



## Port Health & Environmental Services Committee

**Date:** TUESDAY, 3 MARCH 2020

**Time:** 11.30 am

**Venue:** COMMITTEE ROOM 3, 2ND FLOOR, WEST WING, GUILDHALL

<b>Members:</b>	Jeremy Simons (Chairman)	Sophie Anne Fernandes
	Deputy Keith Bottomley (Deputy Chairman)	Alderman Sir Roger Gifford
	Deputy John Absalom	Christopher Hill
	Caroline Addy	Deputy Wendy Hyde
	Rehana Ameer	Deputy Jamie Ingham Clark
	Alexander Barr	Alderman Gregory Jones QC
	Adrian Bastow	Shravan Joshi
	Deputy John Bennett	Vivienne Littlechild
	Peter Bennett	Andrien Meyers
	Tijs Broeke	Deputy Brian Mooney
	John Chapman	Deputy Joyce Nash
	Peter Dunphy	Deputy Richard Regan
	Mary Durcan	Henrika Priest
	Deputy Kevin Everett	Jason Pritchard
	John Edwards	Deputy Elizabeth Rogula
	Anne Fairweather	Mark Wheatley

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**Lunch will be served at the rising of the Committee.**  
**N.B. Part of this meeting could be the subject of audio or video recording.**

**John Barradell**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on Tuesday, 14 January 2020.  
**For Decision**  
(Pages 1 - 8)
4. **THAMES ESTUARY PARTNERSHIP ELECTION**  
To appoint a Representative to the Thames Estuary Partnership.  
**For Decision**
5. **OUTSTANDING ACTIONS**  
Report of the Town Clerk.  
**For Information**  
(Pages 9 - 12)
6. **UPDATE ON THE IMPACT OF THE UK LEAVING THE EU (BREXIT) ON PORT HEALTH & PUBLIC PROTECTION**  
Report of the Director of Markets and Consumer Protection  
**For Information**  
(Pages 13 - 18)
7. **MESSAGE & SPECIAL TREATMENT LICENCE FEES 2020/21**  
Report of the Director of Markets and Consumer Protection.  
**For Decision**  
(Pages 19 - 26)
8. **CEMETERY & CREMATORIUM RISK MANAGEMENT**  
Report of the Director Open Spaces.  
**For Decision**  
(Pages 27 - 38)
9. **ELECTRIC VEHICLE CHARGING INFRASTRUCTURE - ACTION PLAN**  
Report of the Director of Built Environment.  
**For Information**  
(Pages 39 - 56)

10. **PROPOSED CHARGES FOR STREET CLEANSING, WASTE COLLECTION AND PUBLIC CONVENIENCES 2020/21**  
Report of the Director of the Built Environment.  
**For Information**  
(Pages 57 - 64)
11. **PORT HEALTH'S ROLE AND RESPONSIBILITIES IN RELATION TO INFECTIOUS DISEASE CONTROL - TO FOLLOW**  
Report of the Director of Markets and Consumer Protection.  
**For Information**
12. **DEEP DIVE: CR21 AIR QUALITY**  
Report of the Director of Markets and Consumer Protection.  
**For Information**  
(Pages 65 - 86)
13. **GARDEN WASTE RECYCLING TRIAL ON THE BARBICAN AND GOLDEN LANE ESTATES**  
Report of the Director of Built Environment.  
**For Information**  
(Pages 87 - 90)
14. **NEW APPROACH TO ADDRESS VEHICLE IDLING**  
Report of the Director of Built Environment.  
*To read in conjunction with item 19.*  
**For Information**  
(Pages 91 - 96)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
17. **EXCLUSION OF THE PUBLIC**  
MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

**For Decision**

## **Part 2 - Non-public Agenda**

18. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on Tuesday, 14 January 2020.  
**For Decision**  
(Pages 97 - 98)

19. **NEW APPROACH TO ADDRESS VEHICLE IDLING**

Report of the Director of Built Environment.  
*To read in conjunction with item 14.*

**For Information**  
(Pages 99 - 100)

20. **PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS -PERIOD ENDING 31 DECEMBER 2019**

Joint report of the Director of the Built Environment, the Director of Markets and Consumer Protection and the Director of Open Spaces.

**For Information**  
(Pages 101 - 110)

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

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

**Part 3 - Confidential Agenda**

23. **CONFIDENTIAL MINUTES**

To agree the confidential minutes and summary of the meeting held on Tuesday, 14 January 2020.

**For Decision**

## **PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

**Tuesday, 14 January 2020**

**Minutes of the meeting of the Port Health & Environmental Services Committee  
held at the Guildhall EC2 at 11.30 am**

### **Present**

#### **Members:**

Jeremy Simons (Chairman)	Shravan Joshi
Deputy Keith Bottomley (Deputy Chairman)	Vivienne Littlechild
Caroline Addy	Deputy Joyce Nash
Alexander Barr	Henrika Priest
Adrian Bastow	Jason Pritchard
Deputy John Bennett	Deputy Richard Regan
Peter Bennett	Deputy Elizabeth Rogula
Tijs Broeke	Rehana Ameer
John Chapman	Sophie Anne Fernandes
Mary Durcan	Alderman Sir Roger Gifford
Anne Fairweather	Alderman Gregory Jones QC
Christopher Hill	John Edwards
Deputy Wendy Hyde	
Deputy Jamie Ingham Clark	

#### **Officers:**

Rofikul Islam	- Town Clerk's Department
Kristina Drake	- Town Clerk's Department
Zahur Khan	- Department of the Built Environment
Leah Coburn	- Department of the Built Environment
Jim Graham	- Department of the Built Environment
Elisabeth Hannah	- Department of the Built Environment
Carolyn Dwyer	- Department of the Built Environment
Paul Chadha	- Comptroller and City Solicitor
Richard Steele	- Department of the Built Environment
Gavin Stedman	- Department of Markets & Consumer Protection
Rachel Pye	- Department of Markets & Consumer Protection
Tony Macklin	- Department of Markets & Consumer Protection
Gary Burks	- Open Spaces Department
Gerry Kiefer	- Open Spaces Department
Jenny Pitcairn	- Chamberlain's Department

### **1. APOLOGIES**

Apologies for absence were received from Deputy Kevin Everett, Andrien Meyers and Mark Wheatley.

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

In respect to item 13 of the agenda, Vivienne Littlechild declared that she is a resident at the Barbican Estate.

3. **MINUTES**

**RESOLVED** – The Committee considered and approved the public minutes of the meeting held on Tuesday 26 November 2019 be approved as a correct record.

**Matters arising:**

**Emissions Reduction Bill Update**

The Committee was informed that the City of London's Emissions Reduction Bill was reintroduced following the State Opening of Parliament. The Committee would be kept updated of the Bill's progress.

4. **OUTSTANDING ACTIONS**

The Committee received a report of the Town Clerk setting out their current list of outstanding actions.

Updates were provided as follows:

**Electric Vehicle Charging**

The rapid charging points at Baynard House should be available from August 2020.

**Water Refill Points**

Post-installation checks are being carried out at various sites, with the installation of smart meters, which will allow for the monitoring of usage.

Officials at St. Botolph without Bishopsgate Church have contacted a Member and informed her that their previous offer of funding to finance costs of a water fountain has now been withdrawn by their funders. Officers agreed to get in touch with the Member to discuss this further.

5. **UPDATE ON THE IMPACT OF THE UK LEAVING THE EU (BREXIT) ON PORT HEALTH & PUBLIC PROTECTION**

The Committee received an oral update from the Port Health and Public Protection Director on the impact of the United Kingdom leaving the European Union (Brexit) on Port Health & Public Protection. The Committee was informed that although the Government's Withdrawal Agreement Bill (WAB) was undergoing a second reading in the House of Lords on the 14 January 2020, it was widely expected that the United Kingdom will formally leave the European Union on the 31 January 2020. Current controls are likely to remain in place until the end of 2020 and the Government is aiming to complete the relevant negotiations before this date.

The Committee was told that access to information systems, such as TRACES will be maintained during the transition period. Access following this will depend on the negotiations regarding future trading arrangements.

A Member asked if current high standards would continue. Members were assured that the City continues to maintain a good relationship with all its colleagues across the United Kingdom and the European Union and will address any issues if and when they are raised. The service will continue to monitor the situation and will promote the six key Brexit principles agreed by this Committee.

**RESOLVED** – Members noted the oral update.

6. **REVENUE AND CAPITAL BUDGETS AND HIGH-LEVEL SUMMARY BUSINESS PLANS 2020/21**

The Committee considered the joint report of the Chamberlain, the Director of the Built Environment, the Director of Markets and Consumer Protection and the Director of Open Spaces on the Revenue and Capital Budgets and High-Level Summary Business Plans 2020/21.

A Member asked whether the proposals for a Variable Grade Scheme were realistic. The Committee was informed that the review of professional boundaries would ensure that the appropriate staff are employed to do the right job at the right level, for example ensuring the administration work is not undertaken by professional officers, if it is not needed, this ensuring a lean and cost effective service provision. The Departments continues to scrutinise its workforce ensuring continuity, development and upskilling talents where possible.

A Member enquired if the Port Health and Environmental Services is going to be able to reach its targets. The Committee was advised that work has been realigned according to the corporate priorities thus will have limited impact on the Port Health and Environmental Services.

**RESOLVED** – Members:

- i) reviewed and approved the proposed revenue budget for 2020/21 for submission to Finance Committee;
- ii) reviewed and approved the proposed capital budgets for 2020/21 for submission to Finance Committee;
- iii) authorised the Chamberlain, in consultation with the Directors of the Built Environment, Markets and Consumer Protection, and Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, other reviews and changes to the Cyclical Works Programme;
- iv) agreed that minor amendments for 2019/20 and 2020/21 budgets arising during budget setting be delegated to the Chamberlain;
- v) noted the factors taken into consideration in compiling the Business Plans of the Departments of the Built Environment, Markets and Consumer Protection, and Open Spaces, including efficiency measures; and
- vi) approved, subject to the incorporation of any changes sought by this

Committee, the final high-level summary Business Plans for 2020/21.

**7. HEALTHIER CATERING COMMITMENT FOR FOOD BUSINESSES IN THE CITY OF LONDON**

The Committee received the report of the Director of Markets & Consumer Protection on the Healthier Catering Commitment for Food Businesses in the City of London. The Healthier Catering Commitment is an enhanced version of the London-wide scheme and considers sustainability including the Plastic Free City initiative, a commitment to recycling waste, developing a food waste reduction plan and signposting to the Safety Thirst scheme. It also signposts participating businesses. The plans have been well received by the various stakeholders involved.

A Member noted that there are no independent caterers on Fleet Street, which is a major street mostly in the City of London and is packed with unhealthy food outlets, and if the City can influence the larger food chain outlets to take up the offer of the Healthier Catering Commitment. A Member informed the Committee that as a Planning Authority the City can influence the changes needed, as per the directive of the High Court.

This was followed by another question by a Member who asked if the City risks being a Nanny State by imposing the Healthier Catering Commitment onto outlets. Officers assured the Member that the City is trying to encourage business to make small changes as these can have a big impact with compromising the type or range of food offered by a business. It is hoped that the City can drive a positive change through its communication and engagements. The Member was further reassured that although the City is focussing on small chains with less than 20 outlets and independents, work was also underway through the Healthier Catering Commitment working group that the City is part of, to develop a scheme for large national companies.

**RESOLVED** – Members noted the contents of this report.

**8. PERIOD 1 & 2 (APRIL - NOVEMBER 2019) CEMETERY & CREMATORIUM BUSINESS PLAN PERFORMANCE UPDATE**

The Committee received the report of the Director of Open Spaces on the Period 1 & 2 (April - November 2019) Cemetery & Crematorium Business Plan Performance update.

A Member questioned why 49 conifer trees had been removed. The Committee was informed that the conifers had been replaced with alternative more suitable trees.

In response to a question, the Committee were informed that after 75 years graves can be reused. In addition, the Committee was further informed that the Department is trying to be greener in terms of its fuel efficiency but is somewhat constrained due to some of its older vehicles which are reliant on diesel, nevertheless the Department continues to find greener methods.



**RESOLVED** – Members noted the performance of the Cemetery and Crematorium during this reporting period.

9. **DEPARTMENT OF THE BUILT ENVIRONMENT RISK MANAGEMENT - PERIODIC REPORT**

The Committee received the report of the Director of the Built Environment on the Department of the Built Environment Risk Management – Periodic Report.

In September 2019, it was reported to the Committee that some employees and contractors who require to take an online training scheme had been missed, thus the previous compliance report had been inaccurate. They had now been identified. The Committee was assured that the Department is working towards reducing the risk level back to Amber.

A Member sought assurance that such incidents of inaccuracies will not be repeated in the future. The Committee was told that at present the City uses a number of systems, which are not always synchronized. From the lessons learnt, the City is now working on a piece of work to ensure a more joined up system with greater coordination.

Members were told that at present there is not a single database for all those who are on the City Payroll, contractors, agencies and volunteers, thus resulting in inaccuracies or “the missing employees”. A Member suggested this be raised with the Establishment Committee.

**RESOLVED** – Members noted the report and the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the Department’s operations

10. **CEMETERY AND CREMATORIUM - FEES, CHARGES AND MARKETING**

The Committee considered the report of the Director of Open Spaces Department. The report sets out the fees and charges for the services provided at the City of London Cemetery and Crematorium which are re-evaluated every year. The report presented to the Members looks at the proposals for 2020/21. It also sets out the marketing activities which have been undertaken in 2019 and outlines those for 2020.

A Member asked that some families find it hard to fund the funerals for their loved ones. Are there any grants that the City makes available for such families. The Committee was informed that Central Government provides a number of funds for hardship but the City has no such funds, in the event the City is contacted for such funds for burials, officers are trained to direct residents to services where they can access the grants.

**RESOLVED** – Members:

- agreed the fees and charges as set out in this report and shown in the Appendix for implementation with effect from 1 April 2020; and
- noted the marketing activities undertaken in 2019 and those planned for 2020 for the Cemetery and Crematorium service.

11. **MARKETS AND CONSUMER PROTECTION BUSINESS PLAN 2019/2020: PROGRESS REPORT (PERIOD 2)**

The Committee received the report of the Director of Markets and Consumer Protection on the Markets and Consumer Protection Business Plan 2019/2020: Progress Report (Period 2).

The Committee was provided with an update on progress made by the Port Health & Public Protection Division during Period 2 (August-November) of 2019/20 against the Department of Markets and Consumer Protection's High-Level Business Plan of 2019/20. The High-Level Plan was approved by the Committee in March 2019.

A Member asked if the City would continue to monitor chicken and meat produce from Brazil. Officers advised that the City would continue with the monitoring process unless advised otherwise by the European Union.

**RESOLVED** – Members noted the content of this report and its appendices.

12. **PORT HEALTH & PUBLIC PROTECTION RISKS**

The Committee received the report of the Director of Markets and Consumer Protection on the Port Health & Public Protection Risks. The Committee was informed that the Air Quality in the City currently stands at Amber. The risk has been reduced due to ongoing improvements in air quality together with the wide range of actions that has been and continues to be taken to mitigate risk.

The risks associated with Brexit are currently an Amber and will remain at this level until the impacts of any negotiations between the United Kingdom and European Union are known.

**RESOLVED** – Members noted the report and the actions taken in the Department of Markets and Consumer Protection to monitor and manage effectively risks arising from our operations.

13. **UPDATE ON THE OUTCOME OF THE TEMPORARY SPEED RESTRICTION TRIAL UNDER BRANDON MEWS ON THE BARBICAN ESTATE**

The Committee received the report of the Director of Markets and Consumer Protection on the update on the outcome of the Temporary Speed Restriction Trial under Brandon Mews on the Barbican Estate.

The Committee was informed that LUL conducted a Temporary Speed Restriction (TSR) Trial on 8 November 2019 under Brandon Mews to understand the effect of train speed on noise and vibration which are experienced by the residents as the trains pass over points and crossings. The train speed was reduced from 35mph to 15mph and the effect measured.

Members were further advised that the averaged readings in the Brandon Mews property showed a reduction of 7dB, on average with positive subjective feedback from the resident that the extreme thumps and vibrations were significantly lower. In addition, Officers have raised some technical queries in relation to the calculation methodologies used in the report and are pursuing a

decision on the feasibility of implementing a permanent TSR in this location and will report progress to this committee.

The Committee was told that a meeting has been arranged at the end of January 2020 with the Head of Track of LuL, Cole Jarman the City's consultants, City of London Officers and the Chairman and Deputy Chairman of the Committee.

A Member queried if there is going to be a permanent TSR or the possibilities of lowering the speed after 11pm to give the residents some respite. In response to the question Officers have agreed to raise the issues at the forthcoming meeting.

**RESOLVED** – Members noted the content of the report.

**14. ANIMAL RECEPTION CENTRE - HEATHROW AIRPORT: ANNUAL REVIEW OF CHARGES**

The Committee considered the report of the Director of Markets and Consumer Protection on the Animal Reception Centre – Heathrow Airport: Annual Review of Charges.

The Committee was informed that the purpose of tabling this report was to seek the Committee's approval to increase the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC), for the forthcoming financial year 2020/21.

**RESOLVED** – Members:

- approved the charges included in the Appendix to this report with effect from 1 April 2020, or as soon as practicable thereafter; and
- approved the proposed charges contained in the Appendix to this report and recommend to the Court of Common Council that the Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

**15. COMBINED GATEWAY 3/4/5 REPORT FOR THE BEECH STREET TRANSPORT AND PUBLIC REALM IMPROVEMENTS PROJECT**

The Committee received a report of the Director of the Built Environment on the Beech Street Transport and Public Realm Improvements.

A Member raised the point that the Experimental Traffic Order to implement two-way zero emission restrictions in Beech Street will increase traffic movements in other areas within the City. Members asked to find a viable solution to overcome this issue. Officers took the opportunity to inform Members that the City will be monitoring data around the affected areas to see the traffic movements. In addition, there will be six months of public consultations. The data collected and the public consultations will be shared with the Committee prior to a decision being made.

