partners, deliver the "Bumping Spaces" programme at Barbican Library with the aim of combating loneliness and encouraging new friendships</li> <li>Work with local residents to create a hireable space at Barbican Library</li> <li>Continue to provide Dragon Café in the City with twice monthly Wellness Wednesdays at Shoe Lane Library</li> <li>Ensure staff are trained / skilled to undertake every aspect of their jobs including mental health first aid training</li> <li>Work with The Home Office and Sopra Steria to maximise our biometric visa capture service at Barbican and Shoe Lane Libraries</li> <li>Make best use of the public computers, expert staff assistance and volunteers to assist people who are digitally excluded with 1 to 1 training, Universal Credit applications, visa application support and more</li> <li>Fit out the new Portsoken community centre, establish its future governance and ensure it has a coherent business plan.</li> </ul> <p><b>What we're planning to do over the following years</b></p> <ul style="list-style-type: none"> <li>With Libraries Connected, bid for appropriate contracts on the government's digital framework as suppliers of Assisted Digital and Digital Inclusion</li> <li>Undertake a full restructure of the library service which addresses the need for future savings whilst still delivering relevant, high-quality services</li> </ul>	



<b>Committees:</b>	<b>Dated:</b>
Department of Community and Children's Services – For Information Culture, Heritage and Libraries – For Information	06/03/2020 23/03/2020
<b>Subject:</b> Extended opening hours at Barbican Library	<b>Public</b>
<b>Report of:</b> Andrew Carter, Director of Community and Children's Services	<b>For Information</b>
<b>Report author:</b> Geraldine Pote Principal Librarian, Barbican Library	

## Summary

This report summarises the impact on service provision at Barbican Library following the extension of opening hours on Fridays. From 2003, the Library had closed at 2.00pm on Fridays. In January 2019, the closing time was changed to 5.30pm in response to customer demand. This has resulted in a 5.5% increase in visitors to Barbican Library. Many new customers have joined the library on Friday afternoons and the new hours are now accepted as the norm. Expanding the service without increasing staff numbers has been challenging but it has been well-received by customers. Customer satisfaction will be thoroughly explored in our next survey in June 2020.

## Recommendation

Members are asked to:

- Note the report.

## Main Report

### Background

1. In 2003 the Barbican Library extended its opening hours to include services on Thursday evening and Saturday afternoon. As this change was made with no increase in staff resources, stakeholders were consulted. It was agreed to close the library at 2.00pm on Friday afternoons so that staff rotas could be adjusted.
2. Dissatisfaction with the open hours has been a theme of subsequent public consultations. A new generation of customers has been baffled by our inability to provide a service during what appears to be core hours.
3. The report by the Head of Service on the 2017 customer survey, which came to committee in September 2017, noted:

*“Customers at all libraries requested longer opening hours with opening on Friday afternoon at Barbican Library being the most popular suggestion (176 comments). The decision to close on Friday afternoons was taken some years ago in order to open later on Saturdays. Full consultation with customers was carried out and the current pattern of opening hours proved the most popular.”*

4. Despite further reductions to the establishment since 2003, we felt compelled by public opinion to revisit this matter. In the intervening years, the library has introduced better self-service options (in library and online) and, during 2018, we created revised rotas to provide adequate frontline staffing during extended opening hours.
5. After consultation, staff were issued with variations to their contracted hours, which came into effect on 1 January 2019 in line with the extended opening hours. All Barbican Library staff understood the need for this change and no objections were raised.

### **Current Position**

6. Since 1 January 2019, there has been an increase of opening hours in a standard week from 47 to 50.5 (7.5%).
7. Barbican Library now opens at 9.30am Monday to Saturday and closes at 5.30pm on Monday, Wednesday and Friday, 7.30pm on Tuesday and Thursday, and 4.00pm on Saturday.
8. During the period January to December 2019, Barbican Library recorded 5.5% more physical visitors than the same period in 2018.
9. Footfall remained at an average of 66 visitors per hour.
10. Introducing this change has been very challenging. We operate a basic service on Friday afternoons with no special events or activities offered. Improved self-service will take away some of the pressure on staff and we are currently re-procuring for the self-service machines.

### **Proposals**

11. We shall continue to maintain the current opening hours for as long as this is viable and regularly consult with our customers to ensure that the most useful opening hours are offered.

