



Policy and Resources Committee

Date: THURSDAY, 11 JUNE 2020

Time: 1.45 pm

Venue: VIRTUAL PUBLIC MEETING (ACCSSIBLE REMOTELY)

Members: Deputy Catherine McGuinness (Chair) Jeremy Mayhew
Sheriff Christopher Hayward (Deputy Andrew McMurtrie
Chairman) Wendy Mead
Simon Duckworth (Vice-Chairman) Deputy Brian Mooney (Chief Commo
ner) (Ex-Officio Member)
Deputy Tom Sleigh (Vice-Chair) Deputy Alastair Moss (Ex-Officio
Member)
Randall Anderson (Ex-Officio Member) Deputy Joyce Nash
Nicholas Bensted-Smith (Ex-Officio The Rt Hon. the Lord Mayor,
Member) Alderman William Russell (Ex-
Deputy Keith Bottomley Officio Member)
Tijs Broeke Alderman Baroness Scotland (Ex-
Karina Dostalova Officio Member)
Anne Fairweather Deputy Dr Giles Shilson
Marianne Fredericks Jeremy Simons (Ex-Officio Member)
Alderman Timothy Hailes Sir Michael Snyder
Deputy Wendy Hyde (Ex-Officio Deputy James Thomson (Ex-Officio
Member) Member)
Deputy Jamie Ingham Clark Mark Wheatley
Shravan Joshi Deputy Philip Woodhouse
Deputy Edward Lord Alderman Sir David Wootton
Alderman Vincent Keaveny
Alderman Ian Luder

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Accessing the virtual public meeting

Members of the public can observe the virtual public meeting at the below link:

<https://www.youtube.com/watch?v=8vfbs-1d8xe>

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**
 - a) To agree the public minutes of the meeting of the Policy and Resources Committee held on 7 May 2020 .

For Decision
(Pages 1 - 8)
 - b) To note the public minutes of the meeting of the Resource Allocation Sub-Committee held on 27 May 2020.

For Information
(Pages 9 - 12)
 - c) To note the public minutes of the meeting of the Projects Sub-Committee held on 27 May 2020.

For Information
(Pages 13 - 20)
4. **COVID-19 RESPONSE**

Oral update on the latest position, including an update on Communications from the Director of Communications.

For Discussion
5. **RESOLUTION FROM THE PROPERTY INVESTMENT BOARD**

For Information
(Pages 21 - 22)
6. **APPOINTMENT OF COMMITTEES**

Report of the Town Clerk.

For Decision
(Pages 23 - 42)
7. **CLIMATE ACTION STRATEGY GOVERNANCE AND ENGAGEMENT PLAN**

Report of the Town Clerk.

For Decision
(Pages 43 - 48)

8. **CITY STREETS: TRANSPORTATION RESPONSE TO SUPPORT COVID-19 RECOVERY - PHASE 2**
Report of the Director of the Built Environment.

For Decision
(Pages 49 - 98)
9. **ALDGATE BID: CITY CORPORATION REPRESENTATIVE**
Report of the City Surveyor.

For Decision
(Pages 99 - 102)
10. **REPORT OF ACTION TAKEN**
Report of the Town Clerk.

For Information
(Pages 103 - 106)
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
13. **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

14. **NON-PUBLIC MINUTES**
 - a) To agree the non-public minutes of the meeting of the Policy and Resources Committee held on 7 May 2020.

For Decision
(Pages 107 - 108)
 - b) To note the non-public minutes of the meeting of the Projects Sub-Committee held on 27 May 2020

For Information
(Pages 109 - 112)
15. **DIGITAL SANDBOX COLLABORATION**
Report of the Director of Innovation & Growth.

For Decision
(Pages 113 - 116)

16. **BRIDGE HOUSE ESTATES STRATEGIC REVIEW UPDATE**
Joint report of the Town Clerk and the Chief Grants Officer & Director of the City Bridge Trust.

For Information
(Pages 117 - 122)

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

POLICY AND RESOURCES COMMITTEE

Thursday, 7 May 2020

Minutes of the meeting of the Policy and Resources Committee held on
Thursday, 7 May 2020 at 1.45 pm

Present

Members:

Deputy Catherine McGuinness (Chair)
Sheriff Christopher Hayward (Deputy Chairman)
Simon Duckworth (Vice-Chairman)
Deputy Tom Sleigh (Vice-Chair)
Randall Anderson (Ex-Officio Member)
Douglas Barrow (Ex-Officio Member)
Nicholas Bensted-Smith (Ex-Officio Member)
Deputy Keith Bottomley
Tijs Broeke
Karina Dostalova
Anne Fairweather
Marianne Fredericks
Alderman Timothy Hailes
Deputy Wendy Hyde (Ex-Officio Member)
Deputy Jamie Ingham Clark
Shravan Joshi
Deputy Edward Lord
Alderman Vincent Keaveny
Alderman Ian Luder
Jeremy Mayhew
Andrew McMurtrie
Wendy Mead
Deputy Brian Mooney (Chief Commoner) (Ex-Officio Member)
Deputy Alastair Moss (Ex-Officio Member)
Deputy Joyce Nash
Deputy Dr Giles Shilson
Jeremy Simons (Ex-Officio Member)
Sir Michael Snyder
Mark Wheatley
Deputy Philip Woodhouse
Alderman Sir David Wootton

In Attendance

Helen Fentimen
Alderman Sir Roger Gifford
Alderman Alison Gowman
Graeme Harrower
Graham Packham
Oliver Sells QC

Deputy James Thomson
William Upton QC

Officers:

John Barradell	- Town Clerk
Peter Lisley	- Assistant Town Clerk & Director of Major Projects
Angela Roach	- Assistant Town Clerk & Director of Member Services
Joseph Anstee	- Town Clerk's Department
Emma Cunnington	- Town Clerk's Department
Polly Dunn	- Town Clerk's Department
Charlotte Gordon	- Town Clerk's Department
Sheldon Hind	- Town Clerk's Department
Richard Messingham	- Town Clerk's Department
Gregory Moore	- Town Clerk's Department
Sanjay Odedra	- Town Clerk's Department
Devika Persaud	- Town Clerk's Department
Alex Redman	- Town Clerk's Department
Chloe Rew	- Town Clerk's Department
Peter Kane	- Chamberlain
Caroline Al-Beyerty	- Deputy Chamberlain
Danielle Maalouf	- Chamberlain's Department
Michael Cogher	- Comptroller and City Solicitor
Paul Double	- Remembrancer
Paul Wright	- Deputy Remembrancer
Nigel Lefton	- Remembrancer's Department
Paul Wilkinson	- City Surveyor
Carolyn Dwyer	- Director of Built Environment
Paul Beckett	- Department of the Built Environment
Peter Shadbolt	- Department of the Built Environment
Damian Nussbaum	- Director of Innovation & Growth
Giles French	- Department of Innovation & Growth
Bob Roberts	- Director of Communications
Andrew Carter	- Director of Community and Children's Services
Mike Kettle	- Community & Children's Services Department
Paul Murtagh	- Community & Children's Services Department
Vic Annells	- Executive Director of Mansion House & Central Criminal Court

1. **APOLOGIES**

Apologies were received by the Rt Hon The Lord Mayor, Alderman William Russell.

The Policy Chair welcomed the Chief Commoner to his first meeting of the Policy and Resources Committee.

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

There were no declarations.

3. **MINUTES**

The minutes of the meeting held on 19 March 2020 were agreed as a correct record.

Matters arising

Standards Costs: A Member advised the Committee that she had received an answer from the Comptroller to the question she had raised at the 19 March meeting, concerning expenditure related to the activities of the Standards Committee. It was agreed that this information could be circulated to Members of the Committee and published on the website for transparency purposes.

4. **COVID RESPONSE**

Members heard an update from the Town Clerk & Chief Executive and the Assistant Town Clerk & Gold Command, Peter Lisley, relating to the COVID response both at pan-London level and from the City of London Corporation.

The Town Clerk gave an update on the work of the Strategic Coordination Group (SCG) and informed Members that, as of Monday week, a number of staff would be returning from their secondments back to Guildhall, including the Director of Communications. The Town Clerk also committed to be back for the next meeting of the Court of Common Council.

The Assistant Town Clerk & Gold Command then gave an update on the City Corporation's response to COVID-19:

- He reported that provision of public services was stable.
- Open Spaces were expecting a busy bank holiday weekend ahead.
- It was important to avoid burnout and he had encouraged staff to take a break over the weekend.
- Testing was now available to all staff through a self-book portal or via HR but sickness levels were low, including anxiety and stress.
- There had been no community deaths (excluding deaths at St Bartholomew's Hospital).
- Chief Officers were now looking at a phased return to normal activity, both in a London context and for our own staff, particularly looking at transport and the importance of this for City businesses.
- It was expected that the Government announcement on Sunday would confirm that staff should continue to work from home where possible.
- Sadly, one loss of life due to COVID-19 had been experienced within the City of London Police and one member of City Corporation staff remained seriously ill.

Members expressed gratitude to officers and volunteers for their work during these unprecedented times. It was suggested that it would be important to take an overall strategic view whilst working on the plans for the next phase and that this Committee should play a substantive role in the governance and oversight associated with this.

5. COVID-19 IMPLICATIONS - POSSIBLE POSTPONEMENT OF THE CITY-WIDE ELECTIONS IN MARCH 2021

The Committee considered a report of the Town Clerk outlining options around the possible postponement of the City-wide elections in March 2021.

The Chair highlighted that, notwithstanding the fact that this report was being presented for decision now, given the importance of the issue it was felt that it might be premature to make a decision at this juncture and before clarity was available in respect of any prospective easing of restrictions on movement. Members agreed that a final decision on a date for the election should be deferred until a later meeting. However, the Committee expressed the strong view that the election should not take place on the same date as the Greater London Authority (GLA) elections.

A Member also suggested that the elections be deferred for a full year and for new electors to then be elected on a three-year term.

It was suggested that there should be cognisance of the likely reduction in office occupancy levels extending for a protracted period, possibly until the time when a vaccine was in place, with the consequential effect on the electorate and canvassing activity borne in mind. It was also suggested that now could be an opportune time to look at exploring electronic voting and potentially leading the way in this regard.

RESOLVED: That:-

1. Consideration of the timing of the 2021 City elections be deferred until a future meeting.
2. It be agreed that the City elections should be held on a separate date to the London Mayor and GLA elections.

6. REMOTE MEETINGS PROTOCOL AND PROCEDURE RULES

The Committee discussed a report relating to protocols and procedures associated with the management of remote meetings.

Members heard how officers were also looking at alternative technologies, such as Zoom, as well as exploring the full functionality of Microsoft Teams.

The Town Clerk also took the opportunity to update Members on progress in respect of arrangements for a virtual meeting of the Court of Common Council on 21 May. Whilst there were a minor number of technical considerations awaiting final testing, there was confidence that the Court should be able to convene and meet effectively, provided that the same discipline was applied with respect to the rules around the conduct of debate as proscribed by standing orders for physical meetings. It was highlighted that the key issue would be in relation to voting where the limitations of applications tested to-date presented some minor issues, particularly in relation to ballots where multiple votes would need to be cast, as well as the secrecy of such ballots.

Members echoed the Chair's thanks to officers for the hard work that had been undertaken to make arrangements for remote meetings.

A number of Members indicated their preference for Zoom to be looked at as a technological solution for the longer-term, rather than Microsoft Teams.

A Member also highlighted some issues that were experienced with the chat function and the etiquette for using this. Whilst it was inarguably convenient and helpful for Members to use the function to share sentiment or opinions on an item amongst themselves, he observed that it was sometimes extremely difficult to chair a meeting whilst following a substantive debate in the chat function and also noting who wished to speak on an item, particularly where large numbers of people were participating in the meeting. He supported officers' advice in this area and urged Members to only use the chat box to indicate they wished to speak.

Another Member asked whether a permanent record of the live stream could be made available as a matter of public record. It was confirmed that this was possible and was being explored at present to ensure it was managed in a fashion that was compliant with relevant data protection regulations.

RESOLVED: That the report be noted and the protocols set out be endorsed.

7. **NOMINATIONS TO LONDON COUNCILS**

The Committee considered a report of the Town Clerk concerning nominations to London Councils.

With reference to the Lead Member appointment for Arts/Culture, Tourism, Sport and Leisure, it was observed that engagement by and with the various Open Spaces Committee Chairs had been extremely helpful in the recent period and it was asked whether this extended consultation could be continued. Officers suggested that they expected London Councils would welcome the suggestion and undertook to seek to facilitate this accordingly.

RESOLVED: That the overriding principle of nominating the Chairman for the time being of the most relevant Committee to serve on London Councils committees be endorsed and the following individuals be nominated to act as lead Member for particular areas of work as follows:-

- **Leaders' Committee** - Chair of the Policy & Resources Committee with a Deputy/Vice Chair as named deputy.
- **Transport and Environment Committee** – Chair of the Planning and Transportation Committee, with the Chairman of Port Health and Environment Committee and the Deputy Chairmen of both these committees serving as the named deputies.
- **Grants Committee** - Chairman of the City Bridge Trust Committee, with the Deputy Chairman as named deputy.
- **Greater London Employment Forum** – Chair of the Establishment Committee.
- **Lead Member for Children and Young People** - Chairman of the Community & Children's Services Committee.

- **Lead Member for Skills and Employment** – Chair of the Policy & Resources Committee.
- **Lead Member for Economic Development/Business** – Chair of Policy & Resources Committee.
- **Lead Member for Crime and Public Protection** - Chairman of the Police Authority Board.
- **Lead Member for Arts/Culture, Tourism, Sport and Leisure** – Chair of the Culture, Heritage and Libraries Committee, with the Chairs of the three Open Spaces Committees also included within consultation arrangements.
- **Lead Member for Housing & Regeneration** - Chairman of the Community & Children’s Services Committee.
- **Lead Member for Health and Social Care including Adult Services** - Chairman of the Community & Children’s Services Committee.
- **Lead Member for Planning/Infrastructure/Development** – Chair of the Planning and Transportation Committee.
- **Lead Member for Finance and Corporate Services** – Chairman of the Finance Committee.

8. CITY OF LONDON LOCAL PLAN REVIEW: PROPOSED PUBLICATION OF THE CITY PLAN 2036

The Committee considered a report of the Director of Built Environment reviewing the City Corporation’s Local Plan. The Chair of Planning & Transportation introduced the item and commended the report.

In response to a query concerning the consultation process, it was advised that the hope was that the process would be straightforward and the Plan could be submitted to the Secretary of State accordingly. However, the report would return for committee approval in the event of any substantive or significant feedback emerging.

RESOLVED: That:

1. The proposed City Plan 2036 set out at Appendix 1 of the report be published for consultation.
2. The Director of Built Environment be authorised to make further non-material amendments and editorial changes prior to public consultation and submission to the Secretary of State.

9. CAPITAL FUNDING UPDATE

The Committee considered a report of the Chamberlain proposing the release of funds to allow two schemes to progress to the next gateway.

A Member, also the Chair of the Projects Sub-Committee, raised a specific concern in relation to the Chiller Plant Replacement project and expanding the options appraisal. He observed that the report seemed to suggest the potential to change scope later in the gateway process and emphasised that the options appraisal process should not be seen as a mechanism to achieve this, stressing that that there should be a clear scope and capital allocation from the outset. The City Surveyor agreed with the Member’s comment and committed to looking at this in more detail.

RESOLVED: That:

1. The allocation of central funding of up to £281.2k be approved to allow two schemes be progressed to the next gateway, viz.:
 - a. Guildhall Complex Chiller Plant replacement - £174.2
 - b. Guildhall Steam Plant Replacement - £107k
2. It be noted that work is underway to identify priority schemes to be progressed during the current crisis to ensure that funding for only the most essential schemes is committed for the time being.

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

There were two questions:

Government Grants to Small Businesses

A Member made reference to recently revised rules concerning the payment of COVID-related grants from Government, which were being allocated through local councils. In particular, clarity was sought around capacity to make payments to small companies.

The Chamberlain advised that these rules had changed in only the past few days and that further guidance from Government was awaited. However, it was currently anticipated that the available pot of money for City businesses would be insufficient to provide meaningful relief for all now eligible. Efforts were underway to make the case with Government in respect of additional resources to support such businesses.

COVID-19 Contingency Fund

In response to a query concerning expenditure from this Fund, it was clarified that this would be reported on as part of the regular report on expenditure and commitments from the various Funds under the Committee's control.