A Member pointed out that all the publicly accessible lifts are maintained and repaired as otherwise this will impact residents even further, especially those who rely upon the use of wheelchairs for their mobility.

A number of the Members of the Committee took the opportunity to praise the City of London Officers for the regeneration work done in the area.

**RESOLVED** – Members noted the content of the report.

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

It was reported that the Tech Takeback event on 10 January 2020 was a success with 1.3 tonnes of equipment handed in for data deleting and reuse or recycling.

Members were reminded about the Committee Dinner which is taking place on 28 January 2020. The deadline for RSVP is Tuesday 14 January 2020 at 5.30pm. Furthermore, the Committee was informed of the Admiral of the Port rowing challenge on 17 June 2020 and the annual River Inspection on 10 July 2020.

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

There were no additional, urgent items of business for consideration.

**18. EXCLUSION OF THE PUBLIC**

**The meeting closed at 1.27pm.**

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**Chairman**

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### Port Health & Environmental Services Committee – Outstanding Actions

Item	Date	Action	Officer(s) responsible	To be completed/ progressed to next stage	Progress Update
1.	19 September 2017	<b>Electric Vehicle Charging</b>	Transportation and Public Realm Director	August 2020	<p>City Surveyors are procuring a contractor for necessary fire safety work, to improve the ventilation of the structure. This work is not expected to be complete until August 2020.</p> <p>Officers are seeking approval for TfL to undertake enabling works, in the meantime, to allow for commissioning when the fire safety work is complete.</p>
2.	16 July 2018	<b>Water Refill Points</b>	Transportation and Public Realm Director	March 2020	<p>Following an intervention at the highest level, with Thames Water, all are now connected, with the exception of the one on Paul's Walk, which requires a connection via a nearby pipe-subway.</p> <p>Thames Water are yet to install smart meters and the issue has been escalated to resolve.</p>

3.	27 November 2018	<b>Garden Waste Recycling</b>	Director of the Built Environment	May 2020	<p>The Garden waste trial will commence in March 2020 and run until November for residents of the Barbican There will be an article about the trial in Decembers Barbican life with further communications in the form of letters being sent to residents in January 2020.</p> <p>Residents will initially be asked to register their interest in participating, those residents who register an interest will receive a reusable bag to transport their garden waste to collections points on the estates. There will be a further Committee report outlining further details of the trial for Information at the March 2020 committee.</p>
4. Page 10	15 January 2019	<b>Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate</b>	Director of Markets and Consumer Protection	July 2019	<p>LUL have completed a Temporary Speed Restriction (TSR) trial under Brandon Mews.</p> <p>A meeting was held with LUL on 31<sup>st</sup> January to discuss technical details of the trial and the feasibility of implementation.</p> <p>LUL have agreed to –</p> <ul style="list-style-type: none"> <li>• carry out additional modelling on the effect of a TSR post 23.00.</li> <li>• review and propose an engineering mitigation for the crossing.</li> </ul> <p>An update will be provided once the additional information has been received.</p>

5.	8 November 2019	<b>Historic drinking fountains and pumps</b>	Transportation and Public Realm Director	July 2020	The City Surveyor with Built Environment colleagues are working to set out the current status of those fountains, and the cost/resource implications where viable to bring them into working order. The feasibility of brining historic drinking fountains into use will now be included in a report in July 2020, including the initial results following the full implementation of the water refill points initiative.
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<b>Committee(s)</b> Port Health and Environmental Services Committee	<b>Date(s):</b> 03/03/2020
<b>Subject:</b> Update on the impact of the UK leaving the EU (Brexit) on Port Health & Public Protection	<b>Public</b>
<b>Report of:</b> Jon Avern, Director of Markets and Consumer Protection	<b>For Information</b>
<b>Report author:</b> Gavin Stedman, Port Health & Public Protection Director	

## Summary

The United Kingdom (UK) left the European Union (EU) on 31 January 2020 and we are currently in a transition period until the end of 2020. During the transition period, arrangements and controls at the UK border will not change. Until Government agrees a trade deal (or not) with the EU, the final impacts remain unknown in relation to the functions undertaken by the Port Health & Public Protection Division (PH&PP), particularly in respect of border controls.

All appropriate actions have been taken to reduce the risks associated with Brexit. These risks are also applicable to future trade uncertainties and they are unlikely to change until the future trading position is clearer.

It should be noted that the information in this report is based on our understanding as of 20 February 2020, which may change depending on the final negotiated position with the EU.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

## Background

1. Following the outcome of the referendum held in June 2016 in which the UK voted to leave the EU, the UK triggered Article 50 of the Treaty of Lisbon on 29 March 2017. This gave formal notice of withdrawal from the EU, which was originally planned for 31 October 2019. However, the date was pushed back to allow for a General Election in December 2019. This in turn led to approval of the Withdrawal Agreement Bill and the UK's eventual exit from the EU on 31

January 2020. We are now in a transition period until the end of 2020, during which existing controls at the border will remain. Government is aiming to complete the relevant trade negotiations with the EU before the end of the transition period. In the reshuffle on 13 February 2020, George Eustice MP was appointed as Secretary of State for Environment, Food and Rural Affairs.

2. This is the seventh report to your Committee on this issue and you have previously agreed six key principles that form the basis of the approach officers have been taking when representing the City Corporation in discussions with Government and its agencies. (Appendix 1: City Corporation - Six Key Brexit Principles). These principles would also be relevant when discussing the UK's future trade deal with the EU. However, they may need to be reviewed by the Committee when the final negotiated position with the EU is clear.
3. Brexit remains on the Departmental Risk Register is classified as a Corporate Risk. The latter includes the 'impact of Brexit on the movement of goods through the Port Health Authority/functions'. The Department has now taken all appropriate actions to reduce the risk associated with Brexit from red to amber. These risks equally apply whilst the future trade position with the EU is unclear and the risk position will not change until such a time as the trade position is confirmed.
4. The Port Health Service has received sufficient funding from the Food Standards Agency (FSA) to cover all its Brexit related expenditure until 31 March 2020. However, considering the uncertain future trade position, further funding will be needed to maintain the existing resources until 2021. The Animal Health Service has generated sufficient income to cover all its Brexit preparations.
5. Since the UK voted to exit the EU, PH&PP officers have and continue to engage closely with Government and its agencies as well as with other interested organisations. This has recently included the Chief Executive of the FSA.

## **Current Position**

### Withdrawal Agreement & Political Declaration

6. On 10 February 2020, the Government indicated that it plans to introduce import controls on EU goods at the border after the transition period ends on 31 December 2020. This means that the UK will be leaving the EU customs union and single market.
7. The Chancellor of the Duchy of Lancaster, Mr. Gove, confirmed all UK exports and imports will be treated equally. This will mean traders in the EU and UK will have to submit customs declarations and be liable to checks. He also confirmed that the policy easements put in place for a potential no deal exit will not be reintroduced as businesses have time to prepare. He also confirmed that there are a number of reasons for implementing import controls:
  - to keep our borders safe and secure so we know who's coming in and how often, what they are bringing in, and why

- to ensure we treat all partners equally as we begin to negotiate our own trading arrangements with countries around the world
  - to collect the right customs, VAT and excise duties
  - the EU has said it will enforce checks on our goods entering its customs union. We will likewise enforce our own rules for goods entering the UK
8. It should be noted that this is the position as of 20 February 2020, which may change depending on the final negotiated position with the EU. However, the PH&PP division must ensure that it remains prepared for checks on EU goods to be undertaken at the border from 2021.

### Port Health

9. Currently food and feed imported into the UK from a third country is subject to Official Controls relevant to the risk that the food or feed represents; risk includes the type of product, country of origin, volume imported and previous history. These products must be imported through a Border Control Post, which is within a Customs Boundary. This is not likely to change moving forward.
10. EU Products are not currently subject to Official Controls, but this is now likely to change from January 2021.
11. As part of its Brexit preparations the service has carried out a Change Impact Assessment based on a 10%, 25% and 50% increase in work/drop in efficiency as new systems and processes settle in. Early indications were that, based on the current trade patterns and routes, checking EU food and feed would increase workloads by 25%. This could increase further if trade was displaced to ports that the City Corporation are responsible for, from other UK ports that do not have the capacity or facilities to undertake official control on high risk food and feed.
12. The Port Health service has been robust in its negotiations and has secured funding from the FSA to support its 'no deal' Brexit preparations in 2018/19 (£146k) and 2019/20 (£516k). The funding has been used to increase staff resource on a temporary basis to meet future demands; this includes 1 x Port Health Officer, 2 x Official Veterinarians and 3 x Port Health Technical Officers. This is a 15% increase in operational staff.
13. As the service aims to operate on a cost recovery basis, it is important that it secures appropriate funding for 2020/21 to ensure that it is able to maintain its current resources until the uncertainties regarding the future trade deal are clear. It would be a false economy to release staff when the FSA funding ceases at the end of March 2020, only to need the resource again from January 2021, with the added costs relating to recruitment and training. The Port Health Service has therefore extended all temporary contracts until September 2020 in the expectation that the trade position will be clear at that point to enable further resource decisions to be made.

14. The service is seeking further funding from the FSA to support this approach, as the approved budget does not include provision for the extension of these contracts. Although initial indications from the FSA are positive, if the service does not receive additional support it may need to draw on contingency funds. Extending contracts until September 2020 will cost approximately £215k.

#### Animal Health

15. The issues with live animal imports are not as challenging as those over imported food and feed, however the key concerns, which have been raised previously at this Committee include:
- a. The Pet Travel Scheme
  - b. Companies displaced from the UK to the EU
  - c. The Convention of the International Trade in Endangered Species (CITES)
  - d. Transit animals
  - e. Increased Customs clearance times
16. As it is still unclear as to whether there will be an increase or decrease in resources required at Heathrow Animal Reception Centre (HARC), a number of fixed term contract employees have been recruited and depending on the outcome, their contracts could be terminated or extended. These have been funded from additional income and it is expected that this would continue to be the case if contract extensions are required. In the short term an increase in throughput is anticipated as we draw near to the end of the transition period.

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

17. The actions taken to date and the above proposals are in accordance with previous decisions taken by your Committee, the PH&PP Business Plan, the Departmental/Corporate Risk Registers.
18. The Government's Brexit / future trade related legislation is being monitored by the Remembrancer who will continue to facilitate appropriate representations being made and support PH&PP where possible.

#### **Implications**

19. Sufficient funding has been received for the current financial year from Government departments. This funding covers the costs of additional staffing and undertaking a range of functions to support imported food and feed controls at the borders. This funding is time limited, so the Department will continue to identify and make a case for further funding to support its preparations.

## **Conclusion**

20. Officers continue to represent the interests of your Committee and the City Corporation in relation to the implications of any future trade position with the EU.

## **Appendices**

- Appendix 1: City Corporation - Six Key Brexit Principles

## **Background Papers**

- Impact of the UK leaving the EU (Brexit) on Port Health & Public Protection – report to Port Health & Environmental Services Committee, 19 September 2017.
- Update on the impact of the UK leaving the EU (Brexit) on Port Health & Public Protection – report to Port Health & Environmental Services Committee
  - 6 March 2018
  - 16 July 2018
  - 27 November 2018
  - 24 September 2019
  - 26 November 2019

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## Appendix 1: City Corporation - Six Key Brexit Principles

The City Corporation has agreed and is promoting the following principles in relation to biosecurity and Brexit:

- The same, or an improved, level of consumer protection should be sought for public, animal and environmental health in terms of any proposed changes to regulatory controls after the UK leaves the EU.
- Any changes to the current legislation should be commensurate with the risk posed by different activities and trades, as it is recognised that some enforcement requirements could be streamlined.
- The UK should continue to recognise EU controls in order to avoid resourcing implications at the UK border; and this would **best** be done as part of a reciprocal agreement with mutual recognition, as this would be more sustainable politically, promote regulatory alignment, and facilitate UK-EU trade.
- Full cost recovery for local authorities and port health authorities to enforce relevant legislation is essential, and this should be extended to include those areas not already covered, particularly if they have to undertake additional controls as a result of Brexit.
- The current checks at UK and EU borders on third country imports should be maintained to facilitate free movement of goods within the EU, and between the EU and the UK, and the UK should maintain access to existing IT and rapid alert arrangements.
- To control public health and animal health risks effectively, and to prevent the potential spread of zoonosis, monitoring, checks and controls on high risk food, feed and animals should be undertaken at first point of entry into the UK, i.e. at its borders.

<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services	<b>3 March 2020</b>
<b>Subject:</b> Massage & Special Treatment Licence Fees 2020/21	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Decision</b>
<b>Report author:</b> Peter Davenport - Licensing	

## Summary

The City of London Corporation may set annual fees for those premises requiring a licence for Massage and Special Treatments and for those premises seeking to register for acupuncture, tattooing, ear / cosmetic piercing or electrolysis. The report outlines recent case law which has indicated that the process for setting the fees must be robust, that income received through the licensing process cannot exceed the cost of obtaining that income and the administration part of the fee has to be charged separate to the non-administration part of the fee.

The matters considered by the licensing service in setting the proposed fees are discussed and include all aspects of the licensing process.

The proposed fees will result in small reduction in income compared with previous years. This is due primarily to the adjustments for over/under recovery of income from 2018/19.

## Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2020/21 as set out in Appendix 2 (column two).

## Main Report

### Background

1. Part IV of the London County Council (General Powers) Act 1920 permits the City Corporation to set a fee for the administration and inspection costs associated with granting or renewing a licence to permit an establishment to carry on massage or special treatments (MSTs). Examples of the different types of massage and special treatments which require a licence can be seen as Appendix 1.

2. Part V of the Greater London Council (General Powers) Act 1981 permits the City Corporation to set a fee for the administration and inspection costs associated with registering an individual or premises for the practice of acupuncture or the business of tattooing or cosmetic piercing.
3. Part VIII of the Local Government (Miscellaneous Provisions) Act 1982 permits the City Corporation to set a reasonable fee for registering a premises under this Act associated with the practice of electrolysis.
4. Licences are valid for twelve months from the date of grant unless revoked. The licence fee is due for payment at the time of application or prior to renewal.
5. Registrations are valid indefinitely unless suspended or cancelled by an order of court for a contravention of an applicable byelaw.
6. A High Court case held on 16 May 2012 (*R (Hemming and Others) v Westminster City Council*) concluded that the amount of the fee is required to be determined every year and further that a local authority was precluded from making a profit from the licensing regime. A full account of the fee income and expenditure would therefore need to be considered to ensure a surplus is not being made.
7. Successive appeals/decisions in the Court of Appeal, The Supreme Court and the European Court of Justice decided that the fee can include administrative costs involved, the costs of vetting the applicants (in the case of applications for a licence) and the costs of investigating/enforcing the licensing scheme including costs involved in enforcement against those premises that are not licensed.

### **Calculation of Fees for 2020/21**

8. In order to avoid possible complications arising from non-compliance with the Hemming decision, the licensing service has carried out an in-depth examination of the processes that are undertaken in order to administer the licence application/renewal and the costs of investigating compliance with any licence conditions.
9. In determining the proposed fee structure for MST premises the following factors have been taken into account:
  - Officer time spent on processing applications including site inspections and the issue of any licence
  - Officer time spent on the development and maintenance of processes and guidance notes
  - Training of staff as necessary
  - A proportion of the service costs such as accommodation, equipment and central recharges



- Officer time spent on inspections of licensed premises to ensure compliance with terms and conditions of any licence
  - Administration cost and inspections to ascertain compliance with byelaws in relation to the registration of premises and individuals.
10. MST fees for 2020/21 have been calculated on the above basis for each of a number of different types of licence/registration. Two of the proposed fees have been reduced with the remainder increasing. Changes in fees are due primarily to the under or over recovery of fees (see paragraph 14). Proposed fees can be seen as Appendix 2. All proposed fees are the total fees and include an element for the administrative element of issuing a licence and an element for inspection and compliance with legislation.
11. The forecast number of applications for each type of licence/registration for 2020/21 can be seen in the table below along with the number of licences/registrations that were actually granted during 2019/20.

	2019/20	2019/20	2020/21
	Forecast	Actual	Forecast
New MSTs with lasers	4	4	4
Renewal of MSTs with lasers	18	13	13
New MSTs	8	7	7
Renewal of MSTs	56	67	65
Premises Registration (without MST licence)	2	5	2
Premises Registration (with an MST licence)	2	2	2
Additional registration(s)	0	0	0
Individual Registration	12	19	15

### **Proposals/Options**

12. If fees are set lower than those recommended the result will be a deficit for 2020/21 as costs of administering the licence will not be fully met from income received.
13. Fees set higher than those recommended will result in a surplus i.e. an income which exceeds the cost of providing the service.
14. Any such under or over recovery of costs from 2020/21 will be calculated after the end of that financial year and will be carried forward to be taken into consideration in setting fees for 2022/23. The surplus or deficit on each fee type

from 2018/19 has been taken into account when setting the fees for 2020/21. Where the proposed fee is a reduction from the current fee, this is because we have over-recovered costs in previous years and our forecast cost remains lower than the existing fee, so a reduction is required to avoid continued over-recovery. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge.

## **Corporate & Strategic Implications**

15. The proposals within this report meet the requirement to set fees for the licensing of activities within the London County Council (General Powers) Act 1920, the Greater London Council (General Powers) Act 1981 and the Local Government (Miscellaneous Provisions) Act 1982, as they apply to the City of London Corporation.

## **Implications**

16. Setting the recommended fees will result in MST licence estimated income for 2020/21 of £50,000, a deficit of £9,000 against the budgeted income of £59,000. However, the budgeted income assumed a higher cost for inspection of premises than that included in the calculation of the proposed fees.
17. Setting fees above or below those recommended will have the implications as set out in paragraph 12-14 above.

## **Appendices**

- Appendix 1 – Examples of Massage and Special Treatments
- Appendix 2 – Proposed Fees for 2020/21

## **Background Papers**

None

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**London County Council (General Powers) Act 1920**  
**Licensing of establishments for massage or special treatment**

**Examples of Massage and Special Treatment**

**a. Massage** including but not limited to acupressure, aromatherapy, ayurveda, body massage, bowen technique, champissage (Indian head massage), facial massage, Grinberg method, holistic massage, manual lymphatic drainage, marma therapy, metamorphic technique, reflexology, rolfing, shiatsu, sports massage, stone therapy, thai massage or tui-na.