### **Corporate & Strategic Implications**

12. Improvement work is relevant to the following of the City's Key priorities (Corporate Plan 2015–2019):
  - To provide modern, efficient and high-quality local services, including policing, within the Square Mile for workers, residents and visitors

- To provide valued services, such as education, employment, culture and leisure, to London and the nation.

13. It is also relevant to the following Department of Community and Children's Services Strategic Aims:

- Priority Potential: People of all ages can achieve their ambitions through education, training and lifelong learning
- Priority Independence, Involvement and Choice: People of all ages can live independently, play a role in their communities and exercise choice over their services
- Priority Community: People of all ages feel part of, engaged with and able to shape their community
- The 'Ambition' of Barbican and Community Libraries is: To support and promote learning, reading and literacy, facilitate participation in community and cultural life and meet the needs of all our customers – current and potential.

### **Implications**

14. This increase in hours is contained within the Barbican Library budget and has not necessitated any increase in spending.

### **Conclusion**

15. The decision to increase Barbican Library's opening hours was taken in response to customer demand. It has not been easy to implement but it has been successful with a 5.5% increase in visitor numbers recorded.

### **Appendices**

- None

### **Background Papers**

- Barbican and Community Libraries Customer Survey presented to Committees in September 2017.

### **Geraldine Pote**

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<b>Committees:</b> Corporate Projects Board <i>[for information]</i> Culture Heritage Libraries <i>[for decision]</i> Community and Children's Services <i>[for decision]</i> Projects Sub <i>[for decision]</i>		<b>Dates:</b> 04 February 2020 23 March 2020 06 March 2020 24 February 2020
<b>Subject:</b> Gateway 6 Middlesex Street Social Housing and Library <b>Unique Project Identifier: 10750</b>	<b>Gateway 6:</b> <b>Consolidated Outcome Report</b> Light	
<b>Report of:</b> City Surveyor <b>Report Author:</b> Mark Lowman		<b>For Decision</b>   <b>CS 481/19</b>
<b>PUBLIC</b>		

## Summary

<b>1. Status Update</b>	<b>Project Description:</b>  Conversion of vacant podium shop units, community centre and void spaces into 24 No 1 and 2 bedroom social rented flats and studio apartments.  The construction of a new two storey building within redundant space in the car park providing a Library, a Community Centre an Estate Office, a Creche and multi-use sports/ fitness rooms  <b>RAG Status:</b> Green  <b>Risk Status:</b> low  <b>Final Outturn Cost:</b> £3,807,763  <b>Slippage:</b> 0 months  <b>Works completed are:</b> <ul style="list-style-type: none"> <li>• 10 studio flats (converted community centre)</li> <li>• 4 one bedroom flats (converted vacant shop units)</li> <li>• 8 one and two bedroom flats (infilling void at base of Petticoat Tower)</li> <li>• 2 one-bedroom flats (infilling void over existing staircase)</li> <li>• New build Community Centre, Estate office, Creche and library</li> </ul>
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<b>2. Next steps and Requested decisions</b>	<b>Requested Decisions:</b> That the project is closed.
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<b>3. Budget</b>	<p>The approved G5 budget[s] for the works comprised:</p> <ol style="list-style-type: none"> <li>1. Affordable Housing and Library works was carried out by the City Surveyor (main contractor - United House) and totalled £3,490,000</li> <li>2. Highway Works was carried out by Department of Built Environment and totalled £115,000</li> <li>3. Library fitting out and equipment which was carried out by Culture heritage and Libraries and totalled £397,583</li> </ol> <table border="1"> <tr> <td><i>Estimated Project Cost G5</i></td><td><i>Total</i></td><td>£4,002,583</td></tr> </table> <table border="1"> <thead> <tr> <th></th><th>At Authority to Start work (G5)</th><th>Final Outturn Cost (G6)</th></tr> </thead> <tbody> <tr> <td>Affordable Housing and Library Works (1.)</td><td>£3,182,786</td><td>£3,132,099</td></tr> <tr> <td>Fees and staff cost (1.)</td><td>£307,214</td><td>252,108</td></tr> <tr> <td><b>Sub Total</b></td><td><b>£3,490,000</b></td><td><b>£3,384,207</b></td></tr> <tr> <td>Highways works (2.)</td><td>£104,000</td><td>£92,352</td></tr> <tr> <td>Highways works fees and staff cost (2.)</td><td>£11,000</td><td>£9,089</td></tr> <tr> <td><b>Sub total</b></td><td><b>£115,000</b></td><td><b>£101,441</b></td></tr> <tr> <td>Library fitting out and equipment (3.)</td><td>£371,583</td><td>£281,331</td></tr> <tr> <td>Library fitting out fees and staff cost(3.)</td><td>£26,000</td><td>£25,782</td></tr> </tbody> </table>		<i>Estimated Project Cost G5</i>	<i>Total</i>	£4,002,583		At Authority to Start work (G5)	Final Outturn Cost (G6)	Affordable Housing and Library Works (1.)	£3,182,786	£3,132,099	Fees and staff cost (1.)	£307,214	252,108	<b>Sub Total</b>	<b>£3,490,000</b>	<b>£3,384,207</b>	Highways works (2.)	£104,000	£92,352	Highways works fees and staff cost (2.)	£11,000	£9,089	<b>Sub total</b>	<b>£115,000</b>	<b>£101,441</b>	Library fitting out and equipment (3.)	£371,583	£281,331	Library fitting out fees and staff cost(3.)	£26,000	£25,782
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	<b>Sub Total</b>	<b>£397,583</b>	<b>£307,113</b>
	Pre- evaluation fees	£24,000	£15,000
	<b>Grand Total</b>	<b>£4,026,583</b>	<b>£3,807,763</b>