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

Member Consultation

The Committee considered a report of the Town Clerk concerning the matter of Member consultation and engagement.

Some concerns regarding the interim arrangements that had been in place during the immediate COVID response were noted. It was hoped that the proposed thematic groups would provide a mechanism for Members to advise on emerging issues or give a steer at an early stage on reports that could then be developed for consideration at Committee. It was recognised that the any such system would have limitations and it was not always possible or practical to canvas the views of 125 Members on all items. However, the Chair was keen to ensure that a practical method of facilitating a wider range of input on policy matters was in place.

It was also agreed that the proposed informal fortnightly Resource Allocation Sub-Committee meetings should have a formal component too, in order to facilitate any urgent decisions being made in a more transparent fashion.

RESOLVED: That the report be noted and the proposed arrangements agreed.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED: 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 Schedule 12A of the Local Government Act.

13. **NON-PUBLIC MINUTES**

The non-public minutes of the Policy & Resources Committee meeting held on 19 March 2020 were approved.

14. **ISLINGTON ARTS FACTORY**

Members considered and approved a report of the Director of Community & Children's Services relative to the Holloway Estate Islington Arts Factory.

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

There was one question, concerning matters in relation to the relaxation of COVID-related movement restrictions.

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

There was one item of urgent business, concerning Innovate Finance.

17. **CONFIDENTIAL MINUTES**

The confidential minutes of the previous meeting held on 16 March 2020 were approved.

The meeting ended at 15:10

Chair

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RESOURCE ALLOCATION SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 27 May 2020

Minutes of the meeting of the Resource Allocation Sub (Policy and Resources)
Committee held on Wednesday, 27 May 2020 at 3.45 pm

Present

Members:

Jeremy Mayhew (Deputy Chairman)	Deputy Edward Lord
Deputy Keith Bottomley	Alderman Ian Luder
Tijs Broeke	Deputy Dr Giles Shilson
Deputy Jamie Ingham Clark	Deputy Tom Sleigh
Anne Fairweather	Sir Michael Snyder
Sheriff Christopher Hayward	Alderman Sir David Wootton
Alderman Vincent Keaveny	

In Attendance

Randall Anderson
Deputy Alastair Moss

Officers:

Peter Kane	- Chamberlain
Caroline Al-Beyerty	- Deputy Chamberlain
Bob Roberts	- Director of Communications
Paul Wilkinson	- City Surveyor
Michael Cogher	- Comptroller & City Solicitor
Giles French	- Innovation and Growth
Peter Lisley	- Assistant Town Clerk
Angela Roach	- Assistant Town Clerk
Chrissie Morgan	- Director of HR
Bruce McVean	- Built Environment
Nigel Lefton	- Remembrancers
Vic Annells	- Mansion House
James Gibson	- IT
Simon Latham	- Town Clerks
Gemma Stokley	- Town Clerks
Polly Dunn	- Town Clerks
Becky Muscat	- Town Clerks
Devika Persaud	- Town Clerks

1. APOLOGIES

Apologies were received by the Chair, Deputy Catherine McGuinness, Karina Dostalova and Anne Fairweather.

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

There were no declarations.

3. **MINUTES**

The public minutes of the meeting held on 7 May 2020 were approved as a correct record.

4. **CITY STREETS: TRANSPORTATION RESPONSE TO SUPPORT COVID-19 RECOVERY**

The Sub-Committee considered a report of the Director of Built Environment concerning the City Corporation's transportation response to support COVID-19 recovery.

The Sub-Committee heard how this report had already been approved by the Planning and Transportation Committee, and that the Resource Allocation Sub Committee were looking at this due to the strategic importance of this work to the City's financial recovery and to recommend it to the Policy and Resources Committee for decision under urgency.

It was also clarified that the report did not seek approval for funding as the costs and funding approach for Phase 1 were not confirmed at the time of writing the report. Members heard that an application had been submitted to Transport for London to fund these works and a decision on this was expected shortly. A report detailing the full costs and funding approach for Tier 1 delivery would be submitted to the Planning & Transportation Committee on 2 June and the Policy & Resources Committee on 11 June.

Members underlined the importance of ensuring that disabled people would not encounter access issues as a result of this scheme, and it was confirmed that this was understood and being acted upon.

A Member also urged officers to consider and build on air quality improvements that had been made during this time.

RESOLVED, that:-

- The aims and objectives of the transportation response to support COVID-19 recovery be endorsed to the Policy and Resources Committee to agree under urgency.

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

One question was raised concerning the governance timeline of the revised committee appointments paper, following the recent meeting of the Court of Common Council. Members heard that the paper would be considered by the Resource Allocation Sub Committee on 8 June 2020, then the Policy and Resources Committee on 11 June 2020, with a recommendation to the Court of Common Council to be considered at its meeting on 18 June 2020.

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

There was no urgent business.

7. EXCLUSION OF THE PUBLIC

RESOLVED, 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 Schedule 12A of the Local Government Act.

Item No	Exemption Paragraph
8-9	3

8. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 7 May 2020 were approved as a correct record.

9. NOTE OF THE INFORMAL MEETING OF RESOURCE ALLOCATION SUB COMMITTEE ON 14 MAY 2020

The note of the informal meeting on 14 May 2020 was noted.

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

There were no questions.

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

There were no items of urgent business.

The meeting ended at 4.08 pm

Chairman

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PROJECTS SUB (POLICY AND RESOURCES) COMMITTEE

Wednesday, 27 May 2020

**Minutes of the meeting of the Projects Sub (Policy and Resources) Committee
held at 11.00 am**

Present

Members:

Deputy Keith Bottomley (Chairman)	Andrew McMurtrie
Deputy Jamie Ingham Clark (Deputy Chairman)	Deputy Catherine McGuinness Benjamin Murphy
Rehana Ameer	James de Sausmarez
Randall Anderson	Deputy Philip Woodhouse
Sheriff Christopher Hayward	
Deputy Edward Lord	

In Attendance:

Brian Mooney (Chief Commoner)

Officers:

Rohit Paul	- Town Clerk's Department
Sarah Baker	- Town Clerk's Department
James Aggio-Brewe	- Town Clerk's Department
Richard Holt	- Town Clerk's Department
Sanjay Odedra	- Town Clerk's Department
Chandni Tanna	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Caroline Al-Beyerty	- Deputy Chamberlain
Michael Harrington	- Chamberlain's Department
Danielle Maalouf	- Chamberlain's Department
Dianne Merrifield	- Chamberlain's Department
Nicholas Richmond-Smith	- Chamberlain's Department
Ola Obadara	- City Surveyor's Department
Neil Robbie	- City Surveyor's Department
Peter Rowe	- City Surveyor's Department
Melanie Charalambous	- Department of the Built Environment
Leah Coburn	- Department of the Built Environment
Gillian Howard	- Department of the Built Environment
Paul Monaghan	- Department of the Built Environment
Andrea Moravicova	- Department of the Built Environment
Neil West	- Department of the Built Environment
Paul Murtagh	- Department of Community and Children's Services
Cornell Farrell	- Barbican Centre/Guildhall School of Music and Drama
Jonathon Poyner	- Barbican Centre/Guildhall School of Music and Drama

1. **APOLOGIES**

Apologies were received from Karina Dostalova.

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

There were no declarations.

3. **MINUTES**

RESOLVED, that the public minutes and non-public summary of the meeting held on 16 March 2020 be approved as a correct record subject to James de Sausmarez being marked as present.

4. **COVID UPDATE**

A COVID update was delivered by the Corporate Programme Manager and the following points were made.

- In terms of Built Environment projects, Riney had conducted a risk assessment for socially distanced working arrangements. The City had reallocated monies towards transportation projects that aimed to mitigate COVID-related issues. A potential longer-term implication of COVID was whether there would be a reduction in the level of s278/s106 funded projects being brought forward.
- With regards to works at the Barbican Centre, these were progressing on site where it was safe to do so and social distancing could be maintained. Conversely, the closure of the Centre provided the opportunity to conduct works that had been difficult to deliver during public access.
- City of London Police projects had been affected by the delay in securing project supplies from Asia.
- A portfolio overview report would be provided to Members in June 2020.
- In response to a question, the Corporate Programme Manager noted that RAG reporting of projects would be twin track, encompassing both ordinary project risk that lay within the City's control, and COVID-related project risk. The Corporate Programme Manager undertook to brief Members on the value of affected projects outside of the meeting.

The Director of Property Projects Group delivered a further COVID update and the following points were made.

- Nationally, 80% of major construction projects had resumed up to 75% of capacity. That percentage of major projects was reduced to 60% in the City due to unique challenges around logistics.
- The City would spend the next six weeks assessing the impact of COVID on each of its contractors.

- All contractors were now on site on the City's major projects. They were facing some industry-wide challenges, such as whether COVID should be considered *force majeure* or not. Five separate drafts of site guidelines in recent weeks had also led to some confusion. Some contractors had been forced into making redundancies, and supply shortages were being experienced.
- The City was analysing COVID impact across three main phases: (1) the period 23 March – 11 May (2) period 11 May – August 2020 and (3) where relevant, period August 2020 until the scheduled end of the project.
- The City had undertaken a detailed review of each of the types of contracts across its sites to understand its liability for each.
- Mitigation measures undertaken by the City included reviewing site photos and CCTV to establish project progress and reviewing supply and payments end-to-end to ensure contractors were receiving payment.
- In response to a request, the Director agreed to provide Members with the City's financial analysis of projects affected by COVID.
- A Member expressed concern that the City was not requiring all contractors to possess a performance bond and/or parent company guarantee. The Director agreed to review this position and report back to Members with the number of relevant projects and with a justification of why any performance bonds/parent company guarantees were not in place.

5. **GATEWAY 2 - BARBICAN ART GALLERY CHILLER REPLACEMENT**

Members considered a Gateway 2 report of the Managing Director, Barbican Centre regarding Barbican Art Gallery Chiller Replacement, noting the non-public appendix at Item 18.

RESOLVED, that Members

- Approve a budget of £14,000 to reach Gateway 3/4 (staff costs, consultant fees and surveys).
- Note the estimated cost range of £300,000 (excluding risk).
- Approve a costed risk provision of £4,000 to be drawn down via delegation to Chief Officer.

6. **GATEWAY 3 - BANK JUNCTION IMPROVEMENTS - ALL CHANGE AT BANK**

Members considered a Gateway 3 report of the Director of the Built Environment regarding Bank Junction Improvements – All Change at Bank and the following points were made.

- The Chairman confirmed that options 1, 4 and 5 within the report had been approved by the Streets and Walkways Sub (Planning and Transportation) Committee at its meeting on 26 May 2020.

RESOLVED, that Members,

- Note the additional £4m funding from the City's 2019 Capital bid process.
- Note the total estimated cost of the project of £5m-£5.6m (excluding risk).
- Approve Options 1, 4 and 5 as the closure/restriction options to take forward to Gateway 4.
- Agree the revised budget line amounts set out at Table 1, Section 3 within the report which remain within the existing approved budget allocation of £1,583,457.
- Delegate authority to the Director of the Built Environment to approve budget adjustments above the existing authority within the project procedures and in consultation with the Chamberlain, between budget lines if this is within the approved total project budget amount.

7. GATEWAY 6 - CITY PUBLIC REALM PROJECTS CONSOLIDATED OUTCOME REPORT

Members considered a consolidated Gateway 6 report of the Director of the Built Environment regarding City Public Realm Projects, namely those relating to Fredericks Place, 8-10 Moorgate, 1 Angel Court, 11-19 Monument, Monument Street/Lower Thames Street, Fenchurch Place, and Lime Street/Cullum Street. The following points were made.

- The Director of the Built Environment noted that the projects represented a mix of s278 and s106 projects, including some voluntary s278s such as that at Fenchurch Place, paid for by the Mercers' Company. The employment of Riney for highway works had given the City a high degree of flexibility in delivery of works. There were a number of underspends across the projects, which meant the City would be undertaking more detailed surveys going forward to better inform cost estimates. Underspent s278 monies would be returned to the developer, and s106 monies returned to the City's s106 balance.
- A Member noted that one potential implication of COVID would be less s278/s106 developments going forward, and urged the City to ensure that, if this proved to be the case, to do less improvement projects to the usual high standard, rather than seeking to do a large number of projects that compromised on quality of outcomes.

RESOLVED, that Members

- Approve the closure of Frederick's Place Environmental Enhancements and note the return of remaining funds to the developer.
- Approve the closure of the 8-10 Moorgate Area Improvements project.
- Approve the closure of the 1 Angel Court Area Improvements project.
- Approve the closure of the 11-19 Monument Street Area Improvements project and note the return of remaining funds to the developer.
- Approve the closure of the Monument and Lower Thames Street Junction Public Realm Enhancement Project.
- Approve the closure of the Fenchurch Place project, note the outstanding actions and authorise the return of the underspend to the developer or their successors in title following the finalisation of the account.
- Approve the closure of the Lime Street and Cullum Street Area project.

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

Impact of Thames Tideway Works on Blackfriars Bridge

In response to a question from a Member on the impact of Thames Tideway works on Blackfriars Bridge, the Director of the Built Environment noted that works to the bridge were being affected by both Thameslink works and Thames Tideway works. Given repainting works to the Bridge were five years overdue, the City was proceeding with tender bids and planned to award the successful tender by the end of the year. The procurement strategy allowed tenderers to work flexibly across a five-year period to allow them to work collaboratively with Thames Tideway, given the Port of London Authority's requirements for limiting span closures. Lastly the City had removed a section of bridge parapet to better understand potential works issues.

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

Gateway 6 – New Fully Accessible Education and Community Engagement Centre at Tower Bridge

The Chairman noted that the report at Item 17 was now deemed public and therefore would be taken as an item of other business. A copy of the report was available on the City's public committee pages.

RESOLVED, that Members note the lessons learned and approve the closure of the project.

10. **EXCLUSION OF THE PUBLIC**

RESOLVED, that the Sub-Committee move into non-public session and the public streaming of the meeting be discontinued.

11. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 16 March 2020 be approved.
12. **GATEWAY 3/4 - BARBICAN EXHIBITION HALLS - ENABLING WORKS**
Members considered a Gateway 3/4 report of the City Surveyor regarding Barbican Exhibition Halls – Enabling Works.
13. **GATEWAY 1-4 - INSTALLATION OF SPRINKLERS IN SOCIAL HOUSING TOWER BLOCKS**
Members considered a combined Gateway 1/2/3/4 report of the Director of Community and Children’s Services regarding the installation of sprinklers in social housing tower blocks.
14. **GATEWAY 3/4 - BRIDGE HOUSE ESTATES 30-34 NEW BRIDGE STREET EC4V 6BJ REFURBISHMENT**
Members considered a Gateway 3/4 report of the City Surveyor regarding Bridge House Estates 30-34 New Bridge Street EC4V 6BJ Refurbishment.
15. **GATEWAY 3/4 - REFURBISHMENT OF TOWER CHAMBERS, 74 MOORGATE, EC2 - BRIDGE HOUSE ESTATES**
Members considered an updated Gateway 3/4 report of the City Surveyor in the supplementary agenda pack regarding the refurbishment of Tower Chambers, 74 Moorgate EC2 – Bridge House Estates.
16. **GATEWAY 3/4 - REFURISHMENT OF ELECTRA HOUSE, 84 MOORGATE, EC2 - BRIDGE HOUSE ESTATES**
Members considered an updated Gateway 3/4 report of the City Surveyor in the supplementary agenda pack regarding the refurbishment of Electra House, 84 Moorgate, EC2 – Bridge House Estates.
17. **GATEWAY 6 - NEW FULLY ACCESSIBLE EDUCATION AND COMMUNITY CENTRE AT TOWER BRIDGE**
The Town Clerk noted that this item had been moved on to the public side of the agenda at Item 9 (Any Other Business).
18. **NON-PUBLIC APPENDICES TO BARBICAN ART GALLERY CHILLER REPLACEMENT**
RESOLVED, that the non-public appendix to Item 5 (Gateway 2 Barbican Art Gallery Chiller Replacement) be noted.
19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were two items of urgent business.