**b. Manicure** including but not limited to all forms of manicures, nail extensions or pedicures.

**c. Chiropody**

**d. Light** including but not limited to colour therapy, infra-red, lasers / intense pulse light (IPL), lumi-lift / lumi-facial or ultra-violet tanning (sunbeds).

**e. Electric** including but not limited to endermologie, faradism, foot detox, galvanism, high frequency, lumi-lift / lumi-facial, micro current therapy, scenar therapy or ultra sound.

**f. Vapour** including but not limited to facial steamers, halo therapy or steam room.

**g. Baths** including but not limited to fish pedicures, floatation tank, foot detox, hydrotherapy, sauna, spa or thalassotherapy.

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## Special Treatment Licence Fees 2020/21

This document sets out the fees payable for the licensing and/or the registration of:

- premises providing massage or special treatments
- premises that carry on the business of acupuncture, ear piercing or tattooing
- individuals that carry on the practice of, acupuncture, ear piercing or tattooing
- premises that carry on the business of electrolysis.

The fee is made up of 2 parts:

- The Administration element is the cost of processing the application and must be paid at the point the application is made
- The Compliance element is the cost of managing and enforcing the special treatments licensing regime and needs to be paid at the point the licence is granted

**NOTE: Both parts of the fee must be paid before the licence can be granted.** (Important – please read note C)

Application Type	Total Fee	Administration element of fee (See note A below)	Compliance element of fee (See note A below)	Current Fees 2019/20
<b>New</b> massage and special treatment licence <u>to include laser treatment</u>	<b>£760</b>	£610	£150	£700
<b>Renewal of a</b> massage and special treatment licence <u>to include laser treatment</u>	<b>£570</b>	£430	£140	£635
<b>New</b> massage and special treatment licence <u>No laser treatment</u>	<b>£660</b>	£510	£150	£600
<b>Renewal of a</b> massage and special treatment licence ( <u>No laser treatment</u> )	<b>£500</b>	£360	£140	£520



## Special Treatment Fees 2018/19

<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>without</u> an MST licence</b>	<b>£340</b>	£340	N/A (see note B)	£330
<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>with</u> an MST licence</b>	<b>£320</b>	£320	N/A (see note B)	£260
<b>Additional Registration(s)</b> (Premises)	<b>£275</b>	£275	N/A (see note B)	£250
<b>Registration</b> of an Individual	<b>£55</b>	£55	N/A (see note B)	£45

### Note A:

The Administration element of the fee is not refundable, even for unsuccessful applications as the fee only covers the administration and inspection costs of processing the application.

However, if an application is withdrawn prior to the technical inspection, the cost of the technical inspection will be refunded: **£186** for a new licence with no laser treatment and **£282** for a new licence with laser treatment.

If a licence is surrendered during the period in which it is in force, a refund of the Compliance element of the fee will be given for every full month remaining on the licence.

### Note B:

No part of the fee for a registration is refundable, even for unsuccessful applications, as the fee only covers the administration and inspection costs of processing the application.

### Note C:

The local authority is not permitted to charge for both elements of the fee up front. However, in order to assist customers, we will accept payment for the total fee upon application. In these circumstances the Compliance element of the fee will of course be refunded if the licence is not renewed/granted.

If you do pay just the Administration element of the fee up front the Compliance element will have to be paid before the licence is granted and issued.

<b>Committee:</b>	<b>Date:</b>
Port Health & Environmental Services	3 March 2020
<b>Subject:</b> Cemetery & Crematorium Risk Management	<b>Public</b>
<b>Report of:</b> Director Open Spaces	<b>For Decision</b>
<b>Report Author:</b> Martin Falder, Project Support Officer	

## Summary

This report provides your Committee with an update on the management of risks faced by the Cemetery & Crematorium. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department.

There are four risks managed by the Superintendent of the City of London Cemetery & Crematorium that are reported to this Committee. All four are reporting at Amber. None of the risk levels have changed significantly since the last risk update in September 2019.

## Recommendation

Members are asked to:

- Note the risk scoring grid at Appendix 1
- Approve the divisional risk register outlined in this report and at Appendix 2
- Note the risk matrix at Appendix 3

## Main Report

### Background

1. The Open Spaces Department's risk registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our departmental and divisional risks are registered on the Covalent Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional risk registers, the departmental health and safety improvement group, divisional health and safety groups and risk assessments. Departmental risks are reviewed by the Department's Senior Leadership Team (SLT) on a regular basis.

### Current Position

3. Appendix 2 shows the divisional risks. Officers are undertaking a range of actions at a divisional level and these actions will help to meet the 'target score'. A note updating on each of the risks and the actions underneath them is included. Appendix 3 provides a matrix which lays out the current position and the target position, which is at the same level for all three risks.

4. The Superintendent is currently reporting 4 amber risks to Committee. They are as follows:
  - OSD CC 003 – Deterioration of buildings, plant, and machinery (Amber, 6)
  - OSD CC 009 – Systems Failure (Amber, 6)
  - OSD CC 010 – Extreme Weather (Amber, 6)
  - OSD CC 011 – Tree and Plant Diseases (Amber, 6)
5. All risks remain at the level previously reported. The current score for OSD CC 009, 010, and 011, is the same as their target score, indicating that we intend to Accept this level of risk and manage them appropriately.
6. OSD CC 003's target score is 4 (Green), with a target date of 31 October 2020. This is to coincide with the anticipated completion of the cremator replacement project. At present, this project remains on track, although timeline may shift after the completion of the tender process.

### **Corporate & Strategic Implications**

7. The Departmental and Divisional Risk Registers will help us achieve the Corporate Plan 2018 – 2023 aim to:
  - Shape outstanding environments

Within which they will help deliver the outcomes:

- We have clean air, land and water and a thriving and sustainable natural environment.
  - Open spaces are secure, resilient and well-maintained.
8. The Departmental risk register reflects the risks associated with delivering the Open Spaces Department's Business top line objectives and associated outcomes:
    - A. Open spaces and historic sites are thriving and accessible.
    - B. Spaces enrich people's lives.
    - C. Business practices are responsible and sustainable.

### **Conclusion**

9. The need to systematically manage risk across the Department and at a divisional level for Cemetery & Crematorium is addressed by the production of this risk register, as too are the requirements of the Charity Commission. This document in turn will inform the collective risk across the department's business activities.

### **Appendices**

- Appendix 1 – Risk Scoring grid
- Appendix 2 – Cemetery & Crematorium Divisional risk register
- Appendix 3 – Cemetery & Crematorium risk matrix

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## Appendix 1:

## City of London Corporation Risk Matrix

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

### Likelihood criteria

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

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### Impact Criteria

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

### Risk Scoring Grid

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

### Risk Definitions

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

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

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# OSD C&C Detailed Risk report

**Report Author:** Martin Falder

**Generated on:** 06 February 2020



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD CC 003</b> <b>Deterioration of buildings, plant and machinery</b>  19-Aug-2015 Gary Burks	<b>Causes:</b> Inadequate proactive and reactive maintenance; failure to identify and communicate maintenance issues <b>Event:</b> Operational or public buildings become unusable. Plants and trees die due to reduced maintenance capacity. <b>Impact:</b> Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; increased costs for reactive maintenance	 Likelihood	6	AWP budgets remain at zero for 20/21. Risk to buildings remains at the same level currently, but is projected to increase if AWP budget is not increased to deal with the growing bow wave of projects from the 20 year plan for 21/22. Zero AWP budget is compounded by moratorium on spending for fabric breakdown since October 2019.  <b>06 Feb 2020</b>	 Likelihood	4	31-Oct-2020	  Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD CC 003 b	Continue to develop relationship with City Surveyors and ways of working to ensure CWP works are delivered Regular meetings with CS's Property Facilities Managers The Superintendent was engaged in the development of the 2017 R&M specification and tender documents	Actions are ongoing. No further development at present.	Gary Burks	05-Feb-2020	31-Jul-2020

OSD CC 003 d	Until the Cremator replacement project is completed, there is a risk of the ageing cremators breaking down beyond repair and therefore affecting our ability to offer as many cremation times to the public.	Tender process is underway and aims to complete Monday 10 February. Remain on track to replace over summer 2020. Timescales can't be confirmed until tenders are returned.	Gary Burks	05-Feb-2020	31-Oct-2020
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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD CC 009 Systems Failure</b> 01-Jun-2016 Gary Burks	<b>Cause:</b> IT systems including telephony fail <b>Effect:</b> Unable to operate as per normal. Unable to access Gower system. Unable to speak to funeral directors, doctors and internally across the site <b>Impact:</b> Burials and cremations may have to be cancelled/no bookings can be taken. Burials in the wrong graves. Loss of income. Reputational damage	 Likelihood	6	Current risk and target score remain unchanged.  <b>05 Feb 2020</b>	 Likelihood	6	31-Aug-2020	 Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
OSD CC 009 a	Review continuity plans on a regular basis and following significant systems failures Ensure staff are familiar with 'alternate operations' as detailed in the continuity plans IS partners aware that C&C is recognised as a 'critical' service and failures are treated as a priority.	Wifi now installed. Manual systems for funeral bookings are in place. Contingency systems in place. Database has been moved to a new server. After some initial teething issues, this seems stable at present.			Gary Burks	05-Feb-2020	31-Mar-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<b>OSD CC 010</b> <b>Extreme weather</b>  21-Jun-2016 Gary Burks	<b>Cause:</b> Strong winds causing significant tree damage within the cemetery and crematorium landscape <b>Effect:</b> Roads closed, exclusion of the public, disruption to funerals <b>Impact:</b> Significant cost to division and possible loss of income/ negative publicity	 Likelihood	6	Current and target risk score remain unchanged. A snow and ice policy is in place, which was reviewed this year and shared with other parts of the department as an example of good practice.  <b>05 Feb 2020</b>	 Likelihood	6	31-Aug-2020	  Constant

Action no	Action description	Latest Note		Action owner	Latest Note Date	Due Date
OSD CC 010 a	A significant storm could (and has in the past) cause significant damage to tree stocks and buildings meaning that for a short period of time the cemetery roads could be closed and block, and one or more buildings could be out of action. This is managed through: <ul style="list-style-type: none"> <li>• Tree inspections</li> <li>• Maintain staff with chainsaw qualifications</li> </ul>	Ongoing monitoring action. As previously: <ul style="list-style-type: none"> <li>• Trees are surveyed and inspected with advisory works carried out. A group of staff within the cemetery team are trained in the operation of chainsaws for clearing fallen trees.</li> <li>• It is unlikely that storm damage would close the modern crematorium building but could damage other service chapels and block roads. The cemetery and crematorium service has 6 service chapels.</li> </ul> No change, with 3,500 trees around the site, the risks associated with high winds remain.		Gary Burks	05-Feb-2020	31-Jul-2020

[illegible]

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date





Appendix 3 – Cemetery & Crematorium Risk Scores & Targets  
**Cemetery & Crematorium Risks and Target Scores**

<b>Likelihood</b>	<i>Likely (4)</i>				
	<i>Possible (3)</i>		<b>OSD CC 003</b> <b>OSD CC 009</b> <b>OSD CC 010</b> <b>OSD CC 011</b>		
	<i>Unlikely (2)</i>		<i>OSD CC 003</i>		
	<i>Rare (1)</i>				
<b>OSD CC Risks</b> <b>April 2019</b>		<i>Minor (1)</i>	<i>Serious (2)</i>	<i>Major (4)</i>	<i>Extreme (8)</i>
		<b>Impact</b>			

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

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<b>Committee(s):</b> Port Health and Environmental Services Planning and Transportation	<b>Date(s):</b> 3 March 2020 10 March 2020
<b>Subject:</b> Electric Vehicle Charging Infrastructure - Action Plan	<b>Public</b>
<b>Report of:</b> Department of the Built Environment	<b>For information</b>
<b>Report author:</b> Samantha Tharme	

## Summary

The City of London Transport Strategy includes a commitment to produce an Electric Vehicle Charging Action Plan, that identifies how many charge points, including charging hubs, are required up to 2022.

This report provides a forecast of the requirements for charging facilities in the City, up to 2025. We have commissioned an independent assessment of need from Energy Savings Trust (EST). The City of London has undertaken a first identification of potential locations and now will investigate the opportunity for these further, through necessary technical assessments and marketing/tendering for concessionaires to provide the equipment and electricity service.

## Members are asked to:

- Note the report.

## Main Report

### Background

1. Proposal 30 of Transport Strategy includes a commitment to produce an Electric Vehicle Charging Action Plan that identifies how many charge points, including charging hubs, are required up to 2022. The Action Plan period has been extended to 2025 to align with the Mayor of London's EV Infrastructure Taskforce, which is working towards targets for wider zero emission zones across London.
2. Additional electric vehicle (EV) charging facilities will be required to support the transition to electric vehicles and to support the introduction of local zero emission zones.
3. Members of the Port Health and Environmental Services and Planning and Transportation Committees have also raised concerns that we should be making more progress to deliver adequate EV charging facilities. Additionally, the GLA/Mayor of London commissioned a broad ranging assessment for

London to identify barriers to delivery and assess the infrastructure requirements for London as a whole.

4. This piece of work is looking at provision to 2025. This is the timeframe proposed by the GLA/TfL for introducing a central London zero emission zone. The City has also committed to supporting this and introducing local zero emission zones in two locations by 2022.
5. We have commissioned the Energy Savings Trust (EST) to look in more detail at the requirements for the Square Mile, looking at numbers of charge points for each user category and type of charge point. The EST have been working with TfL on demand forecasting and have good knowledge across the different sectors involved in the EV market.

#### **Current Position - Progress on existing plans.**

6. Progress has been made on new charging infrastructure in the last 18 months, with new charge points in place and others into the process of being delivered.
  - Noble Street taxi rapid charge point has been in operation since May 2019. By October average use of this facility was 12 hours a day or 50% occupancy. This is taxi dedicated site funded by TfL subsidy.
  - At Billingsgate Market a rapid charge point is being installed, for commercial operators on its site. This is being provided without any subsidy and will be open access to any user. This should be in place within the current financial year.
  - Smithfield Market has already identified a demand to increase the number of standard chargers in its car park, primarily for traders but also open to general public / residents.
  - At Walbrook Wharf installation is in progress to provide for the Corporation's refuse collection contractor.
  - Corporate fleet use is being provided for by installation this year at Guildhall, the Barbican Centre, Baynard Parks Service depot and the Cemetery and Crematorium.
  - Baynard House car park has a proposal for up to 10 rapid charge points. A concessionaire has successfully bid for 6 charge points. A new electricity substation will enable further charge points at this location in the future if demand requires it. Work is progressing on the scheme in partnership with TfL. This facility is expected to open in the summer as soon as fire safety works on the car park have completed.
7. A mix of 50 standard and slow public access charge points are already available in the City's public car parks, and 22 charge points were installed exclusively for residents in the Barbican in 2018. Not all of those in the current provision are at the 7kW standard, we will therefore be tendering to replace with 7kW for this category. The contract on those supplied in the 5 public car parks has come to an end and therefore a new tender during 2020 is due.

## **Future Requirements – Demand analysis.**

### **The Mayor's Electric Vehicle Infrastructure Taskforce**

8. A comprehensive piece of work has been commissioned by the Mayor's office, which is designed to guide the public and private sectors and enable delivery where appropriate. An exercise in predicting requirements to 2025 has been carried out considering rates of conversion to EV and the targets the Mayor has set to support the transition to EVs. Availability of grants and practical support is included in a comprehensive approach. A link to the full document is [London electric vehicle infrastructure delivery plan](http://www.tfl.gov.uk/modes/driving/electric-vehicles-and-rapid-charging#delivery-plan) (www.tfl.gov.uk/modes/driving/electric-vehicles-and-rapid-charging#delivery-plan).
9. The key findings from the work are:
  - EV driver behaviour is evolving and there is a need to be cautious to avoid out of date technology and infrastructure in the wrong places. The modelling is key to steering delivery, using uptake forecasts and targets.
  - Requirement to have between 2,500 – 4,100 rapid charge points; 33,700 – 47,500 standard charge points across the whole of London by 2025. By the end of 2020, work is in progress for 300 rapids to be in place and 3,500 standards.
  - Evidence from the National Grid and UK Power Networks, that whilst there are capacity issues to manage in some locations, that further use of a smart approach to time and 'load' management means that further EVs can be supported in London.
  - Strategic and demand led approach to further 'standard' chargers, rather than 'desire' led is critical, as this risks government subsidy not being spent in the optimum locations and redundant technology being in place.

### **City of London demand forecast for EV Chargepoints.**

10. Work directly with boroughs and the City is looking at identifying locations to fulfil these ambitions. The nature of activity for freight and taxis in the Square Mile together with relatively low numbers of residents and no on-street residential parking means there is a different pattern of demand for charge points in the Square Mile. We have therefore, commissioned a piece of work by the Energy Savings Trust that looks at likely requirements based on vehicle types on City streets. This give us figures for each user type:
  - Taxi
  - Motorbike
  - Private car
  - Light goods/freight
11. The methodology has looked at using historic / future anticipated take up rates of EVs for each user type and anticipated charging patterns based on industry/market expectations giving a forecast to 2025. A range has been given in the forecast, with demand in that range dependent on the market take

up and government approach. Future factors could have significant impacts, including:

- Implementation dates for zero emission zones in the City and Central London
- Charger technology advancing
- Supply chain confidence
- Battery technology
- New vehicle costs
- Used market costs
- Neighbouring boroughs infrastructure provision
- Grid capacity & impact of smart charging incentives

12. The key recommendations are set out below and the Action Plan (Appendix 1) sets out how the City is taking each of the recommendations forward. The final report is provided in Appendix 2

- Develop a monitoring and evaluation framework. Observe and chart actual Plug in Vehicle (PiV) uptake within CoL traffic flows and utilisation of existing charging infrastructure.
- Prepare immediate plans for phased installation of 26 rapid (50kW) chargers and 65 standard (7kW x 2 point) chargers meeting the forecasts under the low scenario.
- Dynamically evaluate the suitability of the low scenario against technological developments and infrastructure plans across Greater London.
- Prepare contingency plans that will mitigate against the impacts of unmet demand equivalent to the high scenario, and alternative proposals for oversupplied sites.
- Work with neighbouring boroughs to identify collaborative opportunities for strategically placed, scalable and efficient infrastructure solutions on arterial routes.
- Work with Electric Vehicle Supply Equipment (EVSE) industry and other stakeholders, to ensure that commercial opportunities for market led, or partnership solutions are well publicised and free from unnecessary development barriers.