The project was completed under budget due principally to a reduction in fees across all three works packages, a small underspend on the highways works and a significant reduction in the Library fitting out and equipment budget. This resulted in a total project underspend of £218,820.

The Final Account for this project has been verified and paid to the main contractor, United House in the total sum of £3,132,099

4. Programme	<table><tr><th>Activity</th><th>Authority to Start work (G5) Programme</th><th>Final (G6) Programme</th></tr><tr><td>Start on site</td><td>February 2012</td><td>February 2012</td></tr><tr><td>Completion</td><td>July 2013</td><td>July 2013.</td></tr><tr><td></td><td></td><td></td></tr></table>	Activity	Authority to Start work (G5) Programme	Final (G6) Programme	Start on site	February 2012	February 2012	Completion	July 2013	July 2013.			
	Activity	Authority to Start work (G5) Programme	Final (G6) Programme										
	Start on site	February 2012	February 2012										
	Completion	July 2013	July 2013.										
<p>The project programme was phased over 7No separate start / completion dates taking account of the need to complete some phases to enable other phases to start. The overall approved project duration from commencement of enabling works (ground floor car park) to completion of the 10 studio flats was 75 weeks.</p>													
5. Key Conclusions													
	<ul style="list-style-type: none"><li>• The project was delivered within the approved G5 budget[s].</li><li>• The project was deemed a success by making excellent use of previously unusable void and redundant space to provide 24 valuable social housing units.</li></ul>												

### Contact

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<b>Telephone Number</b>	0207 332 1449

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<b>Committees:</b> Summit Group – For decision (Approved) Health and Wellbeing Board – For decision (Approved) Culture, Heritage and Libraries – For information Procurement Sub-Committee – For decision Port Health & Environmental Services – For information Policy & Resources – For information Community & Children’s Services – For information Open Spaces – For information	<b>Dates:</b> 24 February 2020 28 February 2020 23 March 2020 24 March 2020 19 May 2020 TBC TBC TBC
<b>Subject:</b> Corporate Sponsorship Guidance on Food and Drink	<b>Public</b>
<b>Report of:</b> Department of Community and Children’s Services	<b>For Information</b>
<b>Report author:</b> Xenia Koumi	

## Summary

This draft guidance outlines a procedure by which City of London Corporation teams evaluate opportunities – with a value of less than £10,000 – to partner with external bodies, to ensure that partnership, sponsorship or goodwill/ in-kind agreements with parties involved in the production, manufacture, or retail of food or drink products, do not conflict with, nor undermine, Corporate strategic objectives.

This guidance has been developed by the City Corporation’s Public Health team, with support from Chamberlain’s and insights from a range of departmental leadership teams across the City Corporation.

## Recommendation

Members are asked to:

- Note the report.

## Main Report

### Background

1. In September 2018, the City Corporation signed a declaration on Sugar Reduction and Healthier Food<sup>1</sup> as a commitment to tackling obesity and overweight among those living and working in and visiting the Square Mile.