The meeting closed at 12.05 pm

Chairman

Contact Officer: Alistair MacLellan / alistair.maclellan@cityoflondon.gov.uk

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Agenda Item 5

TO: **POLICY AND RESOURCES COMMITTEE**

Thursday, 11 June 2020

FROM: **PROPERTY INVESTMENT BOARD**

Tuesday, 26 May 2020

RESOLUTION FROM PROPERTY INVESTMENT BOARD

Further to consideration of the non-public minutes of the previous Board meeting the Board discussed a recent Financial Times article which detailed the Public Works Loan Board's Future lending terms consultation and possibility of ending the use of the Public Works Loan for local authorities to spend on investment property. It was noted by a Member of the Board that while the consultation concentrated on the use of Public Works Loan it represents an alarming strategy to centralise control on local authority's property investment portfolios which would be of serious concern to the City of London Corporation. Further to this the Board agreed that a resolution be sent from the Board to Policy and Resources Committee to express the Board's concern that this strategy would substantially undermine the democratic freedoms of local authorities and to request that the Committee make representations to Government to express the City of London Corporation's concern.

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Agenda Item 6

Committees:	Dates:
Informal Meeting of the Resource Allocation Sub Committee – <i>for discussion</i>	8 June 2020
Policy and Resources Committee – <i>for decision</i>	11 June 2020
Court of Common Council – <i>for decision</i>	18 June 2020
Subject: Annual Appointment of Committees and Consequential Matters	Public
Report of: The Town Clerk	For Decision
Report author: Greg Moore	

Summary

When the COVID-19 outbreak first became significant in the UK and following related directives from HM Government, the City of London Corporation undertook to suspend the vast majority of formal decision-making meetings, with decisions being taken in the meantime in accordance with the City Corporation's urgency procedures. This suspension included the April meeting of the Court of Common Council, which is when the constitution of committees and election or appointment to those committees is made for the ensuing municipal year. This accorded with the wider national approach in respect of the deferral of local government and Mayoral elections for the forthcoming year. It also aligned with *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* ("the Regulations") governing meetings, which came into force on 4 April 2020.

As part of the consequential considerations arising from that cancellation, it was determined that the membership of committees should be held over unchanged until April 2021. This decision (and attendant implications, such as arrangements for Chair / Deputy Chair elections, appointment of sub-committees, and so on) was taken in view of the uncertainty at that time concerning the impact of the pandemic and the possible limitations in returning to a normal meeting cycle.

However, since that time, the introduction of virtual meetings, using technology such as Microsoft Teams and Zoom, has enabled both Committees and the Court of Common Council to resume scheduled meetings. Consequently (and further to questions at the May meeting of the Court of Common Council), this report now seeks formal approval to undertake the annual appointment of Committees for 2020/21 at the July 2020 meeting of the Court, thereby undoing the previous resolution (referred to as "the April resolution" for ease, hereafter) determining that committee membership be rolled forward and maintained for the current year. The report also sets out the implications of this decision on the other aspects of the April resolution, such as term limits and the election of committee chairmen and deputy chairmen, as well as how the election process will be managed and other relevant items.

Recommendation

That:

1. It be confirmed that the annual appointment of committees for 2020/21 take place at the 16 July 2020 meeting of the Court of Common Council and the provisions of sections 2-9 of the resolution previously approved by the Court, set out at Appendix 1, be revoked effective 12.59pm on 16 July 2020.
2. It be confirmed that the annual elections of Chairs and Deputy Chairs and the appointment of sub-committees will take place at the first meeting of each Committee following the July Court.
3. Consideration be given to the arrangements for ballots to be conducted at the July Court meeting, as set out in paragraphs 34-40.
4. No change be made in respect of the provisions pertaining to the Chief Commoner.

Main Report

Background

1. In March 2020, in response to the emerging COVID-19 pandemic, Her Majesty's Government took the decision to encourage (and subsequently enforce) restrictions around travel and association in relation to individuals not identified as "key workers" playing a role in the immediate response to the crisis.
2. One of the many consequences of this was that City Corporation committees were physically unable to meet. Due to the existing provisions of Local Government legislation at that time, a physical presence was required at meetings in order for a quorum to be constituted and decisions made.
3. Whilst it was anticipated that forthcoming emergency legislation was likely to incorporate provisions to facilitate virtual meetings, a swift decision was necessary in respect of the immediate course of action, with it immediately apparent that it would not be feasible within the confines of existing movement restrictions and legislation for the Court of Common Council to meet in April.
4. The April meeting of the Court, as specified by Standing Orders, is when the constitution of committees and election or appointment to those committees is made for the ensuing year. Therefore, the Court would be unable to appoint its Committees, nor elect and appoint to them for the 2020/21 municipal year.
5. A contingency was, therefore, required to ensure that business could continue effectively beyond the scheduled date of the April 2020 Court of Common Council meeting. Given uncertainty about the length of time during which restrictions and effects on normal activities may be in place, together with limited resource with which to work through immediate implications, the Policy and Resources Committee was minded that the pragmatic response in the circumstances would be to roll forward existing arrangements in respect of committee memberships for a twelve-month period. This approach aligned with that being taken elsewhere and which is now set out in new Regulations issued by Government.
6. It was recognised that this was an unprecedented step, caused by unforeseen circumstances, which would have many implications. It was also noted, however,

that the present extraordinary conditions may subside during the year, to the extent that the Court and Committees may be able to resume normal practice.

7. Since then, a number of committees have met virtually – using either Microsoft Teams or Zoom technology – including the Court of Common Council on 21 May 2020. Now that virtual committee meetings have become well-established, officers were asked to explore how the annual meeting of the Court of Common Council could be brought forward to July 2020, with the relevant implications also clarified.
8. Appendix 1 sets out the resolution passed by the Court which dealt with the suspension of the April meeting and the attendant consequential matters. Holding the annual appointment of committees in July will require the undoing of several of these resolutions and the report sets these out for the sake of clarity and to seek guidance where an option is open to Members to determine a preferred outcome.
9. This paper is presented first to Members of the Resource Allocation Sub-Committee in accordance with the undertaking made at the May Court meeting and with reference to that Sub-Committee’s current capacity as a sounding board. There is no formal decision-making role for the Sub-Committee, but views are sought to identify potential omissions or areas that require further consideration ahead of formal decision-making.

Membership of Committees and Terms of Office (ref: s. 3, 4, 5, 6 & 9, April resolution)

10. One of the effects of the suspension of the April Court was that membership of all Committees – both Ward and non-Ward – would remain the same for the forthcoming year and that service would not count towards a Member’s term limit.
11. Appointments made for the 2019/20 municipal year would continue for the 2020/21 year and until the April 2021 Court, with Standing Order 23(5)(a) not applying to the term of office of Members serving on Ward Committee appointments and service on those non-Ward Committee appointments made under Standing Order 24 being treated as an extension of the current year (i.e. not treated as an additional year of service).
12. This was on the basis that there would be no annual appointment of committees until April 2021. Consequently, should Members agree that the annual appointment process can now take place at the July Court, it follows that this constitutes a “new” year (i.e. not simply a prolonging of 2019/20, as was previously the case) and that service for the coming year shall be treated in the normal fashion, i.e. contributing towards term limits and reckonable service. That is to say that the period of service from the July meeting until the next annual meeting (currently scheduled for 15 April 2021) shall be treated as one year.
13. For the sake of clarity, it should be noted that service that has (or will have) occurred between April and the July Court meeting will not be counted, consistent with the terms of the April resolution (i.e. the three months shall continue to be treated as part of an extended 2019/20 term).

14. Should Members approve the proposals, the annual appointments process for 2020/21 will be undertaken in as close to the usual way as possible. Ward Deputies will be asked to re-confirm previous submissions in respect of Ward Committee appointments, and the usual letter advertising non-Ward Committee vacancies will be circulated with a deadline for expressions of interest, to allow for names to be published on the Summons pursuant to Standing Order 24(2).
15. In view of the virtual nature of the Court meeting, the balloting process will need to be undertaken in a different fashion. This is addressed later in this report.

Implications for the 2021 Annual Appointments Process

16. In the context of recent considerations around a delay to the 2021 City-wide elections, Members may also wish to give consideration to the timing of the next annual Court and the span of the current year.
17. As mentioned earlier, in the event of any resolution to the contrary, the 2020/21 year (beginning 16 July 2020) would end on 15 April 2021.
18. This, self-evidently, reflects a slightly shortened year compared to the norm, but would (in usual times) align well with the customary approach to allow for committee appointments to take place after the City-wide elections.
19. However, given the likelihood that the date of the 2021 City-wide elections will be moved, Members may wish to give consideration as to whether the start and end dates of the current year should be altered to provide a better fit: for instance, if the elections move to July 2021 then, should there be significant turnover of Members, there would in effect be a significant number of ballots at both the April and July meetings, which may not be desirable.
20. It would, arguably, be precipitate to make such a decision at this time, prior to any determination as to the timing of the elections. In any case, given the consequential impacts on following year cycles, it may also be undesirable regardless; however, the issue is raised here for the sake of completeness and awareness.

Election of Chair/Chairman and Deputy Chair/Chairman (ref: s7 & 8, April resolution)

21. Following the annual appointment of committees at the July Court, the provisions of Standing Orders shall require the election of Chairs and Deputy Chairs in the normal fashion at the next meetings of the several committees.
22. For the sake of clarity, it should be noted that where a “handover” of Chairs has already taken place through the resignation mechanism established through the April resolution, an election shall still be required and the rights of the outgoing Chair to serve as Deputy Chair for the coming year shall not be affected.
23. As with committee memberships, service between April 2020 and the July Court shall not count towards term limits; however, service from July until the next annual Court shall be treated as one year.

Appointment of Sub-Committees

24. As with the election of Chairs and Deputy Chairs, the appointment and membership of Sub-Committees shall also proceed in the usual manner at the first committee meeting following the Court meeting.

Committee Terms of Reference (ref: s3, April resolution)

25. The annual meeting is also the occasion on which the Committees are reconstituted formally and their Terms of Reference set, with various amendments considered.
26. In the absence of the opportunity to discuss them at the April meeting and, in keeping with the pragmatic approach taken, it was agreed the Terms of Reference of all Committees should remain as at the date of the last meeting of the Court (i.e. 5 March 2020).
27. However, should the annual meeting proceed in July, then the “White Paper” (the document which presents the various Terms of Reference, including proposed amendments) shall also be considered at that meeting.
28. The Policy & Resources Committee has already considered and endorsed a number of proposed amendments to Terms of Reference, as follows:
 - amendments to the wording of the Education Board’s terms of reference to reflect more accurately its role (Appendix 2).
 - a change to the quorum of the Board of Governors of the City of London Freemen’s School, together with an amended descriptor in respect of co-opted Governors (Appendix 3).
 - a proposal from the Barbican Residential Committee in relation to its constitution and quorum (Appendix 4).
 - a minor addition to the Terms of Reference of the Policy & Resources Committee, to make explicit its functions in respect of Business Improvement Districts as approved by the Court in October 2014 (Appendix 5).
29. The Committee agreed to endorse each of these for submission to the Court through the White Paper. These will, therefore, be incorporated within the submission to the Court for consideration in July.
30. Members also considered and opposed a request from the Markets Committee to reinstate the wording removed from its terms of reference in April 2019. This matter was subsequently resolved, as reported at the May meeting of the Court of Common Council, and the amendment is no longer sought.
31. There is now a further change to consider in relation to Terms of Reference, which has been submitted by the Police Authority Board. This is set out at Appendix 6 and proposes a name change, the introduction of term limits, and clarification around the rights of the two external Members.

The Chief Commoner (ref: s10, April resolution)

32. Through the April resolution, a one-year amendment to Standing Order 18(3) was agreed, to allow Deputy Brian Mooney to take office.
33. The holding of the annual Court in July has no impact on this and there is no reason that the usual arrangements (i.e. the election of the next Chief Commoner in October 2020, with them taking office in April 2021) should not continue. It is, therefore, recommended that no change is made to this.

The Ballot / Election Process

34. The current provisions of Standing Orders provide that ballots are taken at the relevant Court meeting itself, with the general practice being that hard-copy ballot papers are distributed to Members as they enter the Court. Ballot papers are then completed and collected during the meeting, with the count conducted directly afterwards and the results circulated by e-mail and printed in the Summons for the next meeting.
35. Clearly, the virtual nature of the meeting means that this traditional approach is unlikely to be practicable for the July Court meeting, so an alternative arrangement (with accompanying amendments to Standing Orders) needs to be considered.
36. The option that most closely replicates this arrangement would be for electronic voting to take place at the July meeting itself. A number of online voting solutions, including services provided by external suppliers, are currently being explored to provide the best technical solution for electronic voting.
37. Consideration has been given to whether it would be possible to allow for the issuing of ballot papers in advance of the meeting, given that the names of those Members in nomination are known in advance and published with the Summons, with a set date for completion, allowing for the results to be tallied prior to (and announced) at the Court.
38. However, it is the case that the appointments are made by the Court itself and not by individual Members, with the vote acting as a mechanism for the Court to make the decision (and, in that sense, is no different to any other decision, albeit that a secret ballot process has been adopted). It follows that the usual public law duties arise and the Court must take into account all relevant matters and individual Members may not pre-determine their decision (as opposed to being predisposed to voting in a particular way).
39. It is, therefore, considered that the introduction of a “postal vote” would offend these principles, as a Member should not have made up their mind prior to the debate at that item (albeit that such debates are extremely rare) and the actual vote, and voting ahead of time offends this principle. In particular it would deprive such Members of the ability to take into account anything which occurred between submitting their vote and the actual vote which may be relevant to their decision, such as the death, serious illness or injury or arrest of a candidate. The position is not analogous to postal voting in local government and parliamentary elections; nor is it analogous to shareholder votes in company law.

40. With reference to local government legislation generally, Paragraph 39 of Schedule 12 of the Local Government Act 1972 provides that “all questions coming or arising before a local authority shall be decided by a majority of the members present and voting thereon at a meeting of the authority”. “Presence” is, of course, now extended to virtual presence where the conditions in the Meetings Regulations are satisfied but this does not allow a “postal vote”. It should be noted that Schedule 12 does not strictly apply to the City Corporation; however, any decision to depart from the norm (as well as the longstanding practice of the Corporation) should pay particular mind to this.
41. Suitable technology could be used to ensure the secrecy of the ballot, as well as to provide surety that only those eligible to vote (i.e. Members present at the meeting) do so. This would be managed through a link, circulated by email to those in attendance at the appropriate part of the meeting, which would take Members to electronic ballot papers which would be completed and returned.
42. To ensure that all Members are comfortable with the voting technology and that any potential technical issues are resolved in good time ahead of the meeting, a series of test ballots will be undertaken which Members will be encouraged to participate in in the run-up to the July meeting.
43. As an additional contingency, it is also suggested that explicit approval be granted in respect of a back-up procedure on the day, in the event that there is a server issue or similar which prevents the voting from working for some (or all) Members. This would comprise the submission of votes directly by email (rather than web-hosted ballot papers) to a single point of contact. Members would be asked to trust to the discretion of the individual member of staff and, by limiting returns to a single individual, this would help to ensure secrecy so far as is possible. The individual could anonymise and collate the returns to allow for verification.

Conclusion

44. This report asks Members to consent to the holding of the annual appointment of committees at the 16 July 2020 meeting of the Court of Common Council. Confirmation is sought as to the treatment of terms and the balloting process to be adopted, as well as in respect of the various amendments to committees’ Terms of Reference.