Table 1: Current charge points and forecast 2025 requirements.

	Rapid 50kW	Standard 7 kW
Current / due for completion by end 2020	8	32 (2 point)
Forecast requirement for 2025	26	65 (2 point)

13. The total forecast number recommended for 2025 includes current provision. Standard chargers in this recommendation are 2-point 7kW chargers, i.e. 65 chargers with dual access that can charge two vehicles at the same time. In our car parks there are currently a mix of slow (3.7kW) and standard (7kW)

charge points, which are available to the public. Of the 26 rapid charge points, 13 is the recommended number to meet taxi drivers' needs.

### **Enabling and providing EV charge points.**

14. We propose to investigate feasibility of specific sites to install further charge points, but part of the role of the Corporation will be to enable rather than be the specific provider as there is a limit to grants and public funding available. The recommendations from EST do not specify who the provider should be but focus on the amount needed to serve the anticipate EV market.

### **Funding options.**

15. There can be substantial set up costs in providing EV infrastructure depending on the kW of the charge points and the specific location. Some government grants are currently available but have certain qualifying criteria and none meet 100% of the costs. Cost of enabling works can vary significantly depending on the location to connect to electricity supply. If network upgrades and new electricity substations are required costs are likely to be over £100,000. A straightforward connection is between £10,000 - £30,000.
16. Funding options include:
- Fully commercial - where operator meets cost of all enabling works - providers are only likely to do this where they consider the revenue return sufficient and will require concession/lease for sufficient period. If in a private residential car park grants are available to residents for part of the infrastructure, but this does not meet the setup costs/enabling works.
  - Government/TfL funding for enabling works, for rapid 50kW chargers and for on-street residential, through grant application. TfL have funded the installation of charge points on Noble Street and in Baynard House car park (CoL has no on-street residential parking and no anticipation of this changing).
  - Fully private - if residents or businesses choose to meet all costs.
  - Fully funded by the Corporation - where for own fleet operational use. A small 'work place' grant is available but this only meets a small proportion of the cost.

### **Corporate & Strategic Implications**

17. Air quality is identified as Corporate Risk 21, this area of work and the Action Plan will support the transition to electric vehicles and therefore contribute positively towards cleaner air.
18. The project also contributes towards corporate objectives, supporting outcome 11 We have clean air, land and water and a thriving and sustainable natural environment.
19. Delivery of charging infrastructure also helps deliver the City Corporation's Transport Strategy and Air Quality Strategy

## Financial Implications

20. For further installations led by the Corporation we will seek TfL/Government funding and fully commercial delivery opportunities will also be identified. We will also consider use of TfL Local Implementation Plan (LIP) funding and submit capital bids for internal funding if grants or other funding is not available. The Action Plan is for a phased implementation over the next five years therefore financial details will be set out with specific projects.

## Conclusion

21. The report by EST has given an evidence based guide on requirements for EV infrastructure for the five years up to 2025. We plan to continue with installations of charge points that meet part of the forecast and implement these in 2020. We will commence specific site feasibility assessment for further sites to plan for the forecast requirements. We will continue communication and coordination with industry, TfL and neighbour boroughs to maintain awareness of developments in technology and public demand.
22. An update report will be produced on actions and data after 18 months, in June 2021.
23. In identifying new locations for charge points we will adhere to the policy adopted in October 2017 which states that charge points will be placed off-street and only on-street by exception.

## Appendices

Appendix 1: Electric Vehicle Action Plan for the City of London - DRAFT

## Background Papers

1. The Mayor of London's Electric Vehicle Infrastructure Taskforce Action Plan (June 2019). [London electric vehicle infrastructure delivery plan \(www.tfl.gov.uk/modes/driving/electric-vehicles-and-rapid-charging#delivery-plan\)](http://www.tfl.gov.uk/modes/driving/electric-vehicles-and-rapid-charging#delivery-plan).
2. Energy Saving Trust - Electric Vehicle Infrastructure Forecasts 2025 for the City of London Corporation

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## Appendix 1: Electric Vehicle Action Plan for the City of London - DRAFT

The table below sets out the recommendations from the Energy Saving Trust's Electric Vehicle Infrastructure Forecasts 2025 report to. The actions under each recommendation set out what the City of London Corporation anticipates is necessary to deliver each of the recommendations, with target dates for the actions. Some actions are already completed or in progress and are included here.

Recommendation	Action and tasks		Target date
1. Develop a monitoring and evaluation framework. Observe and chart actual PiV uptake within CoL traffic flows and utilisation of existing charging infrastructure.			
	<p>Data collection in future will enable us to accurately record age and engine type (through use of ANPR cameras). We anticipate having this active by the end of 2020. This can be compared to the scenario requirements set out in the EST report (high, medium, low) and allow us to review recommendations.</p> <p>ACTION: establish data collection across network of camera points.</p>		October 2020
	<p>The Transport Strategy committed to achieving a reduction in combustion engine vehicles, a key performance indicator for the proportion of the vehicles driving in the city to be zero emission has been set at 90% by 2030. Baseline data will be captured in 2020.</p> <p>ACTION: collate and report on vehicle profile</p>		April 2021
2. A) Prepare immediate plans for phased installation of 26 <b>rapid (50kW) chargers</b> meeting the forecasts under the low scenario.			

	Installation at Noble St Taxi rest bay – COMPLETE	Taxi	May 2019
	<p>ACTION: Complete installation of Baynard House site</p> <ul style="list-style-type: none"> <li>• 6 charge points live</li> <li>• site enabled for additional 4 charge points.</li> </ul>	Taxi/ Freight	August 2020
	<p>ACTION: Complete installation at Walbrook Wharf for refuse collection contractor</p> <ul style="list-style-type: none"> <li>• 1 charge point</li> </ul>	Own fleet contractor	Mid 2020
	<p>Taxi and Freight - rapid charge points:</p> <p>Identify sites for further 14 rapid charge points, planned for and brought on stream by 2025. Feasibility of sites will be assessed including site practicalities, connection costs to UKPN, funding options (wholly commercial or subsidised).</p> <p>For taxi and freight use we will investigate the feasibility of further taxi rest bay sites:</p> <p>Noble Street (additional 1); Ropemaker Street; St Andrew Street; Angel Street; Mincing Lane; Appold Street; Smithfield area; Barbican (Moor Lane); Barbican Trade Estate (access off Beech Street)</p> <p>Sites will be considered for either taxi priority or mixed use to provide flexibility for users and to ensure sites are commercially attractive to concessionaire charge point providers.</p>	Taxi / Freight	

	ACTION: investigate and report on site potential and practical feasibility of taxi priority sites; prioritise sites for implementation up to 2025.	Taxi / Freight	December 2020
	ACTION: prepare for tender and identify funding for enabling works for two taxi priority sites.	Taxi priority	December 2020
	ACTION: prioritise remaining feasible and deliverable taxi priority / and shared use freight sites and prepare for delivery commencing 2021/22. We will consider funding options so that where possible sites can be tendered on fully commercial basis, with provider meeting cost of all enabling works.	Taxi / freight	December 2020
	<p>Freight:</p> <p>Rapid (50kW) charge point provision within City of London car parks, 7 points recommended for freight use.</p> <p>In developing Last Mile Logistics Hubs proposals, we are reviewing both the existing electrical capacity and what enabling works would be required to provide for charging infrastructure in car parks. Initially, this information will be used to help inform bid responses from freight operators for charging facilities to support their operations, most of which is anticipated to be standard (7kW). We will also use the assessment of network capacity and requirements to establish whether there are opportunities for new publicly available rapid (50kW) charging aimed at freight vehicles. This would be in a public area of the car park.</p> <p>Site assessments will be carried out approximately 12 months before anticipated readiness therefore this is a rolling programme commencing 2020 through to 2022. Anticipated operational dates: London Wall Car Park - December 2020; Barbican Trading Estate Access - July 2021;</p>	Freight	2020-2022

	Middlesex Street Estate Car Park - October 2021; Minorities Car Park - 2022.		
	ACTION: Identify and tender publicly accessible rapid (50kW) charge points within underground car parks, subject to site appraisal.	Freight	2020 - 2022
	ACTION: Identify shared freight/taxi sites following site appraisal (as noted above) and prepare for delivery 2021/22.	Freight/ Taxi	December 2020
2. B) Prepare immediate plans for phased installation of 65 x2 point access <b>standard (7kW) chargers</b> , meeting the forecasts under the low scenario.			
	<p>Freight</p> <p>Standard (7kW) charge point provision within logistics centres and public car parks.</p> <p>In developing Last Mile Logistics Hubs proposals, we are reviewing both the existing electrical capacity and necessary enabling works to provide for charging infrastructure. Site assessments at all potential logistics hubs (as listed under 2a) will be carried out approximately 12 months before readiness therefore rolling programme commencing 2020 through to 2022. The forecasts for general freight are that most demand will be for rapid (50kW) chargepoints, however where provided within logistics centres for that operator's exclusive use these are likely to be standard chargers given the nature of the operations and the cost of providing rapid chargers.</p> <p>Further provision for freight is available with the charge points that are publicly accessible in Corporation public car parks, this will be shared use with private car, private hire as noted below.</p>	Freight	

	ACTION: Identify capacity and potential for charge points for freight operators (exclusively) within logistics operations and develop with other enabling works to prepare for logistics centres.		2020 - 2022
	<p>Private Car, Private Hire and Motorcycle - public access car parks.</p> <p>50 standard chargers are required which will meet the requirements of private car users, including residents who use public car parks, freight and private hire. The majority of these will be provided in public car parks for shared use as at present. We will review the use of the current charge points to identify areas of higher or lower demand. It is proposed that the contract to provide standard charge points in public car parks is considered together with private residential car parks as that is likely to be more commercially viable and provide a better offer to all users.</p> <p>Although freight vehicles are less likely to use standard charge points, they are still available as shared use.</p> <p>Motorcycle requirements are for 15 standard charge points up to 2025. Sites will be recommended once the review of parking provision for motorcycles has been completed. This has been surveyed in 2019 along with opinions of users and this will form the basis of recommendations for future provision.</p>	Private car/ motorcycle	
	ACTION: Review usage of current charge points.		May 2020
	ACTION: Assess power network capacity at all sites.		July 2020
	ACTION: Identify recommendations for motorcycle parking provision, following detailed motorcycle parking/user study.		July 2020

	ACTION: Tender for all public car park provision to include motorcycles and consider joint contract for private residential car parks.		December 2020
	<p>Private Car and Motorcycle - Residential private car parks.</p> <p>There are a limited number of private residential car parks under the Department of Children and Community Services. Although car ownership is relatively low there is still some demand for electric cars and car clubs in the future. It is recommended that the invitation to tender will also include an electric vehicle car club and provision for residents' motorcycles. The option to combine these private car parks, with the Corporations public car parks within one contract for EV infrastructure will be considered as this is likely to be more commercially viable and offer a better service to residents.</p>	Private car/ motorcycle	
	ACTION: Survey residents to identify demand for EV charging and car club.		May 2020
	ACTION: investigate potential funding options for enabling works to be met by provider to minimise cost to CoL/residents (for residential standard power some providers can also assess the network capacity, as part of the package of works).		May 2020
	ACTION: Assess power network capacity at all sites.		July 2020
	ACTION: Issue invitation to tender for private residential car parks December 2020.		December 2020

	<p>Private car and Motorcycle - Barbican private residents car parks.</p> <p>22 charge points in place since 2018 - exclusively for residents' use. The Barbican already has a number of charge points with subsidised introduction in 2018. As this is a private site there are limits on TfL grants to put any further charge points in place. The Barbican estate office is looking into options to provide more charge points and whether subsidies might be available. It is intended that the Barbican will be included in an EV car club.</p> <p>We are also considering sites on Barbican land or adjacent to that offer public access and may therefore offer additional rapid charge points for residents as this can increase the commercial viability.</p>	Private car/ motorcycle	
	ACTION: Assess additional sites adjacent to Barbican. Identify funding options if sites are publicly available, followed by recommendation to Barbican Residential Committee.		June 2020
	ACTION: Issue invitation to tender dependent on recommendation above.		December 2020
3. Dynamically evaluate the suitability of the low scenario against technological developments and infrastructure plans across Greater London.			
	<p>Continue engagement with industry, neighbour boroughs and TfL to ensure recommendations and future provision is in line with technology as it develops, both the charge points and the batteries within vehicles.</p> <p>ACTION: Update report on changes in technology after 18 months.</p>		June 2021

	<p>Liaison with neighbour boroughs and TfL. Boroughs have submitted funding requests to TfL (October 2019), when the decision on what is feasible and will be funded through TfL has been made we can engage in more detail with neighbour authorities.</p> <p>ACTION: Map out 5 year plan for neighbour borough provision for rapid and standard charge points.</p>		June 2020
	<p>ACTION: Produce update report after 18 months - containing review of provision requirements contained in EST report based on:</p> <ul style="list-style-type: none"> <li>• Rate of uptake of EVs</li> <li>• Battery technology and range;</li> <li>• Charge point technology;</li> </ul>		June 2021
4. Prepare contingency plans that will mitigate against the impacts of unmet demand equivalent to the high scenario, and alternative proposals for oversupplied sites.			
	<p>Continue to identify further sites for high scenario, working with private sector and industry for EV supply equipment. Consider more flexible provision with private sector and ensure that network capacity issues are understood with UKPN engaged in the discussion. Smarter solutions will be explored, and funding opportunities sought directly through commercial providers.</p> <p>ACTION: Update on innovative and smarter solutions including provision at private sites.</p>		June 2021



	<p>A review of the forecast demand and maintaining an awareness of the market should prevent over provision in the next 5 years. Almost all planned sites will be within car parks therefore if usage is not high in any locations they will easily return to standard parking space. It is not intended to place a high proportion on-street.</p> <p>ACTION: update report on forecast demand</p>		June 2021
	<p>There are currently a mix of slow and standard charge points in CoL public car parks. The usage patterns and anticipated demand will be reviewed before re-tendering the contract to aim to provide where demand is highest.</p>		July 2020
5. Work with neighbouring boroughs to identify collaborative opportunities for strategically placed, scalable and efficient infrastructure solutions on arterial routes.			
	<p>Liaison with neighbour boroughs and TfL. In the most recent bidding round London Boroughs have submitted funding requests to TfL (October 2019), when the decision on which sites will be funded through TfL has been made we can engage in more detail with neighbour authorities. Consideration of further hub sites will be included.</p> <p>ACTION: Map out 5 year plan for neighbour borough provision for rapid and standard charge points.</p>		June 2020
	<p>Identify potential joint funding / subsidy solutions by joining with neighbour boroughs.</p>		

	ACTION: agree to delegation to allow London Council's to act on behalf of and support London Local Authorities in their activity to provide EV charging infrastructure.		March 2020
6.	Work with Electric Vehicle Supply Equipment (EVSE) industry and other stakeholders, to ensure that commercial opportunities for market led, or partnership solutions are well publicised and free from unnecessary development barriers.		
	<p>City officers are engaged through the networks established through the Mayor's EV Infrastructure Task Force. This includes industry providers, all London boroughs, TfL and UK Power Networks.</p> <p>Further liaison and lobbying is organised through London Councils to provide a co-ordinated approach to provision, which the freight industry seeks.</p> <p>Work directly with freight operators is continuing through the established relationship the City has developed with Freight Trade Association and other industry networks. We will work with businesses to identify private sites that may be commercially viable and still meet the overall need.</p> <p>Innovative solutions where appropriate will be considered as both battery and charging technology develops.</p>		
	ACTION: Update report after 18 months on innovative solutions and partnership opportunities.		June 2021

All site investigation and planned installation will be made in line with the policy for EV charging infrastructure adopted in October 2017 and set out below.

### **City of London adopted policy on locations for charge points.**

The number and location of charge points will aim to meet the needs of vehicles accessing and serving the Square Mile without generating any additional vehicle trips. Charge points will only be installed in locations that have minimal impact on the public realm and do not add to street clutter or restrict pedestrian movement.

To meet the needs of the different vehicle types, the following locations will be acceptable for installing charge points:

Vehicle type	Charge type	Location
Taxi	Rapid /Fast	Off-street public car parks On-street by exception
Private Hire	Fast/Standard	Off-street public/private car parks
Private Car	Fast/Standard	Off-street public/private car parks
Freight and servicing	Rapid/Fast	Off-street public/private car parks Freight consolidation centres Private off-street loading areas

The installation of charge points will be supported by other measures to encourage the transition to ULEVs for taxis, freight and servicing vehicles. These could include ULEV only taxi rest bays and ranks and on-street loading bays.

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<b>Committee</b> Port Health and Environmental Services	<b>Date:</b> 03 03 2020
<b>Subject:</b> Proposed Charges for Street Cleansing, Waste Collection and Public Conveniences 2020-21	<b>Public</b>
<b>Report of:</b> Director of the Built Environment	<b>For information</b>
<b>Report author:</b> Jim Graham, Assistant Director Cleansing	

## Summary

This report sets out the proposed 2020/21 fees and charges for a range of services provided by the City's Street Cleansing, Waste Collection and Public Conveniences operations. It is recommended that they take effect from 1 April 2020.

An increase by Retail Price Index (RPI) of 2.3% is proposed for cleansing of private land, sale of Smartbins (post mounted cigarette bins), bulky waste collection and charges for general waste collection from educational establishments.

No changes are proposed to current charges for recycling services, public conveniences, recycling for educational establishments, the removal of highway obstructions and the Clean City Awards Scheme membership fee.