<sup>1</sup> <http://www.businesshealthy.org/wp-content/uploads/2018/10/CoL-poster-FINAL.pdf>

2. In doing so, it pledged to take action across several areas to make healthier choices easier and more accessible to everyone living or working in, or visiting, the City of London, with the view that this becomes “business as usual” over time.
3. One of the pledges of this cross-Corporation agreement was to develop corporate sponsorship guidance to minimise local promotion of HFSS (high fat, salt and sugar) food and drink.
4. While some governing bodies and local authorities hold Corporate Sponsorship Policies that determine the nature of organisations that they can commercially partner with, it has been decided that the introduction of corporate sponsorship guidance for contracts, sponsorship and in-kind or goodwill agreements with a value of £10,000 or below, with external parties engaged in the manufacturing, advertising/ promotion, or retail/ delivery of food and/ or drink, is the most appropriate way forward for the City of London Corporation.

## **Current Position**

5. This guidance is a short educational piece with the aim of helping to ensure that the City of London Corporation departments and teams secure the best value and advantage from any opportunities that arise to work with organisations that can provide direct or in-kind sponsorship, to help the City Corporation develop and promote services that benefit its residents, workers and visitors and ensure that its activities do not conflict with or undermine its strategic objectives or statutory duties with regards to the protection and improvement of local public health.
6. Sponsorship should be entered into only where it helps promote the City Corporation’s aims and objectives and assist it in meeting its statutory duties around public health, as set out in the Corporate Plan, the Responsible Business Strategy and the Joint Health and Wellbeing Strategy, for example. This guidance covers food and drink and supports the City Corporation’s public health duties to prevent and reduce overweight and obesity, for example.

## **Proposals**

7. Members are asked to endorse the guidance.

## **Corporate & Strategic Implications**

8. The proposal supports a range of corporate and strategic objectives, including:
  - The Corporate Plan (2018-23): “Contribute to a flourishing society”
  - Joint Health and Wellbeing Strategy (2017-20): “A healthy urban environment” and “Promoting healthy behaviours”
  - Responsible Business Strategy (2018-23): “Individuals and communities flourish”
  - DCCS Business Plan: “Promoting equality in health through outreach to all the City communities”; “Supporting City businesses and the City Corporation to improve their employees’ health and wellbeing and participation in health and wellbeing activities”.



## **Implications**

9. Opportunities will be assessed on a case-by-case basis by Public Health and/ or Commercial Contract Management. It is not expected that there will be a high volume of cases to assess.

## **Conclusion**

10. Draft Corporate Sponsorship Guidance on Food and Drink has been developed to assist City Corporation staff to ensure that opportunities to collaborate with external parties do not conflict with or undermine the City Corporation's strategic objectives or legal duties.

## **Appendices**

- Appendix 1 – Draft Corporate Sponsorship Guidance on Food and Drink

## **Background Papers**

- The Local Government Declaration on Sugar Reduction and Healthier Food (Health and Wellbeing Board, 2 February 2018)
- Annual review of progress of the City Corporation's Declaration on Sugar Reduction and Healthier Food (Update Report) (Health and Wellbeing Board, 2 November 2019)

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## Draft Corporate Sponsorship Guidance on Food and Drink

### Application

This guidance will apply:

- To contracts or sponsorship/ in-kind/ goodwill agreements between the City of London Corporation/ City Corporation-owned or managed sites with external parties engaged in the manufacturing, advertising/ promotion, or retail/ delivery of food and/ or drink, valued at £10,000 or under per year, and/ or those signed off at a local Departmental level (by City Corporation officers), whether the agreements are formal or informal. This includes hospitality events where the City Corporation (for example Remembrancer's), is the host and/ or directly involved in the event, where the direct sponsorship/ partnership element is valued at less than £10,000 per year.\*
- Where the guidance can be implemented without the City Corporation incurring a charge or penalty.
- Where advertising or marketing agencies are acting on behalf of an external organisation or individual and request approval to use City Corporation-owned assets or sites to promote food and/ or drink, even if there is no direct or indirect benefit to the City Corporation.

It will not apply:

- To partnerships/ relationships held between parties hiring out City Corporation-owned or managed sites and third parties. However, where relevant and appropriate, City Corporation staff are encouraged to advise the hirer where they feel this third-party agreement may be in conflict with City Corporation objectives and duties.
- Where the City Corporation-owned/ managed site has charity status, for example Tower Bridge; the charity is required to operate to its own governance requirements, abiding by their specific objectives. Charities for which the City Corporation is Trustee can therefore be mindful of the objectives outlined within the Corporate Plan and apply this policy where possible, considering the reputational risks that may apply. However, the objectives of the charity take precedence.