Appendices

- **Appendix 1:** Resolution of the Court of Common Council, April 2020
- **Appendix 2:** Amendments to the wording of the Education Board’s terms of reference
- **Appendix 3:** Amendments to the Board of Governors of the City of London Freeman’s School’s terms of reference
- **Appendix 4:** Amendments to the Barbican Residential Committee’s terms of reference

- **Appendix 5:** Amendments to the Policy & Resources Committee's terms of reference
- **Appendix 6:** Amendments to the Police Authority Board's terms of reference

RESOLUTION: COURT OF COMMON COUNCIL**POSTPONEMENT OF THE ANNUAL APPOINTMENT OF COMMITTEES AND CONSEQUENTIAL MATTERS**

RESOLVED: That:-

1. In light of the current Coronavirus Pandemic, the meeting of the Court of Common Council scheduled for Thursday 23 April 2020 be abandoned.
2. Notwithstanding the provisions of Standing Order 21, the annual appointment of committees of the City of London Corporation due to take place at the meeting of the Court of Common Council originally scheduled for Thursday 23 April 2020 will instead take place at the meeting of the Court scheduled for Thursday 15 April 2021.
3. The Membership of all Committees and their Terms of Reference will remain as at the date of this resolution.
4. A Member who would otherwise, due to the expiry of their term of office in accordance with Standing Order 24(1)(a), retire from a Committee at the meeting of the Court originally scheduled for 23 April 2020, will instead retire at the meeting of the Court scheduled for 15 April 2021; and the Member's term of office on the relevant Committee is extended accordingly.
5. A Member who would otherwise, due to expiry of their term of office in accordance with Standing Order 24(1)(a), retire from a Committee at the meeting of the Court scheduled for 15 April 2021 will instead retire at the meeting of the Court scheduled for April 2022; and the Member's term of office on the relevant Committee is extended accordingly. The same shall apply *pari passu* for Members due to retire from Committees in 2022 and 2023 respectively.
6. Service on Ward Committees during the 2020/21 municipal year shall not count for the purposes of Standing Order 23(5).
7. In view of there being no appointment of Committees in 2020, the provisions of Standing Orders 29(4) and 30(5) will not apply and Committees will therefore not elect Chairmen and Deputy Chairmen in 2020. The Members holding office as Chairmen and Deputy Chairmen in 2019-2020 will continue to hold those offices until the first meeting of the Committee after the appointment of Committees in 2021.
8. Should a Chairman notify the Town Clerk of their resignation from that office prior to the appointment of Committees in 2021, then the Deputy Chairman will act with full power and authority as Chairman until the next regular election in 2021, and the provisions of Standing Order 29(2) will not apply. The late Chairman will, providing they remain in Common Council and a member of the Committee, become the de-facto Deputy Chairman as would normally be the case under Standing Order 30(3)(a). In the absence of the late Chairman, the most recent past Chairman on the Committee still serving shall act in this fashion; in the absence of any past Chairman, this shall be the most senior Member on the Committee.
9. For the purposes of Standing Order 29(2) the period from the appointment of Committees in 2019 to the appointment of Committees in 2021 shall count as one year.
10. Notwithstanding the provisions of Standing Order 18(3), Deputy Brian Mooney will assume the office of Chief Commoner at one minute past midnight on 23 April 2020 and serve until the meeting of the Court scheduled for 15 April 2021, with that Standing Order suspended for the 2020-21 municipal year.
11. The provisions of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020,

governing meetings which concern local authority meetings, shall be adopted and applied to all City Corporation Committees and Sub-Committees.

Education Board 2020/21 Proposed Terms of Reference:

Terms of Reference

- (a) To monitor and review the City of London Strategies for Education, Cultural and Creative Learning, and Skills and to oversee their implementation (including skills and work related learning, and cultural and creative learning) in consultation, where appropriate, with Policy and Resources Committee and the relevant Service ~~the appropriate City of London Committees~~; referring any proposed changes to the Court of Common Council for approval;
- (b) To oversee generally the City of London Corporation's education activities (including, where relevant, the City Corporation's commitment to ensuring education promotes healthy lifestyles); consulting with those Committees where education responsibilities are expressly provided for within the terms of reference of those Committees and liaising with the City's affiliated schools and co-sponsors; post school learning providers, and cultural organisations but excluding Gresham College and any responsibilities of the Gresham (City Side) Committee;
- (c) To be responsible for the oversight and monitoring of the City of London Corporation's sponsorship of its Academies, including the appointment of academy governors and, where relevant Members, Directors and Trustees;
- (d) ~~To The~~ management of The City of London Corporation Combined Education Charity (registered charity no. 312836), subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of the charity's funds;
- (e) ~~To The~~ management of the City Educational Trust Fund (registered charity no. 290840), subject to consulting with the Community and Children's Services Committee as to any policy to be adopted for the application of the charity's funds;
- (f) To constitute Sub-Committees in order to consider particular items of business within the terms of reference of the Board, including:-
 - Education Charity Sub (Education Board) Committee*
- (g) To recommend to the Court of Common Council candidates for appointment as the City of London Corporation's representative on school governing bodies where nomination rights are granted and which do not fall within the remit of any other Committee;
- (h) To monitor the frameworks for effective accountability, challenge and support in the City Family of Schools**;
- (i) To be responsible for the distribution of funds specifically allocated to it for education purposes, in accordance with the City of London Corporation's strategic policies;
- (j) ~~Oversight of Assist with promotion of skills training and the City of London Corporation's~~ education-business link activities. in line with the City of London Corporation's Skills Strategy.

* The constitution of The Education Charity Sub-Committee is set by the Court of Common Council and comprises four Members appointed by the Education Board and four Members appointed by the Community and Children's Services Committee.

** The expression "the City Family of Schools" means those schools for which the City has either direct responsibility as proprietor, academy sponsor or local authority, or historic links. These include but are not restricted to: The Sir John Cass Foundation Primary School, The City Academy, Hackney; the City of London Academy Islington; the academies managed by the City of London Academies Trust; the City of London School; the City of London School for Girls; the City of London Freeman's School (the latter three all being institutional departments of the City Corporation); ~~and the academies managed by the City of London Academies Trust.~~

~~NB – The wording under subsection (b) of the Terms of Reference is currently the subject of review and it is intended that amended wording will be presented to the Court for consideration in due course.~~

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BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL**1. Constitution**

A Non-Ward Committee consisting of,

- up to two Aldermen nominated by the Court of Aldermen
- up to 12 Commoners elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
- the following ex-officio Members:-
 - the Chairman of the Board of Governors of City of London School
 - the Chairman of the Board of Governors of City of London School for Girls
- up to six co-opted non-City of London Corporation Governors with skills relevant to the needs of the School experience of education.

The Chairman of the Board shall be elected from the City Corporation Members.

2. Quorum

The quorum consists of any five Common Council Governors, of which not more than one of whom may be co-opted.

Any decision taken by the Board of Governors shall require the agreement of a majority of Common Council Governors present at the meeting and voting.

3. Membership (until July 2019)**ALDERMEN**

- 2 Susan Langley, O.B.E.
- 1 Bronek Masojada

COMMONERS

- 14 (4) John Alfred Bennett, M.B.E., Deputy
- 10 (4) Michael Hudson
- 7 (3) Stuart John Fraser, C.B.E.
- 6 (3) Graham David Packham
- 15 (2) Roger Arthur Holden Chadwick, O.B.E, Deputy
- 10 (2) Vivienne Littlechild, M.B.E., J.P.
- 6 (2) Hugh Fenton Morris, Deputy
- 10 (1) Elizabeth Rogula, Deputy
- 6 (1) Philip John Woodhouse, Deputy
- Vacancy*
- Vacancy*
- Vacancy*

together with :-

Nicholas Goddard

Brian Harris

Andrew McMillan

Chris Townsend

Lady Gillian Yarrow

Vacancy

together with the ex-officio Members referred to in paragraph 1 above.

4. Terms of Reference

To be responsible for:-

- (a) all School matters;
- (b) the management of the School land and buildings belonging to the City of London Corporation;
- (c) the appointment of the Headmaster/Headmistress and, where appropriate, the deputies and the bursar.

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Appendix 4

RESOLUTION

TO: POLICY & RESOURCES COMMITTEE

19 March 2020

FROM: BARBICAN RESIDENTIAL COMMITTEE

16 March 2020

5. **ANNUAL REVIEW OF THE TERMS OF REFERENCE**

The Committee considered a report of the Town Clerk asking that Members review and approve the terms of reference for submission to the Court of Common Council. The Committee was also asked to consider the frequency of its meetings going forward.

The Chairman stated that he was of the view that the current frequency of meetings was sufficient. Members agreed that this was the case. The Chairman then invited comments on the terms of reference.

A Member commented that he was of the view that the membership of this Committee was too large. He asked that the Committee be radical in their thinking around this in order to ensure that they operated as effectively as possible, particularly given the impending Governance Review. With this in mind, he proposed that the Committee membership be amended to incorporate four non-resident members and six resident Members – two from each Ward/side of Ward. He went on to suggest that the quorum might then be amended to require three non-resident Members and one resident Member to be in attendance.

The Chairman reported that he had previously spoken with Ward Deputies to suggest a reduction in representation from each Ward/side of Ward but that this dialogue had been somewhat lost with the move from some Members of the Policy and Resources Committee to abolish this Committee entirely. He added that he had no issue with the proposal now being put forward but would suggest that the quorum remain unchanged and be defined in terms of voting (non-resident) Members only.

Another Member spoke to say that he had sympathy with the proposal. He added, however, that he felt it important to always ensure that there was at least one more non-resident Member on the Committee versus resident Members given that non-resident Members were the pool from which Chairman and Deputy Chairman were drawn. He suggested that the quorum could be amended to require three non-resident Members in attendance.

Another Member spoke to say that she would be opposed to having fewer than two Members representing each Ward/side of Ward. This was unanimously supported.

Members were unanimously of the view that the constitution of the Committee should be amended to incorporate six resident Members (two from each Ward/side of Ward) seven non-resident Members and a quorum of three resident Members. The Town Clerk highlighted that this proposal would need to put to the next meeting

of the Policy and Resources Committee and to the April meeting of the Court of Common Council for ratification.

A Member noted that representations on the constitution and future of this Committee were certain to be made as part of the Governance Review. He also questioned whether consideration might be given to proposing that the Chairman of the Barbican Estate Residents Consultation Committee (RCC) become an ex-officio Member of this Committee or at least be invited to attend these meetings on a regular basis. The Chairman highlighted that the RCC Chairman was already invited to attend BRC meetings and that the Chairman or Deputy Chairman of this Committee also attended RCC meetings. Members were reluctant to move that the Chairman of the RCC become an ex-officio member of this Committee but highlighted that it was open to the RCC to elect a Common Councillor as their Chairman going forward.

Members noted that the deadline for submissions to the Governance Review had now passed. However, Members were keen that the Chairman write to the Town Clerk to lay down a marker that, if the future of this Committee were to be considered, he would like the opportunity to speak with Lord Lisvane on the matter. The Chairman highlighted that he had already sent a note to this effect. The Committee asked that a similar note be drafted on their behalf in support of this.

A Member noted that the principal function of this Committee was to deliver value for money to residents paying the service charge as well as ensuring value for money for rate payers. Another Member questioned whether this might be explicitly referenced in the Committee's terms of reference but the Committee were not supportive of this.

RESOLVED – That, Members recommend to the Policy and Resources Committee and the Court of Common Council that:

- 1) the constitution of the Committee be amended to require seven Members who are non-residents and two Members nominated by each of the following Wards: -
 - Aldersgate;
 - Cripplegate Within
 - Cripplegate Without
- 2) The quorum be amended to consist of any three Members who are non-residents of the Barbican Estate.

POLICY & RESOURCES COMMITTEE**4. Terms of Reference**

To be responsible for:-

General

- (a) considering matters of policy and strategic importance to the City of London Corporation including matters referred to it by other Committees and/or Chief Officers;
- (b) the review and co-ordination of the governance of the City of London Corporation including its Committees, Standing Orders and Outside Bodies Scheme, reporting as necessary to the Court of Common Council, together with the City Corporation's overall organisation and administration;
- (c) overseeing, generally, the security of the City and the City of London Corporation's security and emergency planning;
- (d) the support and promotion of the City of London as the world leader in international financial and business services and to oversee, generally, the City of London Corporation's economic development activities, communications strategy and public relations activities;
- (e) the use of the City's Armorial bearings and the Bridge Mark;
- (f) the appointment of the City Surveyor (in consultation with the Investment Committee);
- (g) general matters not otherwise expressly provided for within the terms of reference of any other Committee;
- (h) approving the City Corporation's annual contribution to the London Councils' Grants Scheme and agreeing, alongside other constituent councils, the proposed overall budget;
- (i) making recommendations to the Court of Common Council in respect of:
 - (i) the appointment of the Town Clerk & Chief Executive, Comptroller & City Solicitor and Remembrancer;
 - (ii) the Corporate Plan, Community Strategy, and other corporate strategies, statements or resolutions;
 - (iii) the issuing of levies to all the constituent councils for their contributions to the London Councils' Grants Scheme, for which the Court of Common Council is a levying body; and
 - (iv) the promotion of legislation and, where appropriate, byelaws;

Resource Allocation

- (j) determining resource allocation in accordance with the City of London Corporation's strategic policies;

Corporate Assets

- (k) (i) determining the overall use of the Guildhall Complex; and
 - (ii) approving overall strategy and policy in respect of the City Corporation's assets;

Projects

- (l) Scrutiny and oversight of the management of major projects and programmes of work, including considering all proposals for capital and supplementary revenue projects, and determining whether projects should be included in the capital and supplementary revenue programme as well as the phasing of any expenditure;

Hospitality

- (m) arrangements for the provision of hospitality on behalf of the City of London Corporation;

Privileges

- (n) Members' privileges, facilities and development;

Sustainability

- (o) strategies and initiatives in relation to sustainability;

City Courts

- (p) for a period of five years, from June 2016 to April 2021, to be responsible for oversight of the management of all matters relating to the City Courts;

Business Improvement Districts

- (q) responsibility for the functions of the BID Proposer and BID Body (as approved by the Court of Common Council in October 2014);

Sub-Committees

- (r) appointing such Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-

- * Resource Allocation
 - Projects
 - Outside Bodies
 - Public Relations and Economic Development
 - Courts
- †Hospitality
- †Members' Privileges

* The constitution of the Resource Allocation Sub Committee is set by the Court of Common Council and comprises the Chairman and Deputy Chairmen of the Grand Committee, past Chairmen of the Grand Committee providing that they are Members of the Committee at that time, the Chairman of the General Purposes Committee of Aldermen, the Chairman and Deputy Chairman of the Finance Committee, the Chairman of the Establishment Committee, the Senior Alderman below the Chair and six Members appointed by the Grand Committee.

† the Working Parties or Sub Committees responsible for hospitality and Members' privileges shall be able to report directly to the Court of Common Council and the Chief Commoner able to address reports and respond to matters in the Court associated with these activities.

**EXTRACT FROM THE MINUTES OF THE POLICE AUTHORITY BOARD, TOGETHER
WITH PROPOSED AMENDMENTS TO TERMS OF REFERENCE**

9. ANNUAL REVIEW OF THE POLICE AUTHORITY BOARD TERMS OF REFERENCE

Members considered a report of the Town Clerk regarding the annual review of the Police Authority Board terms of reference and the following points were made.

- Members were supportive of the option within the report that implemented a term limit for Members of the Board of three terms of four years except when serving as Chairman or Deputy Chairman, with past Chairmen being eligible for a further four-year term.
- Members were content with the current frequency of meetings and the proposed amendments to the Board's terms of reference set out within the report's appendix (see below).
- The Chief Executive noted that the Board's decision that day would be subject to approval by the Policy and Resources Committee and the Court of Common Council and encouraged the Board to consider making a submission to the City's forthcoming Governance Review.

RESOLVED, that Members

- Approve the submission of the amended terms of reference of the Board to the Policy and Resources Committee and Court of Common Council for consideration.
- Note the current frequency of meetings of the Board.
- Recommend to the Policy and Resources Committee and Court of Common Council the adoption of a term limit of service on the Board of three terms of four years except when serving as Chairman or Deputy Chairman, with past Chairmen being eligible for a further four-year term.

Police Authority Board Composition and Terms of Reference 2019/20 with proposed amendments highlighted/underlined.

CITY OF LONDON POLICE AUTHORITY BOARD

Constitution

A non-ward committee consisting of:

- 11 Members elected by the Court of Common Council including:
 - a minimum of one Member who has fewer than five years' service on the Court at the time of his/her appointment; and,
 - a minimum of two Members whose primary residence is in the City of London;
- 2 **non-voting** external members (i.e. non-Members of the Court of Common Council) appointed in accordance with the terms of the Police Authority Board Membership Scheme
- **The Chairman and Deputy Chairman to be elected from among Court of Common Council Members of the Board.**
- **There is a maximum continuous service limit of three terms of four years, with immediate past Chairs qualifying for a further four year term. Service as Chair/Deputy Chair does not count towards an individual's term limit.**

Quorum

The quorum consists of any five Members.

Terms of Reference

To be responsible for: -

- (a) securing an efficient and effective police service in both the City of London and, where so designated by the Home Office, nationally, and holding the Commissioner to account for the exercise of his/her functions and those persons under his/her direction and control;
- (b) agreeing, each year, the objectives in the Policing Plan, which shall have regard to the views of local people, the views of the Commissioner and the Strategic Policing Requirement;
- (c) any powers and duties vested in the Court of Common Council as police authority for the City of London by virtue of the City of London Police Act 1839, the Police and Criminal Evidence Act 1984, the Police Acts 1996 (as amended) and 1997, the Criminal Justice and Police Act 2001, the Police Reform Act 2002, the Police Reform and Social Responsibility Act 2011 and any other Act or Acts, Statutory Instruments, Orders in Council, Rules or byelaws etc. from time to time in force, save the appointment of the Commissioner of Police which by virtue of Section 3 of the City of London Police Act 1839 remains the responsibility of the Common Council;
- (d) making recommendations to the Court of Common Council regarding the appointment of the Commissioner of the City of London Police;
- (e) the handling of complaints and the maintenance of standards across the Force;
- (f) monitoring of performance against the City of London Policing Plan;
- (g) appointing such committees as are considered necessary for the better performance of its duties.
- (h) To appoint the Chairman of the Police Pensions Board.