It is also proposed to continue the provision of free collection of bulky waste for low income households, and free assisted collections for the infirm and the disabled, to enable them to access these services.

The charges proposed in the report, when taken together, are estimated to generate an income of £511,000.

All proposals in the report align with the City's charging policies such as raising revenue and contributing to the achievement of policy objectives. The charges proposed in this report are exclusive of VAT.

## Recommendation

Members are asked to:

- approve that with effect from 1 April 2020:
  - charges for Street Cleansing services to external clients are increased by 2.3% in line with RPI.
  - charges for special events and other ad-hoc works provided to third parties continue to be made at full cost plus 30% to cover the City's management and administration costs.
  - the charge for the collection of bulky waste is increased to £33 from £34.
  - bulky waste collection continues to be offered free of charge on request to those who are in receipt of means tested benefits and to those who are infirm or disabled receiving assisted collections.

- the general waste charges for educational establishments are increased by 2.3% and food and recycling collection charges should be maintained at the current level.
- charges for the removal of highway obstructions to remain at the existing £60 plus VAT and for the removal of uncollected bagged waste to remain at £125 up to 10 bags and £5 per bag thereafter.
- charges for the staffed toilet facilities at Tower Hill, Paternoster, Royal Exchange and Eastcheap conveniences to remain at 50p per use.
- smart bins (post mounted cigarette bins) sold to businesses be charged at cost plus 20% to cover the City's administration costs.
- Clean City Awards Scheme membership fees are kept the same.

## **Main Report**

### **Background**

1. Fees and charges are reviewed yearly to ensure that they reflect the City Corporation's priorities and the charging policies such as raising revenue to allow the continued provision of services and contribute to the corporate policy objectives. They are also reviewed annually as part of the budget setting process within the agreed corporate timeline and are set within the context of value for money.

### **Current Position**

2. The Council has general power under section 93 of the Local Government Act 2003 ("LGA 2003") to charge a person for service it provides. They are discretionary services where the Council is authorised, not required, to provide and the service receiver has agreed to its provision.
3. There is a need for continuous price review of those service offerings and income generation to avoid any service reductions. The proposed fees and charges are competitive within the market environment and the services offered are not inappropriately subsidised. However, the income from discretionary services must not exceed the cost of provision.
4. Officers have set charges to recoup the total cost of providing a service including overheads, whilst also enabling them to manage demands and to offer subsidised services to those who are vulnerable to encourage use and to enhance service access. The policy, therefore, ensures a fair and reasonable price for all services reflecting the ability of the community and organisers to pay.

### **Proposals**

5. Set out below are the details of the review and the proposed fees and charges for the following services in 2020/21 with effect from 1 April 2020.

## **Cleansing for Private Landowners**

6. The City provides, via its term contractor, cleansing services to private landowners whose land is open to public use. This is a chargeable service and is renewed annually in April. It is proposed to increase charges by 2.3% in line with RPI for those landowners continuing to use the service. Details are shown in Appendix 1. The total anticipated income from this service is £10,000 in 2020/21.

## **Special Events Cleansing**

7. A number of special events are held in the City each year by various organisations. The City arranges for the clean up after each event via its term contractor and recharges the event organisers the full cost plus 30% to cover the City's management and administration costs, and it is proposed to continue this arrangement. The estimated annual income from this service is £71,000.

## **Removal of Obstructions, Bagged Waste and Fly-Tips**

8. Bicycles, A-boards and other items are routinely removed from the highway if they pose an obstruction. Currently there is a charge of £60 plus VAT for this service and it is proposed that these charges will remain the same. The City of London Corporation has powers granted under Section 17 of the Local Authorities and Transport for London Act 2003, which empower the removal of the offending 'things' from the highway.
9. Uncollected commercial waste left on the highway for collection by third parties is also collected and disposed of for a charge of £125 plus VAT per occasion for up to 10 bags and £5 per bag thereafter. No increase is proposed to these charges.
10. Large quantities of waste deposited on the highway will continue to be treated as 'fly-tip' which carries a fine of up to £50,000 (unlimited if the case goes to the Crown Court) and offenders could also face a prison sentence of up to five years.

## **Provision of Pocket Ashtrays and Smartbins**

11. The City's ongoing Smoking Related Litter campaign continues to be successful and as a result, we have had requests from businesses in the City for the supply of pocket ashtrays for use at their premises. The charge for 100 Pocket Ashtrays currently is £80 and no increase is proposed.
12. The City also provides twin and solo Smartbins to businesses, if requested, at cost plus a 20% administration fee, and no change is proposed.

## **Bulky Waste Collection**

13. The standard charge for bulky waste collection is currently £33. This is a doorstep collection service and the charge covers, for example, the collection of a three-piece suite or ten bags of waste. It is proposed to increase the standard charge in line with 2.3% RPI, rounded to £34.

14. The service is free to those who are in receipt of means tested benefits and an assisted collection is offered free of charge to those who are disabled or infirm; it is proposed to maintain this policy.

### **Clean City Awards Scheme**

15. The Clean City Awards Scheme currently has 109 businesses signed up for the scheme and paying a fee for membership. No increase is proposed to the fee and, based on the current membership level, the fee income is anticipated to be £36,000 next year.

### **Educational Establishments and Charities**

16. Waste collection and disposal from 10 schools and colleges in the City, are chargeable under the Controlled Waste (England and Wales) Regulations 2012 (CWR 2012). The exception to this in the City is Sir John Cass School. As it is wholly state funded, only the collection cost is chargeable.
17. In order to promote more recycling, it is proposed to maintain food waste and recycling waste charges at their current level whilst increasing the general waste charges by 2.3 % in line with RPI, as detailed in Appendix 2.
18. The anticipated income from these schools, as detailed in Appendix 3, is £54,000 based on the existing number of customers, containers / bags in use and frequency of collection. This revenue, therefore, can vary if there are any future changes to these factors.
19. It is proposed to increase the general waste charges by 2.3% in line with RPI, as detailed in Appendix 4, whilst no increase is proposed for the food waste and recycling waste charges to encourage more recycling.
20. Waste from charities is collected as commercial waste under the Controlled Waste CWR 2012, whilst waste from places of religious worship is classified as household waste and the City makes no charges for either collection or disposal.

### **Public Conveniences**

21. The current charge for staffed barrier toilet facilities at Tower Hill, Paternoster, Royal Exchange and Eastcheap is 50p per use. No increase is proposed to these charges. The budgeted income from these toilets is £335,000 in 2020/21 and it is expected to achieve an income close to this target based on the current level of usage.

### **Corporate & Strategic Implications**

22. Effective street cleansing services are proven to be an important factor in reducing residents' fear of crime and would maintain both private and public areas to the City's high cleansing standards.



23. Providing efficient and high-quality local services to achieve sustainable outcomes within the Square Mile is part of the City's Corporate Plan 2018/23 and reducing expenditure, enhancing income and improving efficiency.
24. Where charges proposed in this report require variations to contracts, they must be made via Change Control Requests signed by both parties.
25. The Comptroller and City Solicitor has been consulted and his comments are incorporated in the body of this report.

## **Implications**

26. The 2020/21 budgeted income from the services detailed in this report is £520,000, and the proposed charges, summarised below, should produce an estimated income of £511,000.

<b>Description</b>	<b>Forecast Income £'000</b>
Private Land Cleansing	10
City Events – Street Cleansing	71
Clean City Awards Scheme Membership	36
Collections from Educational Institutions	54
Bulky Waste Collections	5
Public Conveniences	335
<b>Total</b>	<b>511</b>

## **Conclusion**

27. The charges for 2020/21 set out in this report, are aimed at maintaining the standard of the City's street scene, encouraging sustainable waste management and safeguarding the income from services operating in a competitive environment.

## **Appendices**

- Appendix 1 – Cleansing Service Charges to Private Landowners
- Appendix 2 – Charges for Schools
- Appendix 3 – Estimated School Income

## **Background Papers**

### **Jim Graham**

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## Appendix 1 - Cleansing Service Charges to Private Landowners

<b>Customer</b>	<b>Current Charge 2019/20 £</b>	<b>Proposed Charge 2020/21 £</b>
Telereal Trillium Ltd, Bastion House Slip Road	2,693	2,755
Drapers Hall, Footpaths adjacent to Drapers Hall, Throgmorton Avenue	1,905	1,949
Corren Properties, Dyers Building	405	414
Carpenters Hall, Footpaths adjacent to Carpenters Hall, Throgmorton Ave (twice daily sweeping)	4,585	4,690
<b>Total</b>	<b>9,588</b>	<b>9,808</b>

***Note: VAT (not shown) is applicable to these charges.***

## Appendix 2 – Charges for Schools

Container Type	Current Charge 2019/20 £	Proposed Charge 2020/21 £	Percentage Increase
General Waste Bag – roll of 50	99.38	101.67	2.3%
General Waste – 1100L bin per lift	15.53	15.89	2.3%
General Waste – 240L bin per lift	4.97	5.08	2.3%
Recycling Bag – roll of 50	42.50	42.50	0%
Recycling Waste – 240L bins per lift	1.50	1.50	0%
Recycling Waste – 660L bins per lift	3.00	3.00	0%
Recycling Waste – 1100L bins per lift	4.00	4.00	0%
Food Bin – 140L per lift	11.50	11.50	0%
Food Bin – 500L per lift	45.00	45.00	0%

**Note: VAT (not shown) is applicable to these charges**

### Appendix 3 - Estimated Income from Schools

<b>Educational Institution</b>	<b>Type of Institution</b>	<b>Estimated Income 2020/21 £</b>
Sir John Cass Primary School	State School	2,000
City of London School	Independent	2,500
City of London School for Girls	Independent	11,000
St Paul's Cathedral School	Independent	7,500
Guildhall School of Music and Drama (Silk Street)	Further Education Institution	7,500
Guildhall School of Music and Drama (Sundial Court)	Further Education Institution	11,000
Guildhall School of Music and Drama (Milton Court)	Further Education Institution	4,000
London School of Business and Finance	Further Education Institution	5,500
New Park Nursery	Nursery	3,000
	<b>Total</b>	<b>54,000</b>

<b>Committee</b> Audit and Risk Management Port Health and Environmental Services Planning and Transportation Health and Social Care Scrutiny	<b>Dated:</b> 28 January 2020 3 March 2020 6 March 2020 26 February 2020
<b>Subject:</b> Deep Dive: CR21 Air Quality	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Information</b>
<b>Report author:</b> Ruth Calderwood Air Quality Manager, Markets and Consumer Protection Dept.	

## Summary

Air quality is currently an amber corporate risk, with a risk score of 12. It was initially designated a red corporate risk; however, the risk has been reduced. This is due to ongoing improvements in air quality together with the wide range of action that has been, and continues to be, taken by the City Corporation to mitigate the risk. The risk reflects the potential impact on the health of residents, workers and visitors to the Square Mile. It also reflects the potential reputational and financial risk to the City of London Corporation. The target is to achieve a risk score of 6.

Extensive air quality monitoring across the Square Mile demonstrates that air quality is improving, although there is still some way to go before it meets health-based limits and guidelines at all locations. There was a marked improvement in roadside concentrations of nitrogen dioxide (a product of combustion) in 2019, when compared to the previous year. This was largely due to the roll out of the new electric taxi for London, electric single deck buses, and the introduction of the Mayor of London's ultra-low emission zone. The implementation of the City Corporation's new Transport Strategy will deliver further improvements in roadside air quality over the next few years.

The City Corporation published its third Air Quality Strategy in 2019 outlining the wide range of action being taken to improve air quality. The five-year strategy was very well received. The Greater London Authority, who oversees the City Corporation's statutory air quality function, consider it to be an *'excellent plan, with a very thorough and engaging narrative and a comprehensive range of detailed, specific and ambitious actions..... an excellent plan which once again demonstrates your leadership in this field'*. Clean Air London (CAL), a campaign organisation said *'CAL considers that the CoL is doing more than any Borough in Greater London to improve air quality'*

The City Corporation has developed proposals for an Emission Reduction (Local Authorities in London) Bill. The Bill, which has the support of London Councils, proposes adoptive powers for all London local authorities to reduce emissions of

pollutants from a wide range of combustion plant used for heating and electricity generation. The Bill was introduced to the House of Lords as a Private Member's Bill by Lord Tope on Monday 13<sup>th</sup> January 2020.

The Government has also published an Environment Bill which includes proposals for new air quality targets. This will eventually replace the current air quality targets which are based on European Union obligations. Proposals in the Bill also include passing more responsibility for improving air quality to local government. Depending on the targets to be achieved, this renewed responsibility could pose a challenge for the City Corporation due to its size and location. Much of the pollution within the Square Mile is not generated within its boundary.

Ongoing research into poor air quality has led to it being linked to an increasing range of diseases. Towards the end of 2020, there will be a new inquest into the death of a London child who died from acute respiratory failure and asthma. The inquest will take place to ascertain if exposure to outdoor air pollution was a causative factor in the child's death. If this is proven, it will be the first time that air pollution is explicitly linked to a named individual's death. This would have the potential to open the door for legal action against bodies deemed responsible.

The City Corporation is exceeding its current statutory duty to improve air quality and is widely regarded as demonstrating leadership in this area. With the forthcoming potential changes in air quality targets and statutory obligations, in addition to the ongoing research into the health impacts of air pollution and the new inquest cited above, the City Corporation needs to remain agile and proactive in its approach. The Corporation must continue to deliver a high-quality programme that will serve to minimise the risk of air pollution to public health.

## **Recommendation**

Members are asked to note the report.

## **Main Report**

### **Background**

1. Being located at the heart of London, the Square Mile experiences some of the highest levels of air pollution in the country. Local air pollution is affected by emissions of pollutants from both within the Square Mile, and beyond its boundary. It is also affected by the size, shape and proximity of buildings, which can act to trap pollution, and the weather.
2. Air quality is currently an amber corporate risk with a risk score of 12, see Appendix 1. It was initially designated a red corporate risk, but the risk has been reduced due to ongoing improvements in air quality and the wide range of action being taken by the City Corporation to further mitigate the risk. The risk reflects the potential impact on the health of residents, workers and visitors to the Square

Mile. It also reflects the potential reputational and financial risk to the City of London Corporation as an organisation. The target is a risk score of 6.

3. The impact of air pollution on health is both acute and chronic. Research into the health impacts is ongoing and it is being linked to an increasingly wide range of diseases. The main health impact is cardiovascular and cardiopulmonary disease, lung cancer and respiratory disease. It also affects lung development in children. Short term pollution episodes can lead to an increase in hospital admissions for vulnerable people. Exposure to current levels of air pollution in central London over the long term has been shown to reduce life expectancy across the whole population.
4. Responsibility for improving air quality lies with local, regional and national government. To date, the statutory responsibility of local government in London has been to assist the Government and the Mayor of London with action to ensure that levels of air pollution are lower than limits set in European Union (EU) Directives. Air quality in the UK meets the EU air quality limits for all pollutants except nitrogen dioxide (NO<sub>2</sub>). NO<sub>2</sub> is a colourless and odourless gas that is a product of combustion.
5. Fine particles (PM<sub>10</sub> and PM<sub>2.5</sub>) are composed of a wide range of material. They are not visible to the naked eye. Levels of PM<sub>10</sub> and PM<sub>2.5</sub> in the Square Mile meet current EU limits, though they are higher than World Health Organisation (WHO) Guidelines. Table 1 shows the difference between EU limits and WHO guidelines for nitrogen dioxide and fine particles. WHO air quality guidelines are currently being reviewed. The outcome of the review should be available in 2020/2021 and is likely to influence domestic air quality targets.
6. The current responsibility for controlling levels of PM<sub>2.5</sub> lies with national, not local, government. This is because it is classed as a 'regional pollutant' over which local authorities have very little control. Particulate matter can stay in the air for a very long time and move around with the wind. Local authorities have a statutory obligation under the Health and Social Care Act 2012 to improve the health of their population. One of the indicators used to assess performance with obligations under this legislation is exposure of the population to PM<sub>2.5</sub> particle pollution.
7. The United Kingdom is in the process of leaving the European Union. At the time of writing this report, it is likely that the UK's air quality obligations under EU law will continue until the end of December 2020.
8. In October 2019, the Government introduced an Environment Bill. The Bill, which fell as the previous parliament was dissolved, should be reintroduced to parliament in 2020. It sets out a requirement for a legally binding domestic target for air quality, with an additional specific target for PM<sub>2.5</sub>. The new targets are likely to replace the existing targets set under EU law.
9. The Environment Bill outlines proposals to amend the Local Air Quality Management framework. The framework defines the statutory obligations of local authorities. The outcome would be to delegate more responsibility for improving

air quality down to a local level. Passing the duty to achieve the target for PM<sub>2.5</sub> to local government could pose a challenge for the City Corporation due to the limited local control over this pollutant. The Bill also proposes to amend aspects of the Clean Air Act 1993 to enable quicker, simpler and more proportionate enforcement of Smoke Control Areas. It does not include proposals for additional powers for local authorities to deal with the full range of combustion plant found in urban areas that are used to generate heat or electricity. The City Corporation hopes to address this through the Emission Reduction (Local Authorities in London) Private Members Bill, see paragraph 28.

10. Towards the end of 2020, there will be a new inquest into the death of a London child, who died from acute respiratory failure and asthma. The inquest will take place to ascertain if exposure to outdoor air pollution was a causative factor in the child's death. If this is proven, it will be the first time that air pollution is explicitly linked to a named individual's death. This would have the potential to open the door for legal action against bodies deemed responsible.
11. The health impact of air pollution continues to receive very wide media coverage. This coverage has led to a greater understanding of the issues by the public, and an increase in the expectation of robust action by accountable bodies. There has also been an increased demand for data. This has been addressed by the City Corporation with additional resources. There is now a small air quality team delivering the City Corporation's air quality programme in the Department of Markets and Consumer Protection. Extensive air quality monitoring also takes place across the Square Mile to fulfil the demand for additional data.
12. Improving air quality is a key priority for the City Corporation and officers are called upon to provide expertise and leadership on air quality across London and on a national basis. The City Corporation is recognised as the lead local authority for air quality policy across London.