It is understood that existing commercial contracts held by the City Corporation may be affected by this. Where possible, contract-holders should seek to apply this guidance to existing contracts and agreements, where this does not incur penalties from the third-party, or a significant loss of income to the relevant department or team that cannot be covered through short-term centralised funding. This will be considered on a case-by-case basis.

If it is not possible to apply to existing contracts or partnerships, this guidance should be applied during the renewal/ re-tender/ revision phase.

### Procedure

When a City Corporation department or team is considering renewing, or entering into a commercial partnership, or sponsorship/ in-kind/ goodwill agreement to the value of £10,000 or below (per year), with an organisation engaged in the manufacturing, advertising/ promotion, or retail/ delivery of food and/ or drink, it should first approach the Public Health ([HealthyCity@cityoflondon.gov.uk](mailto:HealthyCity@cityoflondon.gov.uk)) and Chamberlains' Commercial Contracts Management (CCM) ([CityProc.CCM@cityoflondon.gov.uk](mailto:CityProc.CCM@cityoflondon.gov.uk)) teams before proceeding, as they will be able to assist with the case-by-case assessment of a potential commercial partner, ensuring that the partnership will not contradict or undermine City Corporation strategic objectives or statutory duties related to protecting and improving the health of local populations or visitors with regards to food and/ or drink.

City Corporation departments and teams holding contracts that fit any of the below categories should complete the associated spreadsheet, listing their sponsorship/ corporate partnership relationships (paid-for and in-kind). This will be overseen by the City Corporation's Health and Wellbeing Advisory Group and will help to build a clear picture of the types of contracts held at a local level within the City Corporation, helping the increase and sharing of organisational intelligence. Where possible,

opportunities will be identified to ensure existing partnerships, or those up for renewal, align with corporate objectives and duties.

### **What does this guidance cover?**

This guidance has been developed by the City of London Corporation's Public Health team, with support from Chamberlain's and insights from a range of departmental leadership teams, listed below:

- Category Board
- Chamberlain's Senior Leadership Team
- Open Spaces Business Managers
- DCCS Departmental Leadership Team
- Culture Management Team (including Culture and the City Information Centre)
- Tower Bridge Management Team
- Remembrancer's
- Culture Mile Board (at the time of the presentation of the draft guidance, it was not appropriate for the CMB to comment, as it had no significant fundraising or sponsorship activity and this is not due to change until mid-2020 at the earliest.)

In September 2018, the City Corporation signed a declaration on Sugar Reduction and Healthier Food<sup>1</sup> as a commitment to tackling obesity and overweight among those living and working in and visiting the Square Mile. In doing so, it pledged to take action across several areas to make healthier choices easier and more accessible to everyone living or working in, or visiting, the City of London, with the view that this becomes "business as usual" over time. One of the pledges of this cross-Corporation agreement was to develop corporate sponsorship guidance to minimise local promotion of HFSS food and drink. The pledges also recognise the introduction of specific KPIs relating to healthy eating and drinking within the Corporate Catering Contract that went live in September 2018.

Not only does this commitment support corporate strategic objectives and legal duties outlined within the Corporate Plan, Joint Health and Wellbeing Strategy and Responsible Business Strategy, it brings the City Corporation in line with work being done across the capital – both at local government level and pan-London. Tackling obesity requires a collaborative approach.

### **Why is it needed?**

#### **Background**

Obesity is on the increase among adults and children. Almost half of Londoners aged ten years or older are either overweight, or obese<sup>2</sup>. Among other causes, including an increasingly sedentary lifestyle, the availability of unhealthy, high-fat and highly-processed foods and drinks is a key contributing factor, especially as these foods and drinks are often cheaper than fresh produce. Obesity is also closely linked to health inequalities, with adults and children experiencing deprivation more likely to be overweight or obese<sup>3</sup>.

Despite prevention of overweight and obesity being better than cure, spend on obesity prevention programmes is greatly outweighed by spend on the medical costs of conditions related to being overweight or obese. According to Cabinet Office data, if diets matched nutritional guidelines, it is estimated that 70,000 deaths annually could be avoided and £20 billion could be saved<sup>4</sup>.