Committee	Date
Policy & Resources	11 June 2020
Subject Climate Action Strategy Governance and Engagement Plan	Public
Report of The Town Clerk and Chief Executive	
Report Author Damian Nussbaum, Director of Innovation & Growth Kate Smith, Head of Corporate Strategy and Performance	For decision

Summary

This paper sets out the proposed governance route and engagement plan for the City of London Corporation's Climate Action Strategy.

Recommendations

The Policy & Resources Committee is recommended to:

- i. approve the proposed governance route for the strategy; and
- ii. approve the proposed engagement plan.

Main Report

Background

1. In July 2018, Policy & Resources Committee approved the City of London Corporation's Responsible Business (RB) Strategy for 2018-23. The RB Strategy outlines the City Corporation's commitment to increasing its positive impact and reducing its negative impact across a range of sustainability issues. Within the RB strategy, the City Corporation committed to producing a Climate Action Strategy. This outlines the actions that will be taken to reduce emissions from the Corporation's own operations and those of the Square Mile, as well as how we will adapt to climate change.
2. In October 2019, the Policy & Resources, Planning & Transportation and Open Spaces approved the reprioritisation of relevant 2019-20 departmental budgets to cover the costs of consultancy support required to deliver the evidence base and support the development of options.
3. Several studies were commissioned in January 2020. A team of external consultants including Ove Arup, Carbon Trust, Buro Happold, the University of Surrey and AECOM are supporting the studies, whose full reports should be completed by the end of June 2020.
4. On 11 February 2020, a Member Briefing regarding Green Finance and Climate Action took place. A further Briefing followed on 14 May to share a high-level summary of the initial findings of the Climate Action work. These provided an assessment of total greenhouse gas emissions and initial findings regarding current carbon sequestration capacity and climate resilience.

- The recommended governance route and a high-level summary of the proposed engagement plan were also shared for comment. Members were given two routes to feedback - either at the briefing or in writing by 21 May - prior to submission to Policy & Resources for endorsement. At the second briefing, two comments were received in respect of the engagement plan. The proposed governance route received no comments. A third Member Briefing is planned for 2 July 2020.

Context and recommendation for the proposed governance route

- To keep the City Corporation at the forefront of conversations in London, the UK and globally, it is imperative we retain our ambition of publishing the strategy in autumn 2020. Maintaining momentum will allow the Corporation to show leadership and help us be ready for COP26-related events planned for later in 2020/21. The proposed timing also allows us to be in lock step with budget and business planning for Mid-Term and 2021/22.
- The strategy development timeline has been intentionally co-ordinated with the ongoing Fundamental Review and the Medium-Term Financial Plan to ensure alignment with longer term organisational aspirations.
- As discussed at both Member Briefings, this leaves little time for both robust strategy development and reporting to the relevant committees. The following streamlined governance route is therefore recommended:

Date	Meeting	Type	Purpose
2 July	3rd Members Briefing on Climate Action Strategy	Consultation	To seek comments on the draft high-level options and share the finalised engagement plan.
3 & 4 July	Resource Allocation Sub Committee Away Days	Consultation	To consider the high-level options in the context of other strategic priorities and financial position.
24 September	Policy & Resources Committee	Formal decision	To endorse the strategy and action plan.
8 October	Court of Common Council	Formal decision	To approve the strategy and action plan.

- If the normal cycle is followed, departmental budget estimates will be identified soon after the Resource Allocation Sub Committee Away Days. These will include financial implications from the strategy for 2021/22. Service Committees will then be presented with Business Plans and budget estimates in the autumn prior to the approval of the 2021/22 budget in March 2021. Service Committees

will monitor and drive performance against the actions through the normal business plan monitoring process and any deep dives they wish to conduct.

10. It is proposed that corporate level progress and the onwards development of the strategy continue to be driven and monitored by the Policy & Resources Committee for the duration of the strategy.

Context and recommendation for the proposed engagement plan

11. The proposed engagement plan consists of three phases during which we need to engage different stakeholders and partners for different purposes.
12. Phase 1 - Evidence Gathering. This will involve the targeted gathering of technical expertise to inform the studies, followed by the development of options for carbon reduction, carbon sequestration and climate adaptation. This phase commenced in late April 2020 and runs until the end of June 2020. Technical experts engaged include City Corporation officers, as well as those from selected partner organisations, such as TfL, who run essential services to facilitate the smooth running of the organisation and support the Square Mile's resilience.
13. Key stakeholder groups such as residents' associations, trade bodies, voluntary and community sector associations, and Livery Companies will also be invited to contribute to Phase 1. This may be in the form of previously commissioned studies that could help inform the current studies, or the development of options.
14. Phase 2 – Engaging Stakeholders. This phase will commence a week after Resource Allocation Sub Committee Away Days. It will end in late August 2020 when the strategy will be finalised for submission to Policy & Resources Committee. Its purpose is to check the feasibility of potential options with our stakeholders to test and refine our thinking. This is important because the Square Mile element of this strategy requires action from stakeholders. A realistic strategy requires a level of ambition that is both stretching and achievable for all stakeholders. This includes tenants and suppliers, but also our own workforce and the general public.
15. Due to current restrictions and service changes relating to Covid-19, it will not be possible to engage the public using physical means, such as placing information on the street and in community spaces, or to use the print or post rooms for mailouts during phase 2, and possibly longer. However roughly 80% of public engagement across the UK was carried out digitally in 2019 and, having good connections with our community representatives and through our own services, we are confident we can reach a representative audience.
16. Public engagement is not a statutory requirement for this strategy, nor will it necessarily contribute significantly to its high-level direction. However, it will test public appetite and understanding, and allow us to contact interested individuals and groups. It will also inform the design of engagement and communications activities in phase 3.
17. Phase 3 - Strategy Launch and Implementation. This phase will commence as soon as the Court of Common Council approves the strategy and continue for

the duration of the strategy's implementation period. This phase will support both implementation and the onwards development of the strategy. Targeted engagement with all stakeholder groups, including students at our family of schools will therefore be important. It will build on previous engagement exercises carried out for transportation projects such as the Aldgate Project. It is likely to involve campaigns and activities linked to the global climate diary. Examples include themed competitions to raise awareness of issues and other events to generate ideas that can be integrated into local climate action plans.

18. Any funding needed for this phase will be included in the funding implications section for the strategy when it is put to Policy & Resources Committee in September 2020.

Corporate and strategic implications

19. The approach outlined supports the commitments set out in the Corporate Plan, 2018-23, and the strategy itself is being designed to impact upon the following outcomes and high-level actions:

Outcome 1: People are safe and feel safe

- Prepare our response to natural and man-made threats.

Outcome 5: Businesses are trusted and socially and environmentally responsible

- Model new ways of delivering inclusive and sustainable growth.
- Support, celebrate and advocate responsible practices and investments.

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

- Support organisations in pioneering preparing for a responding to changes in regulations, markets, products and ways of working.

Outcome 11: We have clean air, land and water and a thriving sustainable natural environment

- Provide a clean environment and drive down the negative effects of our own activities.
- Provide environmental stewardship and advocacy, in use of resources, emissions, conservation, greening, biodiversity and access to nature.
- Influence UK and global policy and regulation and international agreements to protect and environment.

Outcome 12: Our spaces are secure, resilient and well-maintained

- Build resilience to natural and man-made threats by strengthening, protecting and adapting our infrastructure directly and by influencing others.

20. No legal, security, financial or resourcing implications arise from the recommendations in this report. Activities described in phases 1 and 2 of the engagement plan will be delivered using existing budgets and resources. The costs associated with Phase 3 will be addressed in the Strategy submission in the autumn.

21. There is no statutory duty to consult on this strategy. An Equalities Impact Assessment of the engagement plan is underway to ensure that all necessary adjustments are made to meet our Public Sector Equality Duty (2010).

Conclusion

22. The governance route and engagement plan outlined in this paper offers the City Corporation a unique opportunity to act decisively in seizing the initiative regarding how the Square Mile manages climate change. Furthermore, it represents an important opportunity to engage proactively with Members, technical experts and all stakeholder groups in a key strategic issue of our time.

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Agenda Item 8

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Committees:	Dates:
Planning and Transportation Committee Projects Sub Policy and Resources Committee	02 June 2020 Delegated 11 June 2020
Subject: City Streets: Transportation response to support Covid-19 recovery (Phase2)	Gateway 1-5 Authority to Start Work Regular
Unique Project Identifier: PV Project ID 12217	
Report of: Director of the Built Environment Report Author: Leah Coburn, Major Projects & Programmes Group Manager Bruce McVean, Acting Assistant Director – City Transportation	For Decision
PUBLIC	

<p>1. Approval track, next steps and requested decisions</p>	<p>Project Description:</p> <p>To implement temporary traffic management measures on City streets in response to Covid-19. These measures will provide safer spaces for people walking and cycling, and queuing outside shops and offices to socially distance, and support businesses in their return to work .</p> <p>The project consists of on street change to provide additional space for people walking and cycling. These will first be installed using signs, lines and barriers to allow for easy adaptation if required. This will be delivered in a phased approach.</p> <p>On-street changes will be delivered alongside measures to support businesses, manage travel demand and encourage travel on foot, by cycle and on public transport.</p> <p>Next Gateway: Gateway 2-5 (Tier 2 proposals)</p>
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	<p>Next Steps:</p> <ul style="list-style-type: none">• Tier 1 Phase 1 works to be implemented on street from the week commencing 1 June. These have been approved by the Planning and Transportation and Policy and Resources Committees. They have received Traffic Management Act Notification (TMAN) approval from Transport for London (TfL) and delegated approval from the DBE Director is expected on 1 June.• Tier 1 Phase 1 monitoring, feedback and engagement workstream commences.• Tier 1 Phase 2 proposals are designed and approvals from Transport for London obtained (where necessary).• Tier 1 Phase 2 proposals are implemented on street.• Phase 3 Gateway 2-5 Phase intervention report to Committees in late June.• Update report to Committee in July. <p>Requested Decisions:</p> <p>Subject to the scheme receiving TMAN approval from TfL.</p> <p>Members of the Planning and Transportation Committee, Policy and Resources Committee and Projects Sub Committee are requested to:</p> <ol style="list-style-type: none">1. Approve a sum of £1,048,744 as the design and implementation budget for the Phase 1 and 2 proposals noting that £154K of this budget is already spent to date.2. Note that the total estimated cost of the whole Covid-19 Transportation project has yet to be determined given the scope of later phases and changes to Tier 2 and 3 streets are not defined.3. Note Transport for London have indicated that funding approved of Phase 1, £116,500.4. Note that we are eligible for a Department for Transport (DfT) grant of £100K which will be applied for immediately.5. Note that a bid for the balance of the Phase 2 works is currently with TfL for consideration6. Note that for Phase 3 proposals a bid may be made to the COVID-19 Contingency Fund or for other central funds for additional measures to support businesses such as seating, greening and activation, as well as additional social distancing measures. External funding from TfL and central Government will be sought for eligible measures.
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	<ol style="list-style-type: none"> 7. Agree the scope and type of proposed interventions for Phase 2 (section 7, paragraph 2) 8. Note the risks set out in the Risk Register (Appendix 2) 9. Agree to delegate approval for design, for making of Orders and Notices and related procedures and for implementation and operation to the Director of the Built Environment in consultation with the Chair and Deputy Chairman of Planning & Transportation Committee and the Chairman and Deputy Chairman of the Streets & Walkways Sub Committee; subject to receipt of external funding from TfL and DfT. 10. Agree that while social distancing requirements are in place Table and Chair licenses should be reviewed on a case by case basis by officers before being reinstated. 11. Delegate authority to the Director of the Built Environment, in consultation with the Chamberlain, to make any adjustments between elements of the approved budget, provided the total approved budget of £1,048,744 is not exceeded.
<p>2. Budget</p>	<p>Estimated total cost of the project £1M- £2M It is difficult to estimate the full cost of the project as the Tier 2 and Tier 3 elements are only starting to be scoped. It is also difficult to estimate the length of time for which interventions may need to be in place. Later phases of the works will be scaled to match available funding.</p> <p>Budget for Phase 1 and Phase 2 works: £1,048,744</p> <p>TfL have indicated that funding from TfL’s Streetspace programme of £116,500 will be provided for Phase 1. Formal confirmation is expected in week beginning 1 June. This fund has been provided to fund a programme of works to enable safe walking and cycling and ensure social distancing is able to be maintained. A request for Phase 2 funding has also been submitted to TfL.</p> <p>The City is eligible to apply for a £100,000 grant from the DfT Active Travel Emergency Fund.</p> <p>The bids for Phase 1 and 2 interventions cover the physical implementation of on-street changes, supporting measures and associated staff costs. Additional bids are intended to be made for subsequent phases of delivery.</p> <p>Elements of the recovery works such as seating, greening and activation are not able to be funded from the Streetspace</p>

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	<p>programme and alternative funding sources are being investigated. This may include a future bid to the City's COVID-19 Contingency Fund or for other central funds.</p> <p>The table below shows the estimated breakdown of costs to reach the next Gateway and includes spend to date on the project. Given the pace at which the Phase 1 works needed to be implemented on the street and uncertainty around funding, staff costs and the ordering of materials was undertaken at risk. The spend to date totals £154k which is comprised of £39k of staff costs and £115k of pre-purchasing temporary pedestrian barriers. This is spread over Phase 1 and Phase 2 elements of the works.</p> <p>This spend to date figure may increase slightly as officer time is continuing to be incurred on the project at the time of going to be print but will be contained within the overall budget.</p>			
	Item	Reason	Funds/ Source of Funding	Cost (£)
	Staff costs– P&T	Project management, feasibility design, TfL liaison and stakeholder engagement (including spend to date) [Internal staff]	External (TFL Streetspace Programme)	113,500
	Staff costs- Highways	Detailed design and supervision (including spend to date)	External (TFL Streetspace Programme)	63,500
	Fees	Monitoring costs, communication materials	External (TFL Streetspace Programme)	116,000
	Works	Physical measures to widen footways,	External (TFL Streetspace	755,744

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		improve cycling, install additional cycle parking, social distancing signs etc. (Including pre purchase of materials)	Programme		
	Total			1,048,744	

Costed Risk Provision requested for this Gateway: 0 (as detailed in the Risk Register – Appendix 2).

The above costs will provide for Project Managers to coordinate, seek approvals, and liaise with TfL - including on their emerging designs for the TfL Route Network (TLRN). It also provides for the City Corporation to undertake the necessary communications with businesses, residents and visitors, manage correspondence and record feedback on the proposals. It also provides for communications related to freight changes. Costs for time to monitor the various impacts are also included. This equates to four project managers - full time, for eight weeks spread over an estimated six-month period.

Highway engineer designs and supervision fees for the traffic management measures to be installed and modified are included. This equates to three Highway engineers - full time for six weeks to design the measures for both phases and arrange implementation, supervision and modification of these measures. It is assumed that this would be over an estimated six-month period.

Fees would cover any necessary data collection to assist with monitoring the proposals to ensure that they are working as effectively as possible. This also includes provision for communication materials to explain the changes to those affected. Other estimated fees include traffic order costs, road safety audits and any TfL staff costs that maybe required for design changes to traffic signals etc that may be necessary.