### **Risk mitigation**

13. In order to reduce the risk associated with poor air quality in the Square Mile, the City Corporation needs to demonstrate that, at a minimum, it is fulfilling its statutory obligation and that it has taken, and will continue to take, a wide range of action to bring about improvements to air quality. The City Corporation must also ensure that it takes necessary steps to protect the health of residents, workers and visitors to the City through the provision of appropriate information and robust and reliable data.

### **Air Quality Strategy**

14. As levels of pollution do not meet health-based limits in the Square Mile, the City Corporation has a statutory obligation to produce an Air Quality Action Plan. The Plan must outline action that will be taken to both improve air quality, and to help people reduce their exposure to the highest levels of air pollution.



15. The City Corporations Action Plan has been incorporated into an Air Quality Strategy. The latest Air Quality Strategy was published in September 2019. The aims of the strategy are to:
- a. fulfil statutory obligations for London Local Air Quality Management and improving public health
  - b. ensure that air quality in over 90% of the Square Mile meets the health-based Limit Values and World Health Organisation Guidelines for nitrogen dioxide by the beginning of 2025
  - c. support the Mayor of London to meet World Health Organisation Guidelines for particulate matter (PM<sub>10</sub> and PM<sub>2.5</sub>) by 2030
16. The above aims will deliver three main outcomes:
- a. the Square Mile has clean air
  - b. people enjoy good health, through reduced exposure to poor air quality
  - c. the City Corporation is a leader for air quality policy and action and inspires collaboration across London
17. The outcomes will be achieved by action across 6 policy areas:
- a. air quality monitoring
  - b. leading by example
  - c. collaborating with others
  - d. reducing emissions from transport
  - e. reducing emissions from non-transport sources
  - f. raising awareness.
18. There are 65 actions associated with these policy areas, with detail on how they will be taken forward, timelines, departmental responsibility and relative costs.
19. The Greater London Authority, which oversees the Corporation's statutory air quality function, said that the Air Quality Strategy is an *'excellent plan, with a very thorough and engaging narrative and a comprehensive range of detailed, specific and ambitious actions..... Congratulations on an excellent plan which once again demonstrates your leadership in this field'*. Clean Air London (CAL), a campaign organisation said *'CAL considers that the CoL is doing more than any Borough in Greater London to improve air quality'*
20. Progress with actions, together with the most recent air quality data, is reported to the Mayor of London and government each year. These are statutory reports that are presented to the Port Health & Environmental Services Committee. The latest report was presented on 24<sup>th</sup> September 2019. A summary report, which includes seven years data, is attached to this report as Appendix 2.
21. The Air Quality Strategy 2019 demonstrates the strong cross departmental support for improving air quality and reducing the impact on public health. Air quality has been firmly embedded into the City Corporation Corporate Plan 2018 - 2023, Transport Strategy, Responsible Business Strategy, Responsible Procurement Strategy and draft City Plan.

22. Paragraphs 23 through to 37 outline some of the actions underway to improve air quality. Further detail can be found in the Air Quality Strategy 2019.

### **Air Quality Monitoring**

23. The City Corporation runs an extensive network of air quality monitors. Monitoring takes place to:

- a. check compliance against air quality objectives, guidelines and limit values, and consequently the impact on health
- b. assess long term trends and the effectiveness of policies and interventions to improve air quality
- c. raise awareness and provide alerts to the public when air pollution levels are high

24. The amount of air pollution in the City of London at any given time is influenced by a range of factors. The main factor affecting day to day levels of air pollution is the weather. Traffic diversions and road closures can also have a significant impact on air pollution locally.

25. To see whether air quality is improving over time, annual average data taken from long-term monitoring stations is assessed. There has been a clear pattern of improvement over the past few years, with a notable reduction in concentrations in 2019 compared to the previous year, see Table 1.

26. In addition to the ongoing package of measures being implemented by the City Corporation through its Air Quality Strategy, this marked improvement in 2019 is due to vehicle emissions becoming cleaner, the introduction of the Mayor of London's ultra-low emission zone in April 2019 and the increasing number of electric buses and taxis that now drive around City streets. The higher than average rainfall during autumn 2019 contributed to the lower levels of PM<sub>10</sub> and PM<sub>2.5</sub> at all sites.

<b>Location</b>	<b>Pollutant</b>	<b>EU Limit value</b>	<b>WHO Guideline</b>	<b>Annual average 2018 (µg/m<sup>3</sup>)</b>	<b>Annual average 2019* (µg/m<sup>3</sup>)</b>
Sir John Cass Foundation Primary School (background)	Nitrogen dioxide	40	40	<b>32</b>	<b>32</b>
	PM <sub>10</sub>	40	20	<b>21</b>	<b>19</b>
	PM <sub>2.5</sub>	25	10	<b>12</b>	<b>11</b>
Upper Thames Street (roadside)	Nitrogen dioxide	40	40	<b>87</b>	<b>71</b>
	PM <sub>10</sub>	40	20	<b>32</b>	<b>28</b>
Beech Street (roadside)	Nitrogen dioxide	40	40	<b>69</b>	<b>61</b>
	PM <sub>10</sub>	40	20	<b>25</b>	<b>22</b>
Farringdon Street	PM <sub>2.5</sub>	25	10	<b>16</b>	<b>14</b>

(roadside)					
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Table 1

\*Data for 2019 is provisional

### **Leading by Example**

27. Improving air quality is a political priority, for which there is very strong Member interest and support. The City Corporation is taking a wide range of steps to reduce emissions of air pollution from its own fleet, buildings and activities. This is largely undertaken through robust responsible procurement practices. Recent examples include electric refuse collection vehicles in the latest refuse collection contract and the three new electric vehicles purchased for the Lord Mayor in summer 2019.
28. The City Corporation has also demonstrated leadership in this area with proposals for an Emission Reduction (Local Authorities in London) Bill. The Bill includes new adoptive powers for London local authorities to control emissions from combustion plant: boilers, generators, combined heat and power plant and equipment used on construction sites. These powers are lacking at present. The Bill, which is supported by London Councils, was introduced to the House of Lords on Monday 13<sup>th</sup> January 2020 by Lord Tope, Co-President of London Councils.

### **Collaboration**

29. The City Corporation collaborates with a very wide range of organisations on actions to improve air quality. Current activity includes:
- a. Hosting best practice events for all London Boroughs
  - b. Working with a range of partners to trial retrofit technology to reduce emissions of air pollutants from the Thames river vessels
  - c. Working with City businesses to encourage emission reduction from their activities
  - d. Jointly leading a London Borough wide idling engine programme with the London Borough of Camden, supported by the Mayor of London
  - e. Working with research bodies to assess the impact of urban form on air pollution
  - f. Working with City schools and nurseries to develop tailored action plans to improve local air quality. In 2018 the City Corporation won a national air quality award for collaborative action at Sir John Cass's Foundation Primary School which delivered a significant improvement in local air quality.

### **Reducing Emissions from Transport**

30. The highest levels of air pollution in the Square Mile tend to be found along the busiest roads. This is particularly the case if the road is narrow with tall buildings either side as pollution can become trapped.

31. The City Corporation published its first Transport Strategy in 2019. It contains proposals to reduce emissions of pollutants from road transport as well as actions to reduce the exposure of pedestrians to existing levels of pollution. These measures have been incorporated into the Air Quality Strategy
32. Actions include ambitious targets for traffic reduction, zero emission zones by 2020, increased electric vehicle charging infrastructure and the increase in the number of pedestrianised and pedestrian priority streets. Approval has recently been given for a zero-emission transport scheme in Beech Street. As the street is covered, it will lead to significant improvements in air pollution and be of direct health benefit to the many pedestrians and cyclists that use the street.

### **Reducing Emissions from Non-Transport Sources**

33. Non transport sources make a significant contribution to air pollution in the City of London. The main source is combustion plant used for generating electricity and for heating. It includes boilers, combined heat and power plant, mobile and static generators and machinery used on construction sites. Air pollution is also generated by cooking in restaurants.
34. The main mechanisms used by the City Corporation for controlling air pollution from non-traffic sources are planning policy, management of construction activity, chimney height approvals under the Clean Air Act 1993 and promoting best practice with City businesses and food premises.
35. Increased air quality monitoring has revealed localised high levels of air pollution in the Square Mile that are not associated with traffic. One example is high levels of nitrogen dioxide associated with energy plant at St Bartholomew's Hospital. Officers are working with Barts Health NHS Trust to reduce emissions of air pollution from the energy centre. The City Corporation's Bill would provide much needed powers to ensure that clean equipment and plant is used and installed in the Square Mile.

### **Raising Awareness**

36. Although air quality is improving, it remains at a level that can have a detrimental impact on health. A wide range of action is therefore taken to increase public understanding about air pollution, its causes, effects and how concentrations vary both spatially and over time. Armed with the right information, people can take steps to avoid high levels of air pollution and reduce the impact on their health.
37. The City Corporation runs and attends air quality events, produces a bimonthly e-newsletter and has developed a free smart phone application (App), used by over 30,000 Londoners. The App provides high pollution alerts and helps users avoid areas of poor air quality.

## **Risks and challenges**

38. There are some issues that make air quality improvements challenging in the Square Mile. Action is underway to try and address them, but some are outside of the control of the City Corporation.
- a. There are on-going uncertainties around emissions from diesel vehicles. Emissions from the newest (Euro VI) heavy goods vehicles are low, but emissions from vans and cars still don't meet the required limits. This is being dealt with at a European level. Currently, there are only a small number of alternatives to diesel vans available on the market. This makes it challenging to introduce policies to restrict these vehicles. However, over the next few years the availability of zero emission vans is expected to increase.
  - b. Due to its location, the Square Mile is heavily influenced by pollution generated across London. This is dealt with by the collaborative, London wide approach taken by officers in finding solutions.
  - c. The drive for decentralised energy is bringing electricity generation back into the centre of London, with the associated pollution. Combined heat and power plant are being installed in new developments. This plant emits much higher levels of oxides of nitrogen (NOx) than gas boilers and can result in very high localised levels of nitrogen dioxide. The City Corporation proposes to address this through the Emission Reduction (Local Authorities in London) Private Member's Bill
  - d. Organisations with large back-up generators are being asked to run them in times of peak energy demand in a process known as Short Term Operating Reserve (STOR). The generators are diesel fuelled and tend to be only designed for emergency use. The City Corporation proposes to address this through its Bill.

## **Corporate & Strategic Implications**

39. The work on air quality supports two Corporate Plan outcomes:

People enjoy good health and wellbeing'  
'We have clean air, land and water.....'

40. Improving air quality is overseen by the Port Health and Environmental Services Committee and is a priority for the Health and Wellbeing Board. It is also of interest to the Planning and Transportation and Streets and Walkways Committees.
41. Since the 2018 deep dive report to the Audit and Risk Management Committee, improving air quality has been further embedded into key policy areas across the organisation. It has very strong cross departmental support in recognition of the issue being a corporate risk.

## **Conclusion**

42. Air quality is currently an amber corporate risk with a risk score of 12. It was initially designated a red corporate risk; however, the risk has been reduced. This is due to ongoing improvements in air quality, together with the wide range of action that has been, and continues to be, taken by the City Corporation to further mitigate the risk. The target is a risk score of 6.
43. Although air quality in the City of London is improving, there is still some way to go before it meets health-based limits and guidelines at all locations. The ongoing improvement in air quality will continue over the next few years as a result of the wide range of action being taken by the City Corporation, supported by action taken by the Mayor of London and London Boroughs.
44. The City Corporation is exceeding its current statutory duty to improve air quality and is widely regarded as demonstrating leadership in this area. With the forthcoming potential changes in air quality targets and statutory obligations, in addition to the ongoing research into the health impacts of air pollution and the new inquest into the death of a child who died from acute respiratory failure, the City Corporation needs to remain agile and proactive in its approach. The City Corporation must continue to deliver a high-quality programme that will serve to minimise the risk of air pollution to public health.

## **Appendices**

- Appendix 1 – Risk and Progress Summary for CR21: Air Quality
- Appendix 2 – Air Quality Annual Status Summary Report for 2018

## **Background Papers –**

- Deep Dive Reports to Audit and Risk Management Committee on Air Quality 14 June 2016 and 6 November 2018
- City of London Air Quality Strategy 2019 – 2025
- City of London Annual Status Report 2019
- Emission Reduction (Local Authorities in London) Bill

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# Appendix 1

## MCP Corporate and departmental risk history

Generated on: 17 December 2019



Rows are sorted by Risk Score

Code	Title	Creation Date	Risk Level Description	Risk Category Description	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood	Impact	Flight path
Page 21 75	Air Quality	07-Oct-2015	Corporate	Environmental		12		6	17-Dec-2019	12		Possible	Major	
									05-Dec-2019	12		Possible	Major	
									19-Nov-2019	12		Possible	Major	
									11-Oct-2019	12		Possible	Major	
									05-Sep-2019	12		Possible	Major	

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## Appendix 2

### Air Quality Annual Status Summary Report for 2018

#### 1. Air Quality Monitoring

##### **Nitrogen Dioxide (NO<sub>2</sub>)**

NO<sub>2</sub> is measured at three locations using continuous (or automatic) analysers: Sir John Cass's Foundation Primary School, Beech Street and Upper Thames Street. In 2018, it was also measured at a further 79 locations using low-cost diffusion tubes.

NO<sub>2</sub> levels have been reducing across the City, particularly at background locations. In Beech Street, NO<sub>2</sub> concentrations reduced by 11µgm<sup>-3</sup> over the past year, this is partly due to the introduction of electric single deck buses and the new electric taxis for London. At Sir John Cass's Foundation Primary School, the 2018 annual average NO<sub>2</sub> reduced to 32 µgm<sup>-3</sup>. Due to the impact of traffic on pollution levels, concentrations adjacent to busy roads are more variable and remain above the annual EU limit of 40 µgm<sup>-3</sup>.

##### **PM<sub>10</sub>**

PM<sub>10</sub> is measured at three locations using continuous (automatic) analysers: Sir John Cass's Foundation Primary School, Beech Street and Upper Thames Street. In 2018 levels of PM<sub>10</sub> showed no significant change compared to 2017. All sites are below the annual and daily EU limit values but above World Health Organisation Guidelines.

##### **PM<sub>2.5</sub>**

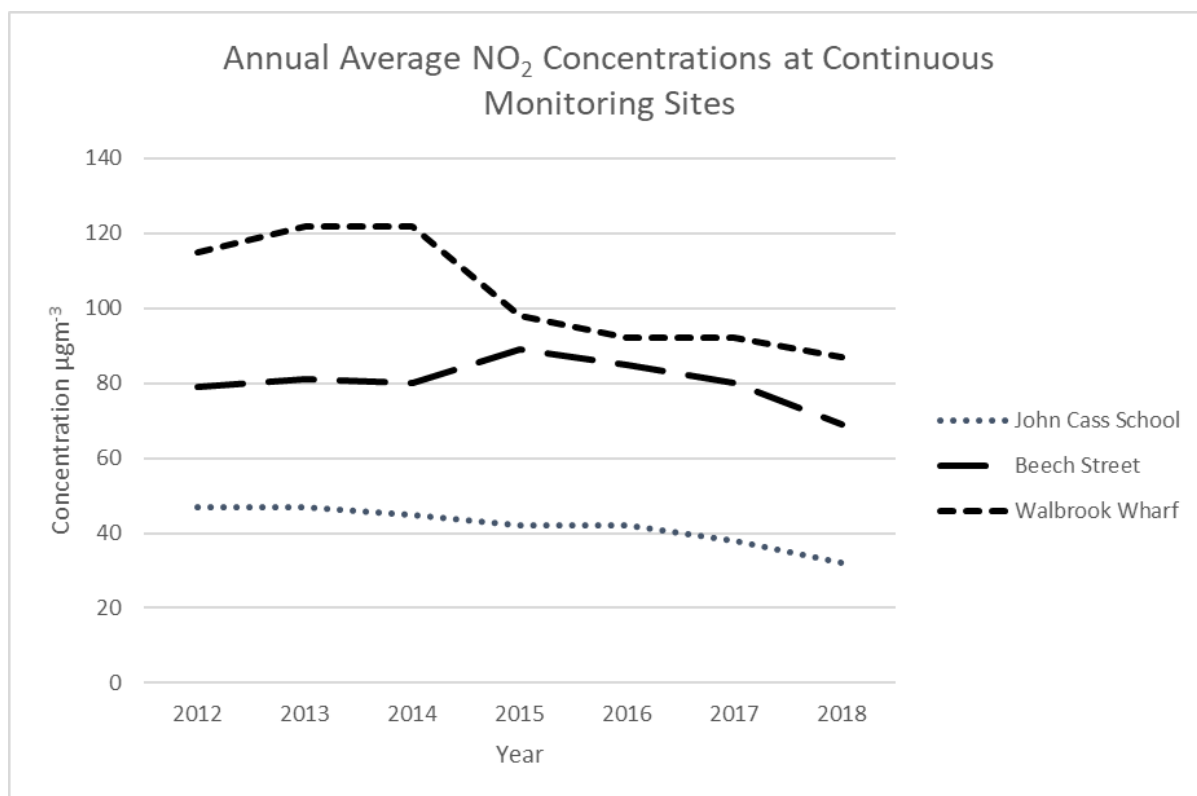
PM<sub>2.5</sub> is measured at two locations, Farringdon Street and Sir John Cass's Foundation Primary School, using continuous (automatic) analysers. Concentrations are similar at both sites as it is a regional pollutant and strongly influenced by weather conditions. Both sites are below the annual and daily EU limit value but above World Health Organisation Guidelines.