At a national level, Government bodies are working with food and drinks manufacturers and retailers to reformulate products, looking to achieve reductions in salt, sugar and fat over the longer-term. In

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<sup>1</sup> <http://www.businesshealthy.org/wp-content/uploads/2018/10/CoL-poster-FINAL.pdf>

<sup>2</sup> <https://data.london.gov.uk/dataset/obesity-adults>

<sup>3</sup> <https://researchbriefings.files.parliament.uk/documents/SN03336/SN03336.pdf>

<sup>4</sup> [http://webarchive.nationalarchives.gov.uk/20100407165056/http://www.cabinetoffice.gov.uk/strategy/work\\_areas/food\\_policy.aspx](http://webarchive.nationalarchives.gov.uk/20100407165056/http://www.cabinetoffice.gov.uk/strategy/work_areas/food_policy.aspx)

addition, the Soft Drinks Industry Levy (the “Sugar Tax”) came into effect in April 2018. It directly targets the producers and importers of sugary soft drinks to encourage them to remove added sugar, promote diet drinks and reduce portion sizes for high-sugar drinks<sup>5</sup>. In addition, Public Health England and the NHS have been running campaigns, such as Change4Life, aimed at increasing literacy around healthier choices among the general public. Closer to home, Transport for London recently announced that as of February 2019, all adverts promoting food and drink high in fat, salt and/ or sugar (HFSS), will be banned from its assets. This represents a major step-change.

## **Aims**

While some governing bodies and local authorities hold Corporate Sponsorship Policies that determine the nature of organisations that they can commercially partner with, it has been decided that the introduction of corporate sponsorship guidance for contracts, sponsorship and in-kind or goodwill agreements with a value of £10,000 or below, with external parties engaged in the manufacturing, advertising/ promotion, or retail/ delivery of food and/ or drink, is the most appropriate way forward for the City of London Corporation. This establishes a principle and supports the City Corporation’s vision to contribute to a flourishing society, shape outstanding environments and support a thriving economy, for the benefit of people who live, learn, work and visit the Square Mile.

The City of London Corporation has a long-standing and well-respected reputation locally, across the UK and globally. Endorsement of a product or service by the City Corporation is highly-valued and can have a significant positive impact on consumers’ perception of that product or service.

This guidance is a short educational piece with the aim of helping to ensure that the City of London Corporation departments and teams secure the best value and advantage from any opportunities that arise to work with organisations that can provide direct or in-kind sponsorship, to help the City Corporation develop and promote services that benefit its residents, workers and visitors and ensure that its activities do not conflict with or undermine its strategic objectives or statutory duties with regards to the protection and improvement of local public health.

Sponsorship should be entered into only where it helps promote the City Corporation’s aims and objectives and assist it in meeting its statutory duties around public health, as set out in the Corporate Plan, the Responsible Business Strategy and the Joint Health and Wellbeing Strategy, for example. This guidance covers food and drink and supports the City Corporation’s public health duties to prevent and reduce overweight and obesity, for example.

Evidence is showing that HFSS (high fat, salt and sugar) food and drink is harmful to the population’s health. The use of this guidance will help to ensure that all of the City Corporation’s departments and teams take a uniform approach to agreeing sponsorship, which aligns with the City Corporation’s corporate and strategic objectives, with regards to the health and wellbeing of its residents, workers, students and visitors. In addition, with regards to the pledges the City Corporation has made within its Declaration on Sugar Reduction and Healthier Food, the implementation of this guidance helps the organisation to lead by example.

## **Definitions**

- **The Supplier:** Means a Company, a Partnership, a Public Sector Body, a Charity, a Local Authority, a Government Body, an individual or any other legal entity that entered into a Contract with the City.
- **The City:** Means the City of London Corporation – legally the Mayor and Commonalty and Citizens of the City of London, including in its capacity as Police Authority
- **Contract:** Means any Contract, Agreement, Order Form, Terms & Conditions of any value that the City of London Corporation entered into with a Supplier in exchange for a consideration via a procurement procedure, direct award or any other way that created a contractual relationship between the City and the Supplier. Please note that for the purpose of this paper Sponsorship Agreement is defined separately.

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<sup>5</sup> <https://www.gov.uk/government/news/soft-drinks-industry-levy-12-things-you-should-know>



- **Sponsorship Agreement:** Means a Contract between the City of London Corporation or City Corporation-owned or managed site and a Supplier, where the City Corporation receives either money or a benefit in kind from a Supplier for an event, campaign, promotion, or initiative, which, in turn, helps the third party to gain publicity or other benefits.
- **In Kind/Goodwill** - For the purpose of this paper this means a Contract where a Supplier provides an opportunity to support the City Corporation through the provision of a non-financial benefit, for example providing a venue to host an event, or prizes for a competition, in exchange for public promotion/ partnership with the City Corporation (i.e. to be associated with the City Corporation in some way).

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