The works budget line will cover all implementation costs which includes a significant number of barriers and signage that require regular maintenance. Provision has been made to replace temporary barriers with more substantial temporary measures to reduce the

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	<p>maintenance burden. The cost estimate assumes these temporary measures will be in place for nine months as at this stage it is not known how long these will be required for. An allowance has also been made for the eventual removal costs.</p> <p>Proposals for Phase 3 are starting to be worked on and staff costs are currently being incurred at risk subject to successful funding bids being made available.</p>
3. Procurement	<p>Works will be completed on the street using the City's Highways Terms Contractor, Riney. Other consultancy work which may be required is minor in value and the usual procurement routes will be followed.</p>
4. Governance arrangements	<ul style="list-style-type: none"> • Service Committee: Planning and Transportation • SRO Bruce McVean – Acting Assistant Director, City Transportation, • Bronze Group for Covid-19 recovery for Transportation and Public Realm
5. Progress reporting	<p>It is expected that reports or updates will be brought to Planning and Transportation and Policy and Resources Committees and the Project Sub Committees at each cycle. This will be a mix of progress reports providing an update and monitoring of interventions and further Gateway 2-5 reports for future phases of works. In the absence of a report an update can be provided by officers under 'outstanding references.'</p>

Project Summary

6. Context	<ol style="list-style-type: none"> 1. The Planning and Transportation and Policy and Resources Committees received a report in May (Appendix 1) setting out the City Corporation's transportation approach to responding to COVID-19 to accommodate social distancing requirements. Members approved the aims and objectives, overall approach and in principle details of the first phase of delivery (Tier 1, Phase 1). 2. Many of the Square Mile's streets pavements are too narrow to maintain safe social distancing. In some streets it is likely that existing arrangements will be a danger to the public. 3. The City Corporation's transport response will focus on achieving two main aims: <ul style="list-style-type: none"> • Residents, workers and visitors are safe and feel comfortable travelling into and within the Square Mile,
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	<p>particularly when travelling on foot, by bike and on public transport.</p> <ul style="list-style-type: none"> • City businesses are supported in their COVID-19 recovery and the City remains an attractive location for business. <p>4. There are two proposed programmes of activity to deliver these aims:</p> <ul style="list-style-type: none"> • On street change to provide additional space for people walking and cycling. These will first be installed using signs, lines and barriers to allow for easy adaptation if required. • Measures to support businesses, manage travel demand and encourage travel on foot, by cycle and on public transport. <p>5. On street measures will include:</p> <ul style="list-style-type: none"> • Timed closures to motor vehicles (24/7 or 7am – 7pm, where necessary allowing limited access to premises for essential vehicles) • Reallocation of carriageway to space for walking, queueing and cycling and providing priority for buses • Point closures or other changes in operation (e.g. switching to one-way) <p>6. Approval was also granted to delegate the decision for the implementation of Tier 1, Phase 1 measures to the Director of the Built Environment in consultation with the Chair and Deputy Chairman of Planning & Transportation and the Chairman and Deputy Chairman of the Streets & Walkways Sub Committee.</p> <p>7. This delegation is due to be exercised on 1st June</p> <p>8. Following conversations with Transport for London and other stakeholders there were some minor changes to the proposals set out in the Committee report and an updated plan is attached at Appendix 3.</p> <p>9. This current report follows on from this and sets out proposals for Tier 1, Phase 2 physical changes on street and supporting measures and also brings forward three Tier 2 streets (Chancery Lane, Charterhouse Street/Square and Carthusian Street).</p>				
<p>7. Brief description of project</p>	<p>1. A summary of the proposals for Phase 2 are detailed in the table below and should be read in conjunction with the plan provided in Appendix 4. Further details on issue and considerations are provided in Appendix 5.</p> <table border="1" data-bbox="464 1968 1497 2045"> <thead> <tr> <th data-bbox="464 1968 887 2045">Location</th> <th data-bbox="887 1968 1497 2045">Proposed Changes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Location	Proposed Changes		
Location	Proposed Changes				

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	<ul style="list-style-type: none"> • Fleet Street • Ludgate Hill • St Paul's Churchyard • Cannon Street (between New Change & Queen Victoria Street) • Queen Victoria Street • East Cheap • Great Tower Street 	<p>Reallocate carriageway to space for walking and cycling.</p> <p>Review parking and loading.</p> <p>Bank junction restriction at Queen Victoria Street retained.</p>
	<ul style="list-style-type: none"> • Holborn Viaduct • Newgate Street 	<p>Holborn Viaduct: Reallocate carriageway to space for walking and cycling.</p> <p>Newgate Street: Introduce a closure for all vehicles except buses and cycles. Reallocate carriageway to space for walking and cycling. These changes will be implemented at the conclusion of the current gas replacement works – expected to be October 2020</p>
	<ul style="list-style-type: none"> • Chancery Lane 	<p>Introduce a road closure (except cycles)</p> <p>Reallocate carriageway to space for walking and cycling.</p> <p>Install pedestrian priority signage.</p>
	<ul style="list-style-type: none"> • London Wall • South Place • Eldon Street • Broad Street Place • Blomfield Street 	<p>London Wall and South Place: Reallocate carriageway to space for walking and cycling, where possible. Review waiting and loading.</p> <p>Eldon Street, Broad Street Place and Blomfield Street: Introduce a 7am – 7pm no access except to off-street premises, buses and cycles. Install pedestrian priority signage.</p>
	<ul style="list-style-type: none"> • Moorgate 	<p>Moorgate (north): Reallocate carriageway to space for walking and cycling.</p> <p>Moorgate (south): Introduce one-way northbound for all vehicles except buses and cycles. Reallocate space for walking & review loading.</p>
	<ul style="list-style-type: none"> • King Street 	<p>Introduce a one-way system towards</p>

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	<ul style="list-style-type: none"> • Queen Street • Gresham Street • Lothbury • Bartholomew Lane 	<p>Moorgate for all vehicles except cycles.</p> <p>Reallocate carriageway to space for walking and review waiting and loading.</p>
	<ul style="list-style-type: none"> • Dukes Place • Bevis Marks • Camomile Street • Houndsditch • Outwich Street 	<p>Reallocate carriageway to space for walking and cycling.</p> <p>Review waiting, loading & parking bays.</p> <p>Houndsditch between Bishopsgate and Outwich Street: Introduce a 7am – 7pm no access except to off-street premises and cycles (subject to redevelopment progress).</p>
	<ul style="list-style-type: none"> • Aldgate • Aldgate High Street • Fenchurch Street 	<p>Reallocate carriageway to space for walking and cycling.</p> <p>Review waiting and loading.</p>
	<ul style="list-style-type: none"> • Jewry Street • Crutched Friars • Cooper’s Row • Trinity Square 	<p>Jewry Street Crutched Friars & Trinity Square: Review parking bays, waiting & loading and reallocate carriageway to space for walking. Improve cycling where possible.</p> <p>Cooper’s Row: Introduce an advisory 5mph speed limit and pedestrian priority signs.</p>
	<ul style="list-style-type: none"> • King William Street 	<p>Introduce a 7am – 7pm no access except to off-street premises, buses, loading and cycles.</p> <p>Reallocate space for walking where possible.</p> <p>Bank junction restriction retained.</p>
	<ul style="list-style-type: none"> • Cornhill 	<p>Review waiting and loading and reallocate carriageway to space for walking and cycling.</p> <p>Bank restriction retained.</p>
	<ul style="list-style-type: none"> • Moorfields 	<p>Introduce a 7am – 7pm no access except to off-street premises, loading and cycles.</p> <p>Review parking bays & loading and reallocate space for walking.</p>

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		Install pedestrian priority signage.
	<ul style="list-style-type: none"> • Liverpool Street 	<p>Introduce a 7am – 7pm no access except to off-street premises, taxis and cycles.</p> <p>Reallocate carriageway for space for walking & cycling.</p>
	<ul style="list-style-type: none"> • Devonshire Row • Devonshire Square • Cutler Street • White Kennet Street 	<p>Introduce a closure on White Kennet Street.</p> <p>Review waiting, loading and parking and reallocate space for walking and cycling where possible.</p> <p>Introduce pedestrian priority signage.</p>
	<ul style="list-style-type: none"> • Lime Street • Cullum Street 	<p>Introduce a 7am – 7pm no access except to off-street premises and cycles.</p> <p>Install pedestrian priority signage.</p>
	<ul style="list-style-type: none"> • Charterhouse Street • Carthusian Street 	<p>Retain temporary one way eastbound but introduce contra-flow cycling and reallocate carriageway to space for walking.</p>
	<ol style="list-style-type: none"> 2. An advisory 15 mph speed limit will be introduced on all streets in Phase 2, except for Coopers Row, where due to high pedestrian flows, narrow footways and the need to retain access for motor vehicles, a lower speed limit will be more appropriate. 3. Several proposals are on boundary streets and will therefore require agreement from neighbouring authorities. 4. Discussions with Transport for London regarding proposals for Bishopsgate and the integration with Phase 2 are ongoing to ensure that both authorities proposals are complementary. <p>Behaviour change activities</p> <ol style="list-style-type: none"> 5. The delivery of on-street changes will be supported by a range of engagement and communication activities. We will work with TfL to disseminate information on travel demand management and safe travel. We are already working with TfL to provide information on cycle routes to the City and advice on safe cycling and cycle maintenance. Subject to funding, we should also be able to provide cycle training and cycle maintenance to residents and employees either funded by TfL or directly by some of the employers. 	

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6. We have meetings set up with our Active City Network board to understand what help we can provide directly to employees and businesses to support the return to the workforce.
7. Direct contact with the schools in the Square Mile has been made to understand the numbers of returning pupils and the needs at individual schools and to provide any cycle training required.
8. We are developing a campaign to promote safe and considerate use of streets by all users. City of London Police have agreed to support the measures with additional speed enforcement and reinforcement of safe road behaviour.

Freight

9. The Strategic Transportation team are writing supporting guidance for managing freight and servicing activity. While principally intended to support COVID-19 recovery, the guidance also encourages long term change to reduce and retime freight and servicing activity in line with the Transport Strategy.
10. To achieve the maximum effectiveness, the guidance is aimed at and will be promoted to all City businesses and not just those whose streets are impacted by the proposed changes.
11. Actions are tailored for City occupiers by type, covering commercial offices, retail, hotels, pubs, restaurants, construction and waste. Each measure considers the noise sensitivity of the streets in question and what retiming is appropriate for the individual activities in each location.

Table and chairs

12. During the Covid-19 lockdown, all of the 138 tables and chairs licenses have been suspended. With relaxations on lockdown expected shortly and increased demand for outside space a decision needs to be taken on the approach to allowing table and chairs within the public highway.
13. Many of the streets in the City are narrow with footways that only allow 2.2 metres (the standard minimum requirement) remaining once tables and chairs are in place. In these locations, officers would not recommend that the tables and chairs licence is reinstated while social distancing requirements are in place.
14. In some streets there may be sufficient width to accommodate pedestrian passing in either direction and sufficient space between a person seated at a table. However, under current social distancing requirements this would need a pavement width of five metres. There are very few if any streets in the City that meet this requirement.

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	<p>15. Officers are recommending that licenses are reviewed individually by Licensing and DBE following these general parameters, and only approved if seating can be accommodated without interfering with safe pedestrian movement.</p> <p>16. Opportunities for reallocating carriageway space to provide temporary public seating near food and beverage outlets will be explored in later phases.</p> <p>Phase 3</p> <p>17. A report is expected to be bought to Committees in June outlining proposals for Phase 3, which will be largely focussed on Tier 2 streets. These are local access streets with lower footfall that could benefit from reduced through traffic to improve safety and comfort. It is expected that these streets will require little or no reallocation of space but might require point closures or other changes in operation (e.g. switching to one-way) to reduce through traffic.</p> <p>18. Some reallocation of space may be required where pavement widths are below 2-3 metres or in places where queuing may occur. Some timed access restrictions may also be introduced.</p> <p>19. These are the locations where opportunities will exist for provision of seating, greening and activation (subject to funding). The extent of change on Tier 2 streets will be scalable to match demand, available resource and political and stakeholder appetite.</p>
<p>8. Consequences if project not approved</p>	<p>As lockdown restrictions are eased it will be essential to provide additional space on the City's streets to people walking and cycling. This will enable City residents, workers and visitors to maintain safe social distances and will reduce road danger. Providing a proportionate response to COVID-19 will provide confidence to businesses that they and their staff can return safely to work.</p> <p>Proposals are being developed, and can be delivered, at pace and will be adaptable to changing circumstances. This will ensure necessary temporary change to streets can be delivered in advance of a significant return of workers to the Square Mile.</p>
<p>9. SMART project objectives</p>	<p>The proposed COVID-19 response, associated projects, and the pace at which their implementation is required, amount to meaningful change in the City of London's street environment and highway network. It is imperative that these changes are quantified as far as possible, to understand the magnitude of change and the impact it may have (positive or negative), on the users of City streets.</p>

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The following short term and medium-term objectives were set out in the previous Committee report:

Short-term objectives

- Ensure Covid-19 recovery is primarily based on walking, cycling and the managed use of public transport, seek to minimise the use of private vehicles, private hire vehicles and taxis for travel to and within the Square Mile.
- Provide people with the space they need to comfortably and safely maintain social distancing while walking and spending time on the City's streets.
- Enable more people to feel safe and comfortable when cycling and provide the space needed to accommodate the increase in cycling levels.
- Support City businesses by providing them with the information they need to plan for the safe return of their staff and to help manage demand on public transport.
- As far as possible ensure any recovery projects and initiatives are aligned with the Transport Strategy.
- Deliver change as quickly and efficiently as possible and in ways that are flexible and can adapt to changing circumstances.
- Minimise disruption while recognising some potential negative impacts, e.g. potentially longer motor vehicle journeys to access or service properties and businesses.

Medium-term objectives

- Explore opportunities to give additional pace to Transport Strategy policies including to increase space and priority for people walking and enable more people to choose to cycle.
- Secure a sustained reduction in the number of people killed and injured while travelling on the City's streets.
- Secure a sustained reduction in motor traffic. Ensure that any short-term increase in car, taxi and private hire vehicle use is reversed as conditions return to normal.
- Secure sustained reductions in emissions and noise from motor vehicles.
- Assist City businesses in adapting to the 'new normal' and secure change in business activities to support delivery of the Transport Strategy.

In addition, there is likely to be a desire for stakeholders to understand the impact of these changes, in order to feed into any future decision-making surrounding these, or other measures.

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	<p>The objectives of the monitoring programme are to ensure that the Covid-19 transportation response adequately quantifies its impact and can therefore state whether the aims, objectives and criteria for success have been met, or not. A comprehensive monitoring programme has been collated and agreed with TfL.</p> <p>There are three key areas of focus for the monitoring strategy.</p> <ul style="list-style-type: none"> • Feedback – from users of the street and businesses • Impact on journey times – buses, general traffic and people walking and cycling • Safety – monitoring locations of interventions and collision data to determine if there is a cause <p>We will also be collecting data on air quality from the City’s continuous monitors.</p>
10. Key Benefits	<p>Sufficient street space is provided to ensure adequate social distancing and the safety and comfort of City residents, workers and visitors.</p> <p>City businesses are supported in their Covid-19 recovery and the City remains an attractive location for business.</p>
11. Project category	1. Health and safety
12. Project priority	A. Essential
13. Notable exclusions	N/A

Options Appraisal

14. Overview of options	<p>Changes on street will be undertaken using temporary materials and using temporary traffic orders so that adjustments can be made where necessary. There are limited options for provision of increased footway and pedestrian space given the street typologies in the City.</p> <p>Members have previously agreed that these will take the form of either:</p> <ul style="list-style-type: none"> • Timed closures to motor vehicles (24/7 or 7am – 7pm, where necessary allowing limited access to premises for
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	<p>essential vehicles)</p> <ul style="list-style-type: none"> • Reallocation of carriageway to space for walking, queuing and cycling and providing priority for buses • Point closures or other changes in operation (e.g. switching to one-way) <p>The proposals as set out for Phase 2 in Appendix 4 are based on those streets which have the highest pedestrian flows and on links between key destinations in the City. They take into account network resilience issues and discussions with TfL for bus diversions. These are subject to formal approval through their TMAN processes.</p>
<p>15. Risk</p>	<p>Overall project risk: Medium</p> <p>The key risks as set out in the previous report are still relevant here. These have been summarised as:</p> <ul style="list-style-type: none"> • Journey times for motor vehicles will be longer for some journeys and some streets will be busier. • Deliveries and servicing restrictions may be difficult to accommodate for some businesses • Residents access will be maintained but may require changes to access routes • Some construction sites might have longer routes and there may be impacts for cranes and other abnormal load routes. • Third Party approvals: relationship with Transport for London and neighbouring boroughs has been very positive in the development and approval of the Phase 1 works. There will be ongoing engagement with Transport for London and neighbouring boroughs as we develop Phase 2 and subsequent phases. But Transport for London still have a number of staff on furlough which may delay decision making. • Legal challenges may be possible against the traffic order • Enforcement of restrictions will initially be limited to enable drivers to become familiar with what will be a significant number of changes to the road network. • Following this initial period monitoring of the restrictions will be undertaken and enforcement increased if necessary. There is a risk that we may need to move to a form of marshalled enforcement if a significant amount of abuse of the restrictions occurs.