#### 2. Nitrogen Dioxide Data

EU Limit Value and World Health Organisation Guideline is 40µg m<sup>-3</sup>

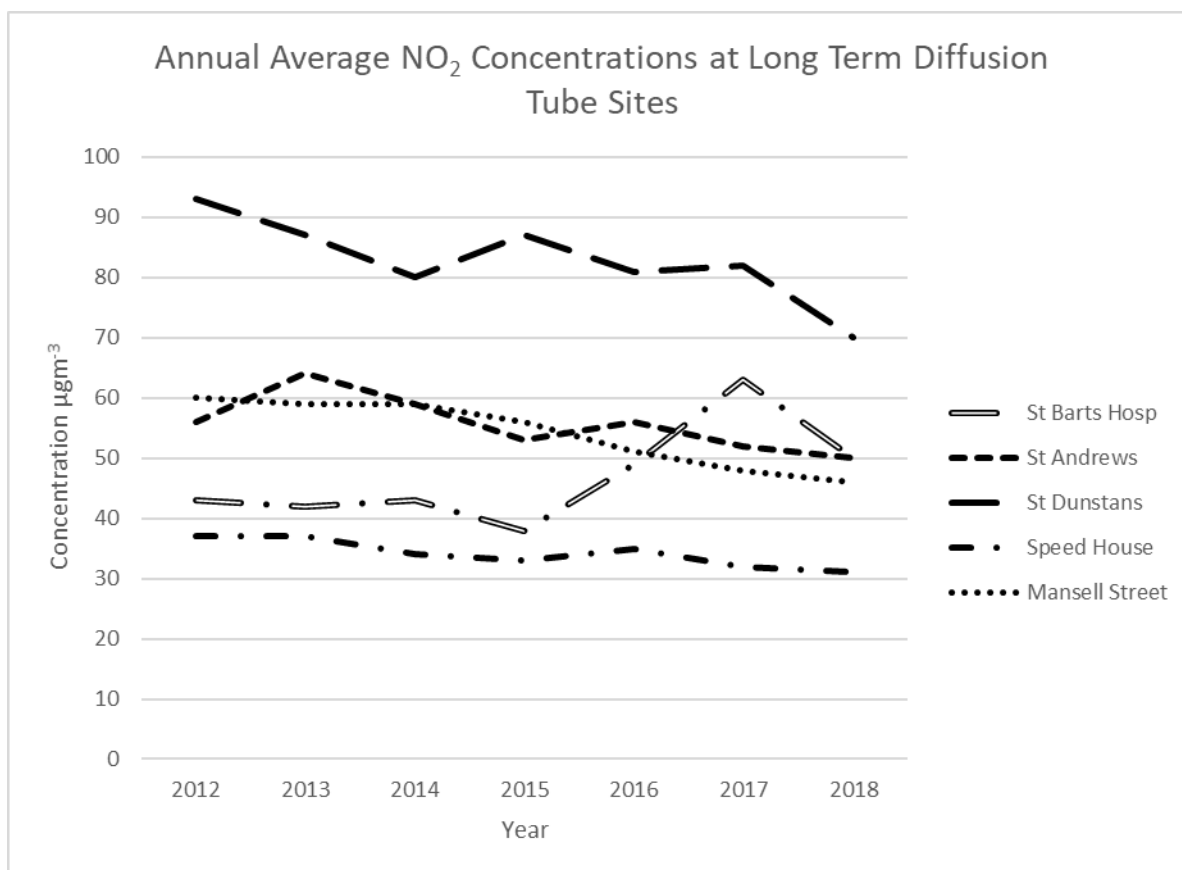
##### **Long term continuous analysers**

Site	Site type	Annual Mean (µgm <sup>-3</sup> )						
		2012	2013	2014	2015	2016	2017	2018
John Cass's Foundation Primary School	Urban Background	47	47	45	42	42	<b>38</b>	<b>32</b>
Beech St	Roadside	79	81	80	89	85	80	69
Walbrook Wharf	Roadside	115	122	122	98	92	92	87



#### Long term diffusion tube sites

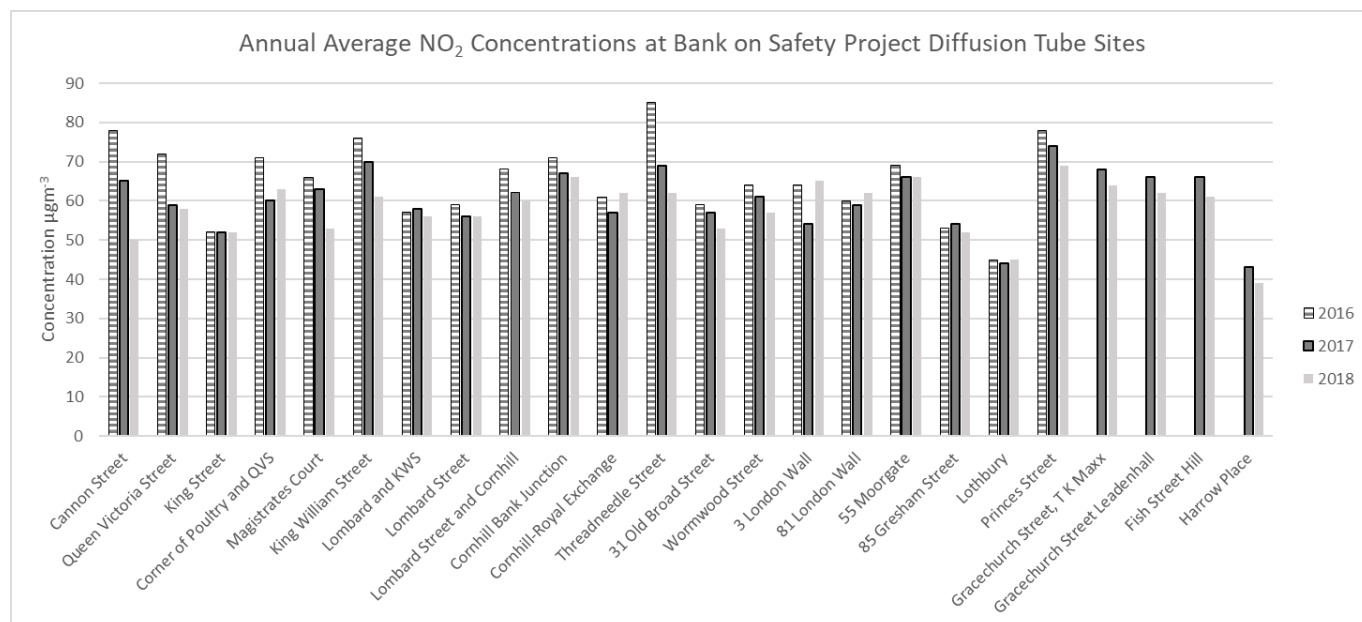
Site	Site type	Annual Mean (µgm <sup>-3</sup> )						
		2012	2013	2014	2015	2016	2017	2018
St Bartholomew's Hospital Courtyard	Urban Background	43	42	43	<b>38</b>	49	63	50
St. Andrew's Church, Queen Victoria St	Roadside	56	64	59	53	56	52	50
Fleet Street	Roadside	93	87	80	87	81	82	70
Speed House, Barbican Estate	Urban Background	<b>37</b>	<b>37</b>	<b>34</b>	<b>33</b>	<b>35</b>	<b>32</b>	<b>31</b>
Guinness Trust Estate, Mansell St	Roadside	60	59	59	56	51	48	46



#### Diffusion tube sites measuring the impact of the Bank on Safety traffic scheme

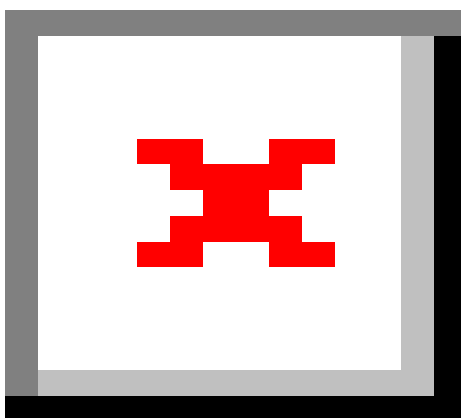
Site	Annual Mean (µgm <sup>-3</sup> )		
	2016	2017	2018
Cannon Street	78	65	50
Queen Victoria Street	72	59	58
King Street	52	52	52
Corner of Poultry and QVS	71	60	63
Magistrates Court	66	63	53
King William Street	76	70	61
Lombard and KWS	57	58	56
Lombard Street	59	56	56
Lombard Street and Cornhill	68	62	60
Cornhill Bank Junction	71	67	66
Cornhill-Royal Exchange	61	57	62
Threadneedle Street	85	69	62
31 Old Broad Street	59	57	53
Wormwood Street	64	61	57
3 London Wall	64	54	65
81 London Wall	60	59	62
55 Moorgate	69	66	66
85 Gresham Street	53	54	52

Lothbury	45	44	45
Princes Street	78	74	69
Gracechurch Street, T K Maxx	-	68	64
Gracechurch Street Leadenhall	-	66	62
Fish Street Hill	-	66	61
Harrow Place	-	43	<b>39</b>



### Diffusion tube sites measuring the impact of the Low Emission Neighbourhood

Site	Annual Mean (µgm <sup>-3</sup> )	
	2017	2018
Giltspur Street	53	43
Long Lane	59	52
Beech Street- Near Barbican station	69	62
Aldersgate	62	57
Corner of Viscount Street and Bridgewater Street	40	37
Corner of Whitecross Street and Beech street	46	42
Silk Street	41	41
Fore Street	41	<b>38</b>
London Wall/ Brewers Hall Gardens	48	49
Aldermanbury	38	<b>37</b>
King Edward Street	63	65
Lindsey/Charterhouse Street	-	63
Charterhouse St/ East Poultry Ave	-	50
West Poultry Ave	-	43
Fann Street	-	41
Moor Lane	-	39



#### Diffusion tube sites - other

Site	Annual Mean ( $\mu\text{gm}^{-3}$ )
Cousin Lane 1	<b>36</b>
Cousin Lane 2	42
Cousin Lane 3	46
Cousin Lane 4	51
Under Southwark Bridge	41
Under London Bridge	<b>37</b>
Liverpool Street	71
Lime Street	<b>38</b>
Fenchurch Avenue	<b>36</b>
Austin Friars	<b>36</b>
Fetter Lane	56
Rolls Passage/Breams Buildings	<b>36</b>
22 Tudor Street	46
St Mary at Hill's Churchyard	<b>33</b>
Monument	41
St Pauls Churchyard	41
St Alphage Gardens	<b>34</b>
Whittington Gardens	42

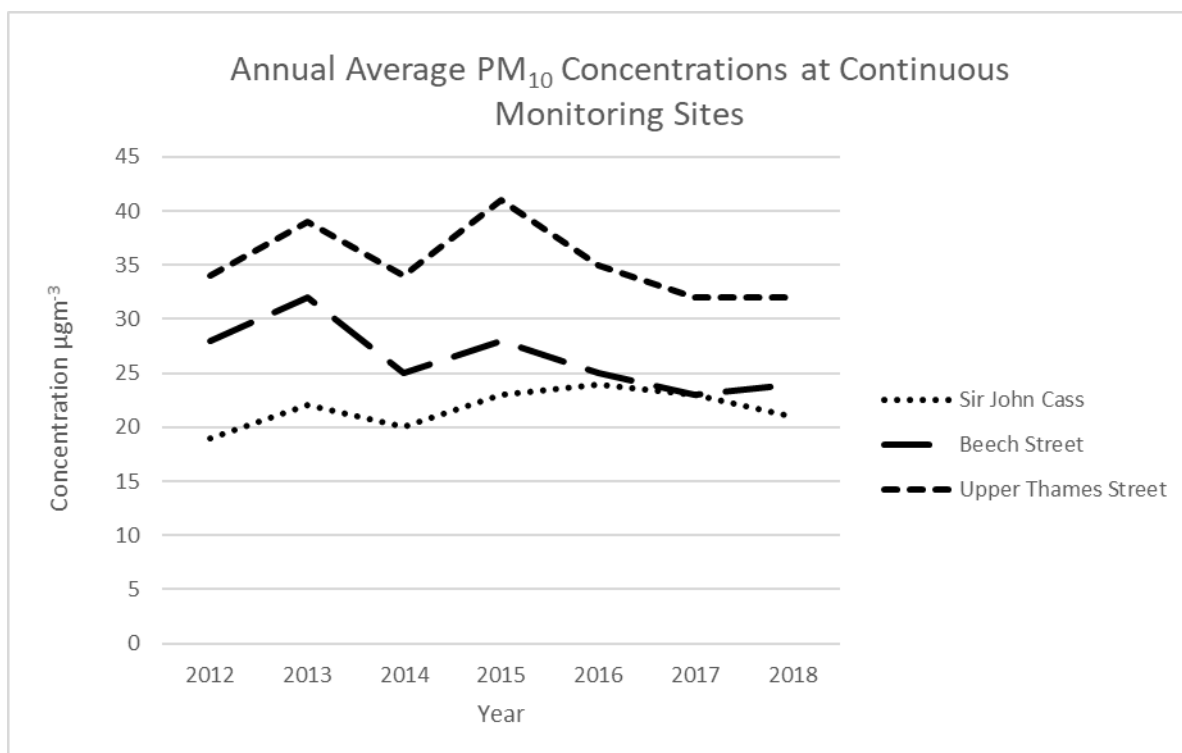
## Diffusion tube sites to support the Transport Strategy

Site	Annual Mean ( $\mu\text{gm}^{-3}$ )
Botolph Lane	49
Byward Street	67
Seething Lane	71
Crosswall	50
Minories	62
Stoney Lane	40
Heneage Lane	42
Camomile Street	68
150 Bishopsgate	74
St Mary Axe	50
Old Broad Street	40
Upper Thames Street	48
Blackfriars Bridge	62
Victoria Embankment	68
Fleet Street	62
Ludgate Hill	61
Museum of London	66
London Wall	65
West Poultry Ave	51
The Fable	58
North Old Baily	73

### 3. PM<sub>10</sub> Data

EU limit value is 40  $\mu\text{gm}^{-3}$ , World Health Organisation Guideline is 20 $\mu\text{gm}^{-3}$

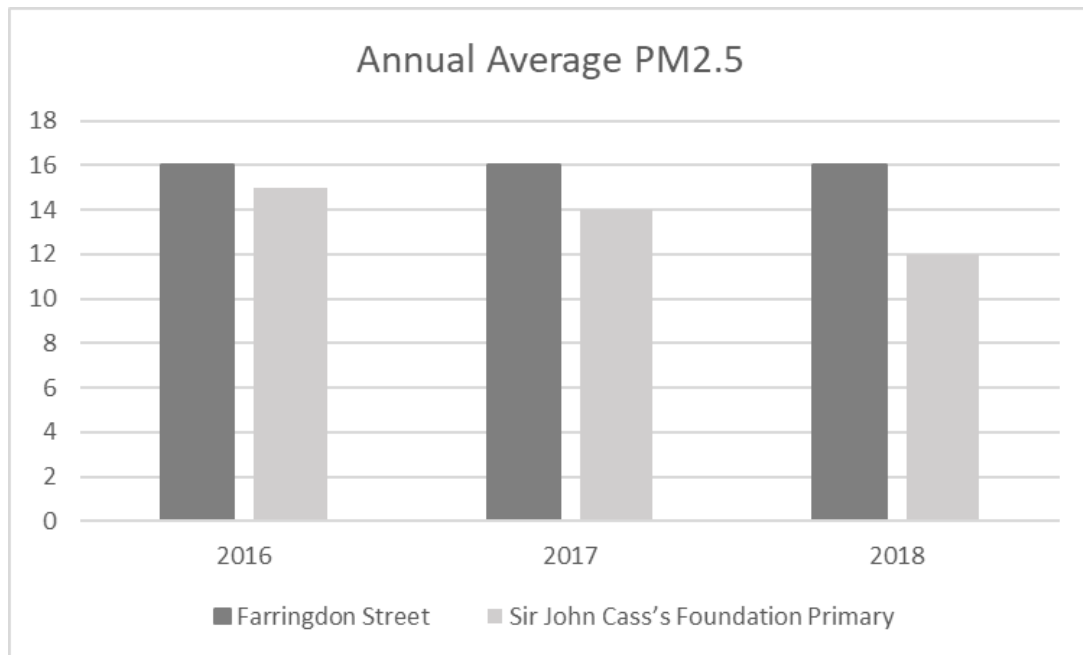
Site	Annual Mean ( $\mu\text{gm}^{-3}$ )						
	2012	2013	2014	2015	2016	2017	2018
John Cass's Foundation Primary School	19	22	20	23	24	23	21
Beech St	28	32	25	28	25	23	24
Upper Thames St	34	39	34	41	35	32	32



#### 4. PM<sub>2.5</sub> Data

EU limit value is 25µg m<sup>-3</sup>, World Health Organisation Guideline is 10µgm<sup>-3</sup>

Site	Annual Mean (µgm <sup>-3</sup> )		
	2016	2017	2018
Farringdon Street	16	16	16
Sir John Cass's Foundation Primary	15	14	12



## 5. Air quality action plan update

The City Corporation has an Air Quality Strategy which details action being taken to improve air quality. Example of actions in 2018 include:

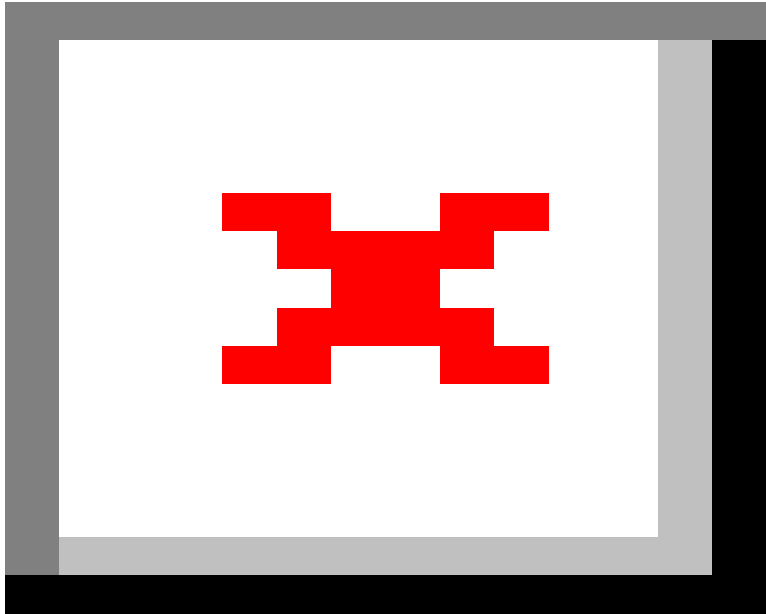
- Completion of a range of pilot interventions as part of a Low Emission Neighbourhood (LEN) programme.
- An electric vehicle charging pilot trial was undertaken by residents on the Barbican Estate
- The LEN funded Smithfield cargo bike delivery trial developed into an independently run permanent cargo-bike delivery service.
- Air Quality was embedded into the new Transport Strategy, the Responsible Business Strategy and the draft City Plan (Local Plan).
- Proposals were developed for an Emission Reduction Bill, to provide adoptive powers for London local authorities to control emissions from a range of combustion plant.
- The City Corporation idling engine action days project continued to expand with 19 London Boroughs involved.
- Levels of nitrogen dioxide at Sir John Cass's Foundation Primary School reduced even further, to  $32\mu\text{g}/\text{m}^3$ .
- 33 large businesses pledged to take action to improve air quality.
- The City Corporation added an additional 3 electric vehicles to its fleet and updated vehicles where necessary for compliance with the Mayor of London Ultra Low Emission Zone.
- A bi-monthly air quality e-newsletter has been produced.