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	Further information available within the Risk Register which has now been updated (Appendix 2)
16. Communication and Engagement	<p>Emergency legislation came into force on 23 May 2020 which speeds up the making of emergency Traffic Orders that may be needed to, for example, widen pavements or install cycle lanes. The City Corporation will follow this current legislation regarding statutory consultation for the temporary Traffic Orders.</p> <p>We are also utilising our existing established communication channels to ensure the widest level of awareness for any changes to City streets. This includes using City Property Advisory Team (CPAT), City Property Association (CPA) and BIDs/partnerships to ensure our business community is engaged, and via resident group and transport modal groups. We will work with the taxi and private hire industry to outline the proposals and ensure their drivers are aware of the changes.</p> <p>Press and social media campaigns are being used to ensure that people who travel to and through the City are also notified.</p> <p>A monitoring strategy will be in place and we will actively seek feedback from residents, businesses and street users once the changes are implemented on street. An online portal will be used to collect and collate feedback.</p>
17. Legal implications	<p>The City Corporation has the power to use Temporary Traffic Orders to temporarily restrict traffic because of the likelihood of danger to the public.</p> <p>In exercising its traffic authority powers the City Corporation must:</p> <ul style="list-style-type: none"> • Meet public notice requirements (and, where applicable, consultation requirements and as modified by the emergency regulations). • Secure the expeditious, convenient and safe movement of vehicular, pedestrian and other traffic on its road network (having regard to the desirability of maintaining access to premises; effects on amenities and the importance of facilitating public service vehicles) and facilitate the expeditious movement of traffic on road networks for which other authorities are responsible. • Be satisfied interference with enjoyment of property is justified and strikes a fair balance between the public interest and private rights.

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	<p>In carrying out its network management functions the City Corporation must have regard to statutory network management guidance, including the guidance in response to COVID-19 issued on 9 May.</p> <p>The highway authority may vary the relative widths of carriageway and footway without need for a traffic order (unless parking or loading bays need to be suspended).</p> <p>An Equalities Assessment will subsequently be undertaken to determine the proportionality of any negative impacts on groups with protected characteristics and to identify mitigations. The outcome of this analysis will be taken into account in the delegated decision.</p> <p>Engagement with the City of London Access Group will also be undertaken to ensure that the proposals to do not disproportionately impact on people with protected characteristics.</p>
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Resource Implications

18. Funding strategy	Is the funding confirmed: Partial funding confirmed	Who is providing funding: External - Funded wholly by contributions from external third parties
	Recommended option	
	Funds/Sources of Funding	Cost (£)
	Transport for London Streetspace Programme – Phase 1	£116,500
	Transport for London Streetspace Programme – Phase 2*	£829,444
	DfT Emergency Active Travel – Phase 2*	£100,000
Total	£1,048,744	
<p>* Unconfirmed at time of writing</p> <p>It is understood that a funding request the Transport for London Streetspace Programme for Phase 1 has been agreed. We expect formal confirmation in advance of Committees. A funding request for Phase 2 has also been submitted.</p>		

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	Our application to the DfT Active Travel Emergency Fund will be submitted in the week beginning 1 June. Funding bids for future phases will be made in due course and confirmed within those related G2-5 reports
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Appendices

Appendix 1	Committee Report – Transportation response to COVID19 (Approved in May 2020)
Appendix 2	Risk Register
Appendix 3	Phase 1 – updated proposals
Appendix 4	Phase 2 proposals
Appendix 5	Phase 2 proposals – issues and considerations

Contact

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Committee(s): Planning & Transportation Committee Resource Allocation Sub Committee	Date(s): 14/05/2020 27/05/2020
Subject: City Streets: Transportation response to support Covid-19 recovery	Public
Report of: Director of the Department of the Built Environment	For Decision
Report author: Leah Coburn, Major Projects & Programmes Group Manager Bruce McVean, Acting Assistant Director – City Transportation	

Summary

In response to the Covid-19 pandemic the government introduced lockdown restrictions on 23 March. On 10 May the Prime Minister outlined steps for a staged easing of lockdown restrictions. Requirements for people to work from home if they can and to practice social distancing remain in place.

While most people who work in the Square Mile can work from home it is likely that people will begin travelling to work over the coming weeks.

Any meaningful return to the workplace will need to be primarily by walking, cycling and public transport. Public transport demand will need to be managed to support social distancing. Space for car parking is extremely limited and an increase in the number of people using cars, taxis and private hire vehicles to commute is likely to lead to congestion, as well as increased air pollution and road danger.

On many of the Square Mile's streets pavements are too narrow to maintain safe social distancing. In some streets it is likely that existing arrangements will be a danger to the public.

The City Corporation's transport response will focus on achieving two main aims:

- Residents, workers and visitors are safe and feel comfortable travelling into and within the Square Mile, particularly when travelling on foot, by bike and on public transport.
- City businesses are supported in their Covid-19 recovery and the City remains an attractive location for business.

There are two proposed programmes of activity to deliver these aims:

- On street change to provide additional space for people walking and cycling. These will first be installed using signs, lines and barriers to allow for easy adaptation if required.

- Measures to support businesses, manage travel demand and encourage travel on foot, by cycle and on public transport.

On street measures will include:

- Timed closures to motor vehicles (24/7 or 7am – 7pm, where necessary allowing limited access to premises for essential vehicles)
- Reallocation of carriageway to space for walking, queueing and cycling and providing priority for buses
- Point closures or other changes in operation (e.g. switching to one-way)

The proposed first phase of delivery covers:

- Cannon Street between Queen Victoria Street and Monument junction
- Cheapside and Poultry
- Old Jewry and Coleman Street
- Lombard Street
- Leadenhall Street and St Mary Axe
- Threadneedle Street and Old Broad Street

These streets have been selected on the basis of pedestrian flows, pavement width, cycling demand and connections to destinations, retail and transport hubs. Subject to Member approval and agreement with TfL we expect to be able to begin delivery in the week beginning 25 May. This will ensure necessary change to streets can be delivered in advance of a significant return of workers to the Square Mile.

Recommendation(s)

Members are asked to:

1. Approve the aims and objectives of the transportation response to Covid-19 recovery.
2. Agree:
 - a. The proposed Tier 1-3 approach to on-street interventions (Paragraphs 36- 40)
 - b. The staged approach to delivery of on-street interventions (Paragraph 41)
 - c. The proposed supporting measures (Paragraph 51)
3. Agree the proposed first phase of Tier 1 streets (Paragraph 48) and agree to delegate approval for design, for making of Orders and Notices and related procedures and for implementation and operation to the Director of the Built Environment in consultation with the Chair and Deputy Chairman of Planning & Transportation and the Chairman and Deputy Chairman of the Streets & Walkways Sub Committee.

Main Report

Background

1. In response to the Covid-19 pandemic the Government introduced lockdown restrictions on 23 March. These included a requirement for people to work from home where possible. Government guidance on social distancing advises ensuring people stay at least a 2m distance from other people when outside.
2. Lockdown restrictions have resulted in a significant reduction in traffic across London and public transport use is well below normal levels.
3. On 10 May the Prime Minister outlined steps for a staged easing of lockdown restrictions. This included encouraging people to return to their workplace if they cannot work from home.
4. Further guidance, including advice on travel, was published on 11 May. Current advice is for those who must travel to avoid using public transport as much as possible, and to walk, cycle or drive instead.
5. The Government recognises that it is important that many more people can easily travel around by walking and cycling. Funding will be available to support local authorities to widen pavements, create pop-up cycle lanes, and close some streets in cities to traffic (apart from buses). The level of funding available for London local authorities and Transport for London (TfL) is not clear.
6. Government have issued new statutory guidance on reallocating space to walking and cycling and closures to general traffic on 9 May. To date no special powers have been provided to enable delivery, but the guidance refers to existing powers. New regulatory traffic signs to support social distancing have been specified.
7. Guidance has also been issued regarding procedural and advertising requirements for Traffic Orders.
8. The Mayor of London has launched a 'Streetspace' programme to support the rapid transformation of London's streets to accommodate increased levels of walking and cycling as lockdown is eased. The measures outlined in this report are aligned with the Streetspace approach and we are actively engaging with TfL.
9. Social distancing requirements remain in place. It is assumed that a requirement to maintain social distancing will continue until at least the end of 2020.
10. Travel restrictions and social distancing requirements may be reinstated, in part or in full, at short notice if infection rates rise.
11. Despite the latest Government announcements, there is still a lack of clarity on how and when staff from City businesses will return to the Square Mile. While most people who work in the Square Mile can work from home it is likely that we will begin to see more people travelling to work over the coming weeks.

12. The requirement for some people to work from home where possible will probably continue even as other restrictions are being relaxed. It will be several months before commuting levels return to pre lockdown levels and it is likely there will be changes to working patterns, including higher levels of working from home and more flexible working hours spreading the travel peaks.
13. In order to maintain social distancing and manage travel demand, there will be a medium-term need/desire to limit the number of people working in offices on any given day. Most people who work in the City will be able to continue to work from home as required.
14. In the short to medium-term there is likely to be some reluctance to travel on public transport and public transport capacity will need to be managed to support social distancing. Some people will choose cycling as an alternative, others may choose to use their own car or motorcycle or to travel by taxi or private hire vehicle.
15. Any return to work, beyond a very small number of business-critical staff, will require the use of public transport. Approximately 73% of commuter journeys to the City are longer than 10km (2011 Census) and cannot be considered as potentially switchable to walking or cycling, except for the final stages of the journey. There are less than 3,500 spaces in City and NCP car parks (including the Barbican Centre) and 623 car parking spaces on-street. On-street parking is limited to four-hour stays.
16. Even a small increase in the number of people using cars, taxis and private hire vehicles to commute is likely to lead to an unacceptable level of congestion on central London's street network, as well as increased air pollution and road danger.
17. On many of the Square Mile's streets pavements are too narrow to maintain safe social distancing, even if only a small proportion of the City's workforce initially returns to work. In some streets it is likely that existing arrangements will be a danger to the public. People will also have a lower tolerance for crowding on pavements and at crossings. This will result in more people walking in the carriageway or crossing informally. This will be exacerbated by queues outside shops, food outlets and offices.
18. People will want space to safely spend time outdoors during their lunch hour, particularly if the return to work begins during the summer and early autumn. After a relatively long lockdown period there may be an increased desire to engage in activities in the public realm.
19. City residents, workers and visitors are likely to expect some of the improvements that have occurred as a result of the very low levels of traffic during lockdown to become permanent – this includes improved air quality, reduced traffic noise, safer cycling and the ability to cross streets more easily.
20. The economic impacts of Covid-19 may lead to a global recession and this might limit the extent to which traffic levels return to previous levels. At the time of the 2008 recession motor traffic in the Square Mile reduced by approximately 16.5% between 7am and 7pm. There was no subsequent 'rebound' in motor traffic volumes as the economy recovered.

Proposed aims and objectives

Aims

21. The City Corporation's transport response will focus on achieving two main aims:
 - a. Residents, workers and visitors are safe and feel comfortable travelling into and within the Square Mile, particularly when travelling on foot, by cycle and on public transport.
 - b. City businesses are supported in their Covid-19 recovery and the City remains an attractive location for business.
22. We will also aim to ensure that the experience of walking, cycling and spending time on the City's streets post Covid-19 is better than what came before; recognising that the unprecedented challenges and disruption caused by Covid-19 require delivery of some elements of the Transport Strategy quicker than originally planned.

Short-term objectives

23. Ensure Covid-19 recovery is primarily based on walking, cycling and the managed use of public transport, seek to minimise the use of private vehicles, private hire vehicles and taxis for travel to and within the Square Mile.
24. Provide people with the space they need to comfortably and safely maintain social distancing while walking and spending time on the City's streets.
25. Enable more people to feel safe and comfortable when cycling and provide the space needed to accommodate the increase in cycling levels.
26. Support City businesses by providing them with the information they need to plan for the safe return of their staff and to help manage demand on public transport.
27. As far as possible ensure any recovery projects and initiatives are aligned with the Transport Strategy.
28. Deliver change as quickly and efficiently as possible and in ways that are flexible and can adapt to changing circumstances.
29. Minimise disruption while recognising some potential negative impacts, e.g. potentially longer motor vehicle journeys to access or service properties and businesses.

Medium-term objectives

30. Explore opportunities to give additional pace to Transport Strategy policies including to increase space and priority for people walking and enable more people to choose to cycle.
31. Secure a sustained reduction in the number of people killed and injured while travelling on the City's streets.

32. Secure a sustained reduction in motor traffic. Ensure that any short-term increase in car, taxi and private hire vehicle use is reversed as conditions return to normal.
33. Secure sustained reductions in emissions and noise from motor vehicles.
34. Assist City businesses in adapting to the 'new normal' and secure change in business activities to support delivery of the Transport Strategy.

Projects and initiatives

35. There are two proposed programmes of activity:
 - a. On street change to provide additional space for people walking and cycling.
 - b. Measures to support businesses, manage travel demand and encourage travel on foot, by cycle and on public transport.

On-street interventions

36. Streets will be classified as one of three tiers, indicating the level of intervention required. These tiers reflect the City of London Street Hierarchy (Appendix 1). An indicative map of Tier 1, 2 and 3 streets is provided in Appendix 2
 - a. Tier 1 streets: City access and local access streets which link public transport hubs and key destinations; streets within key centres and principal shopping centres; streets that connect with strategic movement corridors through London (both existing, e.g. cycleways, and temporary cycling and public transport priority routes planned by TfL and neighbouring boroughs). In these streets current traffic arrangements would prejudice public safety due to the challenges of maintaining social distancing in accordance with government guidance.
 - b. Tier 2 streets: Local access streets with lower footfall that could benefit from reduced through traffic to improve safety and comfort, but otherwise require minimal localised intervention.
 - c. Tier 3 streets: City and London access streets that require little or no intervention or measures to reduce use by motor vehicles.
37. Tier 1 streets will be prioritised for change. Proposed changes to these streets are:
 - Timed closures to motor vehicles (24/7 or 7am – 7pm, where necessary allowing limited access to premises for essential vehicles)
 - Reallocation of carriageway to space for walking, queueing and cycling and providing priority for buses
 - Point closures or other changes in operation (e.g. switching to one-way)
38. These changes could be delivered separately or in combination.
39. Tier 2 streets will require little or no reallocation of space but might require point closures or other changes in operation (e.g. switching to one-way) to

reduce through traffic. Some reallocation of space may be required where pavement widths are below 2-3 metres or in places where queuing may occur. Some timed access restrictions may also be introduced. The extent of change on Tier 2 streets will be scalable to match demand, available resource and political and stakeholder appetite.

40. Tier 3 streets are unlikely to require any significant change to layout or operation. Some reallocation of space may be required where pavement widths are below 2-3 metres, in places where queuing may occur or where space needs to be provided for people cycling.
41. Across all streets, changes will be delivered in stages:
 - a. Stage 1: Change will first be delivered using line markings, signage and barriers.
 - b. Stage 2: Subject to available resource, replace barriers with light infrastructure (e.g. wands or bollards) and incorporate greening and, if appropriate, seating, potentially delivered in conjunction with BIDs and Business Partnerships.
 - c. Stage 3: Review opportunities to make changes permanent based on monitoring, feedback and consultation.
42. During Stages 1 and 2 the operation of streets will be kept under review. Data will be collected alongside feedback from users and businesses and residents. This will be used to determine if modifications need to be made or to inform the design of future phases.
43. Access restrictions and the design of reallocated space will as far as possible be consistent with government guidance, the approach taken in neighbouring boroughs and by TfL. This will help to avoid confusion and encourage compliance.
44. There will be ongoing dialogue with TfL to link into provision of public transport to ensure that capacity is matched on-street.
45. Vehicle access for servicing and people with accessibility requirements will need to be maintained in some way for all restricted streets. We will keep access requirements under review.
46. In addition to the measures set out above it is proposed to:
 - Continue to work with TfL to review signal timings and maximise the number of crossings with a maximum 60 second wait time. A number of junctions have already been adjusted to ensure additional green time for pedestrians is provided.
 - Begin engagement and enforcement of the A-Board policy agreed at 31 March Committee and work with Licensing to ensure tables and chairs do not restrict the space available for people walking to socially distance.
 - Identify opportunities to provide space for seating and tables and chairs by reallocating carriageway, particularly on streets with food outlets.
 - Set an advisory 15mph speed limit.