## 6. Monitoring locations

Air quality monitoring locations are reviewed annually. There are a number of core monitoring sites that are maintained. Other sites are added and removed according to the needs of research projects, planned programmes and local investigations or concerns. Locations at which monitoring is taking place during 2019 are shown in Figure 1 overleaf.



Figure 1: Air quality monitoring locations, 2019



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<b>Committee:</b> Port Health and Environmental Services	<b>Date:</b> 03032020
<b>Subject:</b> Garden waste recycling trial on the Barbican and Golden Lane estates	<b>Public</b>
<b>Report of:</b> Carolyn Dwyer, Director of Built Environment	<b>For Information</b>
<b>Report author:</b> Jim Graham, Assistant Director Cleansing	

## Summary

In March 2018 a seasonal garden waste trial commenced on the Barbican Estate to assess the viability and cost effectiveness of operating a garden waste service in the City. The final collection day was 22 October 2018 and the trial resulted in the collection of only 4.8 tonnes of garden waste.

Due to the extremely high costs of undertaking the trial in 2018 (which equated to £1,300 per tonne for collection, transportation and disposal) officers proposed to undertake another trial to collect garden waste when the new waste collection contract was in place to assess the cost of collecting this waste stream with the new waste contractor. The new waste collection contract commenced on 6 April 2019.

A new trial to collect garden waste from the Barbican and Golden Lane estates will commence on 16 March 2020 and last until the week commencing 16 November 2020, after which date the results will be reported back to this committee.

## Recommendation

Members are asked to note the report.

## Main Report

### Background

1. The City of London Corporation provides comprehensive household waste and recycling services to all residential properties within the Square Mile. This includes dry mixed recycling, food waste, textiles, low energy light bulb and battery recycling services.
2. At your committee in September 2017, the Assistant Director of Cleansing Services agreed to undertake a garden waste recycling trial at the Barbican estate. The purpose of the trial was to identify the cost of the service and the benefits of providing a garden waste service in the City. The Corporation had previously not diverted garden waste away from the general waste stream as it cannot be included with food waste which is treated at an Anaerobic Digestion Plant and it is not feasible to provide communal compost heaps in the Square Mile.

3. A garden waste collection trial was undertaken on the Barbican estate between March and November 2018 which collected 4.8 tonnes of garden waste. The trial cost £6,500 plus Officer time, equating to a £1,300 per tonne collection, transportation and disposal cost, (by comparison general waste collection, transportation and disposal costs were £245 per tonne). The overall contribution to the recycling rate in 2018 was minimal at 0.17%. The Corporation's Parks and Gardens department collected the garden waste from the designated locations and transported it to the recycling facility at Cringle Dock, Battersea.
4. Due to the extremely expensive costs of undertaking the garden waste collection trial on the Barbican estate in 2018, this Committee agreed on 27 November 2018, to revisit the proposal to undertake another garden waste collection trial when *"it's reasonably practical after the new waste collection contract has been mobilised as the new contract may offer different options for the collection and disposal which may reduce the overall costs."*

### **Current Position**

5. The City of London Corporation's new waste collection contract, with Veolia Environmental Services (VES), commenced on 6 April 2019.
6. Officers have been in discussion with VES to conduct another garden waste collection trial in 2020 at the Barbican and Golden Lane estates to ascertain whether it's economically viable to collect this waste stream from residential locations as part of the new waste contract.
7. Officers have liaised with the Barbican and Golden Lane Estate Officers to gain their agreement to participate in a new garden waste trial this year.
8. The same six collection locations on the Barbican Estate which were used in the 2018 trial have again been identified as locations for this year's trial.
9. Golden Lane was not involved in the garden waste collection trial previously but are happy to be involved in the 2020 trial. Officers have identified two collection locations on their estate. This means that the garden waste collection trial this year will have a total of eight collection locations on two estates.
10. Residents on both estates were sent registration forms to assess interest in participating in the 2020 trial. The survey period was between 6 – 24 January 2020. Residents on both estates were able to register their interest and provide feedback via their estate office, email, post or calling the Corporation Contact Centre.
11. Some 194 responses were received from the Barbican estate (approx. 9% of population) with only five responses stating they were not interested in participating in the trial. The response rate was lower at the Golden Lane estate. 29 responses were received (approx. 5% of the estates' population) which included eight respondents who did not want to participate in the trial. At both estates, feedback received included the lack of volume the resident expected to accumulate due to having small balconies, whilst other residents welcomed the

initiative. Some respondents from Golden Lane estate stated they donate their garden waste to the estate allotment

12. Anecdotal observations and feedback from the 2018 trial indicated that more residents used the garden waste service than had originally registered for the scheme. However, the tonnage collected in 2018 was disappointingly low.

## **Proposals**

13. Following discussions with VES, who will be collecting, transporting and disposing of the garden waste, the trial will commence on Monday 16 March 2020.
14. The 2018 trial had some initial issues with contamination in the waste stream including large volumes of soil, some plastic plant pots and fertilisers which cannot be composted. These were addressed through targeted communications, consisting of letters and emails distributed via the Barbican Estate office as well as posters in the bin stores. Contamination levels became much less of an issue as a result. Officers would seek to replicate this should the same contamination problems arise.
15. The 2018 trial showed that the number of bins and frequency of collections increased over the trial to account for demand on the service. The provision of bins and locations will be kept under review throughout the new trial.
16. A report detailing the results of the garden waste trial will be provided back to this committee at the end of 2020.
17. Costs for the collection service and disposal of the Garden Waste as part of this trial are estimated to be £7,000 these costs will be absorbed into the local risk budget. This figure is for the purposes of the trial and if a decision is made to expand the service or continue it permanently these costs would need to be revisited.

## **Corporate & Strategic Implications**

18. This project supports the Corporate Strategic Plan to shape outstanding environments. It also aligns with outcome two of the Responsible Business Strategy and objectives two (Waste Reduction) and objective four (Recycling and Composting) in the Waste Strategy.

## **Implications**

19. The 2020 trial will take place on the Barbican and Golden Lane estates owing to the geographic proximity to each other. However other estates and private blocks also have balconies where a garden waste service could be of interest. Should the trial be a success, there could be budgetary implications if the garden waste scheme was expanded to other locations in the Square Mile.

## **Conclusion**

20. The Corporation will be commencing a garden waste collection trial at Barbican and Golden Lane estates on 16 March 2020 to ascertain whether it is economically viable, and the results are significant enough to contribute towards the recycling rate. The 2020 trial will run longer than previously, and officers anticipate that costs for running the trial will be lower than the 2018 trial.

## **Background Papers**

Garden waste recycling trial on the Barbican estate PHES 27112018

## **Appendices**

- None

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<b>Committee</b>	<b>Dated:</b>
Port Health and Environmental Services Planning and Transportation	3 March 2020 6 March 2020
<b>Subject:</b> New approach to address vehicle idling	<b>Public</b>
<b>Report of:</b> Director of Built Environment	<b>PHES for Information P&amp;T for Decision</b>
<b>Report author:</b> Albert Cheung, City Transportation	

## Summary

Air quality in the City of London does not currently meet safe limits and remains an “amber” corporate risk for the City Corporation (the **City**). Vehicles idling when parked is a common and unnecessary source of local air pollution.

Despite plans and activities including anti-idling campaigns, education and enforcement, idling vehicles is still an issue across the City of London. The Environment Act 1995 (the **Environment Act**) is currently used to deal with idling vehicles, but this requires direct City staff resources, the cooperation of motorists and with low fines, its impact has been limited.

The recommended proposal to introduce a Traffic Management Order (**TMO**) to prohibit unnecessary idling of vehicle engines would allow for enforcement by Civil Enforcement Officers (**CEOs**) by issuing Penalty Charge Notices (**PCNs**) (the **Scheme**). With around 35 CEO’s deployed across the City of London on a daily basis and with the prospect of issuing an £80 fine. By issuing warning notices and PCNs, their reach and influence on dealing with idling problems is likely to be substantial.

## Recommendation

Members are asked to authorise officers to:-

- a) proceed with the proposal to introduce a TMO to implement the Scheme, and in particular to:
  - I. Consult with the statutory parties<sup>1</sup> on the proposal to make the TMO;
  - II. Carry out the publicity requirements in respect of the TMO<sup>2</sup>;

<sup>1</sup> As provided for in Regulation 6 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

<sup>2</sup> As provided for in Regulation 7 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.

- III. Report back for a decision if any objections raise significant or unexpected concerns;
  - IV. Seek the consent of the Secretary of State (if required);
  - V. Make the TMO after the statutory period for objections has ended **SUBJECT TO** the Director of the Built Environment, in consultation with the Chair and Deputy Chairman of the Planning and Transportation Committee, deciding to proceed with the TMO after considering any objections and any other relevant considerations;
  - VI. Commence enforcement of the TMO after an appropriate warning notice period;
  - VII. Monitor the impacts of the Scheme (for a minimum of 6 months);
  - VIII. Report back with an Issues Report concerning the impacts of the Scheme (approximately 8–12 months after implementation of the TMO); and
- b) lobby the Department for Transport (**DfT**) for a new sign to be approved.



## **Main Report**

### **Background**

1. Air quality in the City of London does not currently meet safe limits set by the World Health Organisation and remains an “amber” corporate risk for the City. Idling vehicles when parked are an unnecessary source of local air pollution.
2. The City is required by statute to measure air pollution and develop and implement an improvement plan, or action plan, if health-based air quality limits are not met.
3. As a result, the City’s Air Quality Strategy 2019 – 2024 outlines actions that will be taken to fulfil the City’s statutory responsibility for Local Air Quality Management. One of the actions is to deal with idling vehicles through a wide range of measures.
4. The City’s Transport Strategy sets out the City’s future transport vision, aims and outcomes. One of these is to create a future where our air and streets are cleaner and quieter, by introducing measures to tackle transport related emissions.

### **Current Position**

5. The whole of the City of London has been designated as an Air Quality Management Area. This enables, the City, like other local authorities, to tackle air pollution including the power to issue Fixed Penalty Notices (**FPNs**) to motorists who leave their engine idling unnecessarily. Taxis that are waiting on rank and other vehicles which require the engine to be running to operate machinery such as refrigerated units, hydraulic doors / lifts, cement mixers would be granted an exemption from such action.
6. CEOs also have powers to issue Penalty Charge Notices (PCNs) to coaches parked in a coach bay with their engines running. This falls under the City of London (Coach Parking Places) (No1) Order 1990. Notices to this effect are displayed in coach parking bays. This provision is only applicable to coach parking bays.
7. The City has been holding regular ‘no idling action days’ where officers and community volunteers go out to speak to motorists with the aim of raising awareness and to change idling behaviour. City officers have also targeted specific sites for enforcement and have liaised directly with the paper shredding industry to address the vehicle idling issue, which has successfully reduced reported incidents.
8. Under the Environment Act, FPNs can only be issued by an Environmental Officer and the fine is set at £20 if paid on time. To support the work of the Environmental Officers, coach idling enforcement and to raise the wider anti-idling message, the City has special authorisation from the DfT to use an advisory traffic sign, which reads: “Switch off engine, reduce emissions” at 18 ‘hot spot’ locations.

9. Before an FPN can be issued, the officer is required to first ask the motorist to switch off their vehicle engine. If the person fails to do so, the officer is then required to obtain details of their name and address, together with proof of identity, requiring the cooperation of the motorist. As a result, this action is rarely successful other than for raising limited awareness.
10. Over the past 12 months the City's Environmental Officers have not issued any FPNs as motorists have either complied with their instructions or driven off. Despite these educational and enforcement activities, motorists idling remains a problem across the City of London.
11. In June 2019 the DfT announced plans to carry out a public consultation on proposals to impose tougher penalties on idling motorists. However, there has been no subsequent progress or updates on this.
12. It is therefore considered that the enforcement of unnecessary engine idling through the current FPN regime is not efficient or effective and requires significant City staff resources. This has been acknowledged by both the Department for the Environment, Food and Rural Affairs and the DfT.

### **Traffic Management Order**

13. The inability of the current legislation to effectively tackle idling vehicles has led to at least seven other London local authorities introducing new measures within the last 2 years. In all these cases, they have all introduced a TMO to prohibit idling under the Road Traffic Regulation Act 1984.
14. The TMOs allow authorities to carry out enforcement in the same manner as with other traffic contraventions such as parking. This is done by utilising the CEOs that are already patrolling the streets to issue PCNs in appropriate circumstances. The charge for traffic contraventions is usually set through London Councils with most fines set at £80 or £40 if paid within 14 days.
15. For a TMO to be valid, adequate information on the prohibition or direction through signage is required. However, the DfT has not yet approved a form for standardised signage and discussions with the DfT have so far indicated that there is a lack of appetite for a new sign at this stage. To overcome this when enforcing TMOs, the approach of some authorities has been to first request that the motorist switch their engine off and only if they fail to comply with the request, is a PCN issued. Given the absence of signage and the fact that this is an untested and new approach, it is expected that challenges may follow.
16. As mentioned above in paragraph 6 the City has existing powers to issue PCNs to coaches idling in coach bays

### **Options**

17. This report sets out three options.

#### Option 1: Carry on as usual

18. With this option, officers will continue with business as usual activities including targeting specific sites for ad-hoc enforcement by Environment Officers and attempt to raise idling awareness. It is noteworthy that, with the DfT planning to consult on tougher idling penalties, this may eventually lead to a more efficient process for tackling idling in the future. Despite the potential promise of the DfT's undertaking to consult, it is considered that this option does not stand to address the issues identified in paragraph 9 above in the short term and it is therefore not recommended.

#### Option2: Lobby the DfT to approve a sign which can be used to enforce idling through a TMO

19. Officers would seek to work with other London authorities and through London Councils, lobby the DfT for a new sign that can be used in conjunction with the TMO. If such a sign does become available, officers would then proceed to implement a TMO. However, given the DfT's intention to consult on tougher idling penalties under the Environment Act, the outcome of this is likely to be unsuccessful. As with option 1, this option would not change the situation in the short term and is therefore not recommended.

#### Option 3: As Option 2 but also introduce an anti-idling TMO

20. With this option, officers would lobby the DfT for a new sign but also proceed with a TMO to prohibit unnecessary idling. Exceptions similar to those detailed in paragraph 5 would be included.
21. The approach to enforcement would be for CEOs to first issue a warning notice to a non-exempt vehicle idling. This warning would be held on record against the registration to ensure the motorist has been made aware of the prohibition. Any subsequent idling observation of the same vehicle would result in a PCN being issued by a CEO without further warning. This approach would be subject to regular review and consultation. If signage is agreed with DfT, these will then be installed across the City to further improve awareness and compliance.
22. Typically, around 35 CEOs are deployed across the City on a daily basis and with the prospect of issuing an £80 fine, their reach and influence on dealing with idling problems is likely to be substantial. This option is therefore recommended.

#### **Financial Implications**

23. The cost of introducing a TMO to prohibit idling and updating our civil enforcement software is £3,000, which can be met from DBE's local risk funds. If a traffic sign becomes available, the cost to install them across the City of London would be in the region of £15k - £40k. Funding to deliver this would be reviewed when appropriate.
24. No additional enforcement costs would be incurred by the City's parking enforcement contractor (Saba). The issue of warning notices for first time

offences is expected to result in only a small number of PCNs being issued so the additional income generated to the On-Street Parking Account is likely to be small. However, there are likely to be additional workloads imposed on the City's Parking Ticket Office in dealing with correspondence and any representation and appeals that are registered as a consequence of drivers challenging the validity of the enforcement given the likely lack of signage in the medium term.

### **Legal Implications**

25. The legal implications of the Scheme are dealt with in Appendix 1 to this report. It is considered that the information contained in Appendix 1 would involve the disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act 1972 and it has been excluded from the public part of the report accordingly.

### **Corporate & Strategic Implications**

26. The Scheme stands to strengthen the City's ability to tackle idling vehicles and would support the delivery of the Corporate Plan – Outcome 11 *"We have clean air, land and water and a thriving and sustainable natural environment."*
27. The Scheme also supports the delivery of the City of London Air Quality Strategy 2019 – 2024 and the City of London Transport Strategy 2019.

### **Conclusion**

28. Despite current plans and activities, idling vehicles are still an issue across the City of London. Current enforcement under the Environment Act requires direct City staff resources, the cooperation of motorists; and with low fines, it is not considered to be efficient or effective.
29. The proposal to introduce a TMO to prohibit idling allows the deployment of CEOs. With around 35 CEOs deployed across the City of London on a daily basis and with the prospect of issuing an £80 fine, their reach and influence on dealing with idling problems is likely to be substantial by issuing warning notices and PCNs.

### **Background Papers:**

- Coordinated action to deal with unnecessary vehicle engine idling – PHES & P&T Committee May 2017
- City of London's Air Quality Strategy 2019 – 2024
- City of London's Transport Strategy

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