- Temporarily reallocate on-street parking bays to cycle parking and dockless cycle hire, using additional dockless cycle parking capacity to allow more operators to have bikes in the Square Mile (as agreed by the Planning & Transportation Committee on 12 December).
- Review on-street loading and pickup / drop off arrangements.
- Accelerate delivery of existing projects that are on site to take advantage of reduced traffic conditions. Reduce the duration of works by allowing extended and night-time working where possible within existing budgets

47. Further details on progress and implications of these workstreams will be detailed in the next report to Committees.

Phase 1

48. The proposed first phase of delivery is summarised in Table 1. An annotated plan and further details are provided in Appendix 3. These streets have been selected on the basis of pedestrian flows, pavement width, cycling demand and connections to destinations, retail and transport hubs.

Location	Proposed changes
Cannon Street between Queen Victoria Street and Monument junction	Introduce one-way working eastbound (with contra-flow cycling). Reallocate remaining carriageway to space for walking. Review loading arrangements. Westbound buses diverted via King William Street and Queen Victoria Street.
Cheapside and Poultry	Closure of Cheapside to through traffic (except cycles), this effectively retains the closure already in place for the gas works. Retain existing bus diversion via New Change and Cannon Street. Reallocate carriageway to space for walking and identify opportunities for seating areas. Bank on Safety restrictions remain in place.
Old Jewry and Coleman Street	Old Jewry: Signed informal pedestrian priority. Review parking, waiting and loading and reallocate carriageway to space for walking as required. Retain and improve cycle contraflow. Coleman Street: Introduce 7am – 7pm no access except to off-street premises and for cycles. Retain and improve cycle contraflow.
Lombard Street	Introduce 7am – 7pm no access except to off-street premises and for cycles. Retain and improve cycle contraflow.

<p>Leadenhall Street and St Mary Axe</p>	<p>Leadenhall: 24/7 no through route except for buses and cycles only. Reallocate carriageway to space for walking. Review loading arrangements.</p> <p>St Mary Axe: 7am – 7pm closure except for access to off-street premises and for cycles. Signed informal pedestrian priority on St Mary Axe. Reallocate carriageway and motorcycle parking to space for walking as required. Retain and improve cycle contraflow.</p>
<p>Threadneedle Street and Old Broad Street</p>	<p>Threadneedle Street between Bank junction & Bartholomew Lane: Introduce one way working (westbound) with cycle contraflow. Reallocate carriageway space to walking. Bank on Safety restrictions remain in place.</p> <p>Threadneedle Street between Bartholomew Lane and Old Broad Street: Retain two way working. Reallocate carriageway to space for walking.</p> <p>Threadneedle Street between Old Broad Street and Bishopsgate: Introduce one way working (westbound) with cycle contraflow. Reallocate carriageway to space to walking. Divert buses via Cornhill and Bishopsgate</p> <p>Old Broad Street (north): Introduce a 7am – 7pm no access (except buses and cycles) or loading. Reallocate carriageway space for walking as required.</p> <p>Old Broad Street (south): Introduce one way working (northbound) with contra flow cycling. Vehicular access will be available from Threadneedle Street east. Reallocate carriageway to space for walking as required. Review loading arrangements. Divert buses via Wormwood Street, Bishopsgate & Cornhill.</p>

Table 1: Summary of Phase 1

- 49. Subject to Member approval and agreement with TfL we expect to be able to begin delivery in the week beginning 25 May (further details on next steps are provided in paragraphs 80 - 81).
- 50. During Phase 1 we will also work with TfL to explore options for Bishopsgate, Gracechurch Street, Monument junction and London Bridge.

Supporting measures

51. Proposed measures to support businesses, manage travel demand and encourage travel on foot, by cycle and on public transport include:

- Working with TfL to provide clear communication to City businesses to help them plan for the return of their workforces and to support travel demand management.
- Markings, signage and campaigns to facilitate queueing, promote social distancing and encourage safe and considerate behaviour by all street users.
- Supporting City of London Police engagement and enforcement to tackle speeding and dangerous driving and riding.
- Campaigns to improve awareness of cycling routes to and from the Square Mile, highlight cycle hire options and promote cycle training and other support for residents and workers.
- Business engagement to encourage retiming of deliveries, use of cargo cycles and consolidation. Issue guidance documents for all City businesses to support essential freight and servicing activity outside peak hours and, where appropriate, overnight.
- Encouraging night-time deliveries, where appropriate, and monitor complaints.
- Returning to normal operation of on-street parking and car parks as soon as possible, with no reduction in charges (except if there is an ongoing requirement for some key workers).
- Supporting local retail and food outlets by working with BIDs and business partnerships to encourage activation during lunchtimes (e.g. Lunchtime Streets) and evenings (subject to government guidance). Work with the Mayor of London and TfL to deliver Car Free Day if it is safe and appropriate for this to go ahead in September.

Communication and engagement

52. Given timeframes, extensive consultation on on-street changes will not be possible and is not required for Temporary Traffic Orders.

53. The City Corporation will follow applicable statutory requirements in accordance with current Department for Transport guidance (released 21 April 2020) regarding statutory consultation for Traffic Orders and Experimental Traffic Orders.

54. The City Corporation are coordinating with TfL on approaching the Department for Transport to request greater flexibility in delivering social distancing measures.

55. Subject to the measures being first authorised, we will utilise our existing established communication channels to ensure the widest level of awareness for any changes to City streets. This will include using CPAT, CPA and BIDs/partnerships to ensure our business community is engaged, and via

resident groups. Depending on what 'lockdown' restrictions are in place letter drops will be provided to affected residents and businesses. This is unlikely to be in place for the Tier 1, Phase 1 works.

56. Press and social media campaigns will also help to ensure that people who travel through the City are notified.
57. Once the changes are implemented on street, we will seek feedback from residents, businesses and street users.

Corporate and strategic implications

58. The transportation response to Covid-19 recovery supports the delivery of the following Corporate Plan outcomes:
 - People are safe and feel safe (1)
 - We are digitally and physically well-connected and responsive (9)
 - Our spaces are secure, resilient and well-maintained (12)
59. As far as possible we will ensure any recovery projects and initiatives are aligned with the Transport Strategy. In the longer term the projects and initiatives delivered as part of the response to Covid-19 recovery may enable delivery of some elements of the Transport Strategy quicker than originally planned.

Financial implications

60. Costs are being finalised and will depend on the level of interventions at each location and the length of time for which the interventions need to be in place. The costs of delivery relate to on-street changes and associated communication costs, staff costs and data collection, monitoring and gathering feedback.
61. Detailed costs will be provided at each stage of decision making. The proposed first phase of delivery will cost approximately £116K.
62. We are in advanced discussions with TfL regarding funding and expect to be able to fund the projects and initiatives outlined above from funding provided by the Department for Transport (via TfL). If this is not available, then we will seek funding from other TfL funding streams or a bid to the Covid-19 Contingency Fund could be made. We expect confirmation of funding from TfL within the next few days.
63. The next report will set out costs incurred to date, include a formal request for a project budget (with a costed risk provision) and confirmation of the funding source.

Legal Implications

64. The City Corporation has the power to use Temporary Traffic Orders to temporarily restrict traffic (for up to 18 months) because of the likelihood of danger to the public.
65. In exercising its traffic authority powers the City Corporation must:
- Meet public notice requirements (and, where applicable, consultation requirements).
 - Secure the expeditious, convenient and safe movement of vehicular, pedestrian and other traffic on its road network (having regard to the desirability of maintaining access to premises; effects on amenities and the importance of facilitating public service vehicles) and facilitate the expeditious movement of traffic on road networks for which other authorities are responsible.
 - Be satisfied interference with enjoyment of property is justified and strikes a fair balance between the public interest and private rights.
66. In carrying out its network management functions the City Corporation must have regard to statutory network management guidance, including the guidance in response to Covid-19 issued on 9 May.
67. The highway authority may vary the relative widths of carriageway and footway without need for a traffic order (unless parking or loading bays need to be suspended).

Safety and Security

68. Providing more space for walking will reduce the likelihood of infection and will reduce the danger of people stepping into the carriageway in order to maintain social distancing. If required on-street projects will be subject to road safety audits.
69. Proportionate security measures may be required on some streets if crowded spaces are being created. The need for crowded space provision will be kept under review with ongoing dialogue between City Corporation security advisors and the City of London Police.
70. City Transportation will work with the police to ensure a suitable process is in place to determine when and where additional measures may be needed.
71. This work will be coordinated through the DBE Public Realm Security Board and Senior Security Board when required.

Public sector equality duty

72. A test of relevance will be undertaken to determine if any of the proposals will negatively impact on any groups with protected characteristics. An Equalities Assessment will subsequently be undertaken to determine the proportionality of these impacts and to identify mitigations. The outcome of this analysis will be taken into account in the delegated decision. Known impacts on people requiring vehicular access for mobility reasons are considered in Paragraph 77 below.

73. Engagement with the City of London Access Group will also be undertaken to ensure that the proposals to do not disproportionately impact on people with protected characteristics.

Evaluation, risk and issues

74. Journey times for motor vehicles: Some journeys will be longer as a result of the changes outlined above, and some streets will be busier, potentially resulting in delays to motor vehicles.
75. Deliveries and servicing: Servicing and loading arrangements will be considered as part of the design process, however in most cases it will not be possible to engage with businesses in advance. Some businesses may be reluctant or find it difficult to make the necessary changes to their servicing activities. We will provide support to businesses to assist with retiming deliveries and encourage the use of consolidation and non-motorised delivery vehicles. Private car users will be encouraged to use car parks to enable commercial and servicing vehicles to use the on-street short stay parking.
76. Resident's access: Access for residents will need to be maintained but may require changes to access routes and marshalling of some peak time restrictions.
77. Initial evaluation of the proposals in Table 1 has identified the issues set out at Paragraphs 74 – 76 above. It is acknowledged that there will be some inconvenience to vehicular traffic (including taxis and servicing), to vehicular access to residential premises and vehicular access for persons dependent on motor vehicles for mobility reasons. However, this is considered to be justified having regard to the public benefits of ensuring safe and convenient pedestrian passage (including for wheelchair users) and protecting public health by enabling social distancing. It should be noted that the measures will be introduced on a temporary basis, kept under review, and that in designing measures officers will seek to minimise or mitigate inconvenience to other highway users. Evaluations of proposals will be carried out in designing the proposed measures and exercising the authorities delegated to officers (including assessments of adverse impacts and measures to reduce or remove them). The proposals outlined in this report are considered consistent with the statutory network management guidance on Covid-19 published on 9 May.
78. Third party approvals: Neighbouring authorities and TfL will need to approve of changes that may have an impact on their networks. TfL have indicated that there may be a relaxation of constraints around bus routes and network impacts to support delivery. A significant proportion of TfL staff have been furloughed and this may have an impact on the ability to deliver anything which requires significant staff resource.
79. Resourcing of materials: TfL and boroughs are also delivering temporary changes to their streets and this may result in delays in supply chains and reduced ability to source materials.

Next steps

80. Next steps are in part dependent on coordination with TfL and neighbouring boroughs where proposed interventions connect with the surrounding street network.

81. Proposed timeframe:

- Week beginning 11 May:
 - Report to the Planning & Transportation Committee for approval
 - Some early stakeholder engagement with residents and businesses (subject to approval being received)
- Week beginning 25 May:
 - Report to Resource Allocation Sub-Committee for approval
 - Further communication / engagement with residents and businesses (subject to approval being received)
 - Begin implementation of Phase 1 (subject to approval being received)
- Week beginning 1 June:
 - Report to the Planning & Transportation Committee for Tier 1, Phase 2 works
 - Communication / engagement with residents and businesses (subject to approval being received)
- Week beginning 8 June:
 - Begin implementation for Phase 2 (subject to approval being received)

Conclusion

82. As lockdown restrictions are eased it will be essential to provide additional space on the City's streets to people walking and cycling. This will enable City residents, workers and visitors to maintain safe social distances and will reduce road danger.

83. Proposals are being developed, and can be delivered, at pace and will be adaptable to changing circumstances. This will ensure necessary temporary change to streets can be delivered in advance of a significant return of workers to the Square Mile.

Appendices

- Appendix 1: City of London Street Hierarchy
- Appendix 2: Indicative map of Tier 1,2 and 3 streets
- Appendix 3: Proposed first phase of delivery – further details

Background Papers

- City of London Transport Strategy
<https://www.cityoflondon.gov.uk/services/transport-and-streets/Documents/city-of-london-transport-strategy.pdf>

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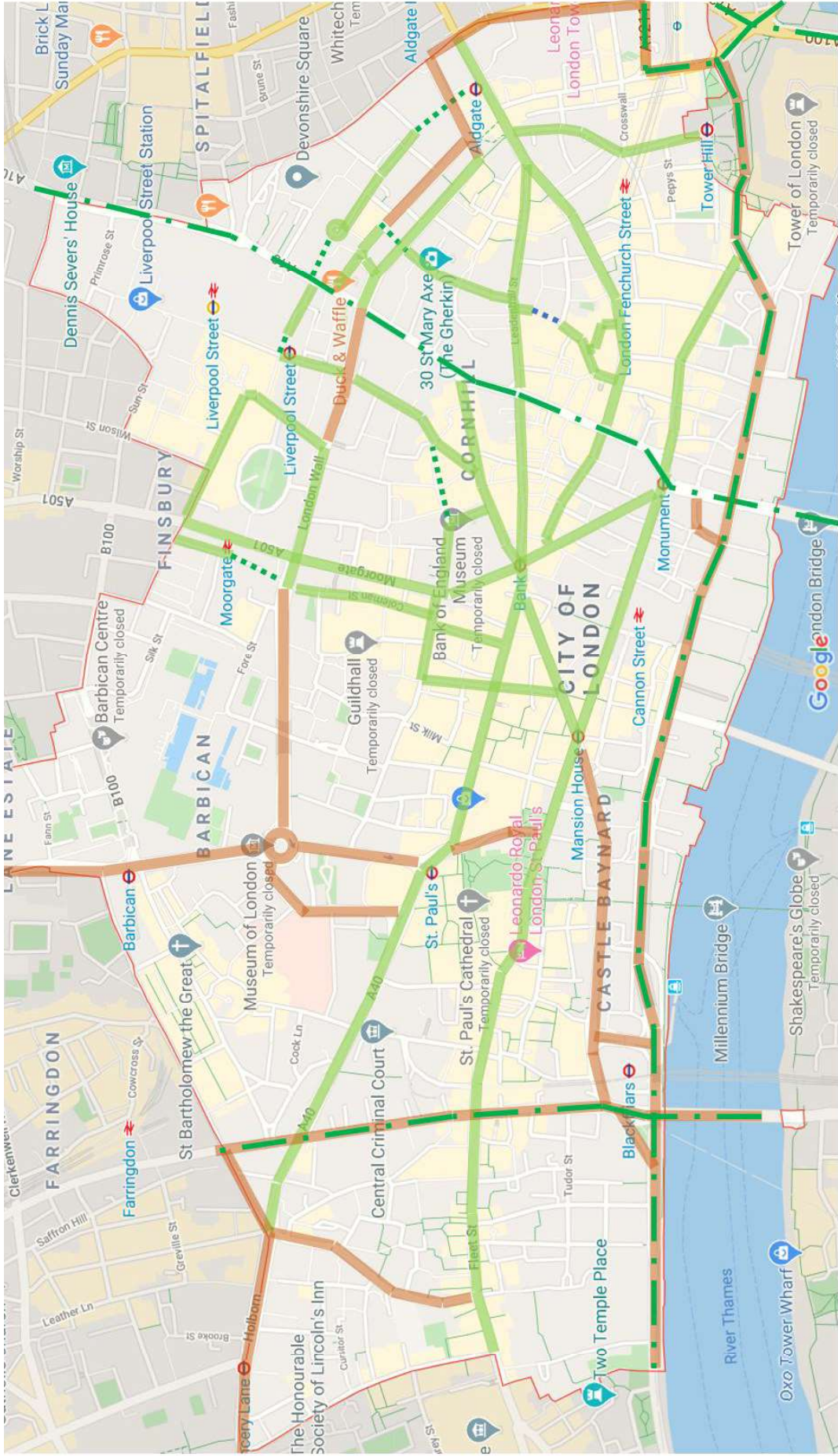
E: bruce.mcvean@cityoflondon.gov.uk

Appendix 1 – City of London Street Hierarchy



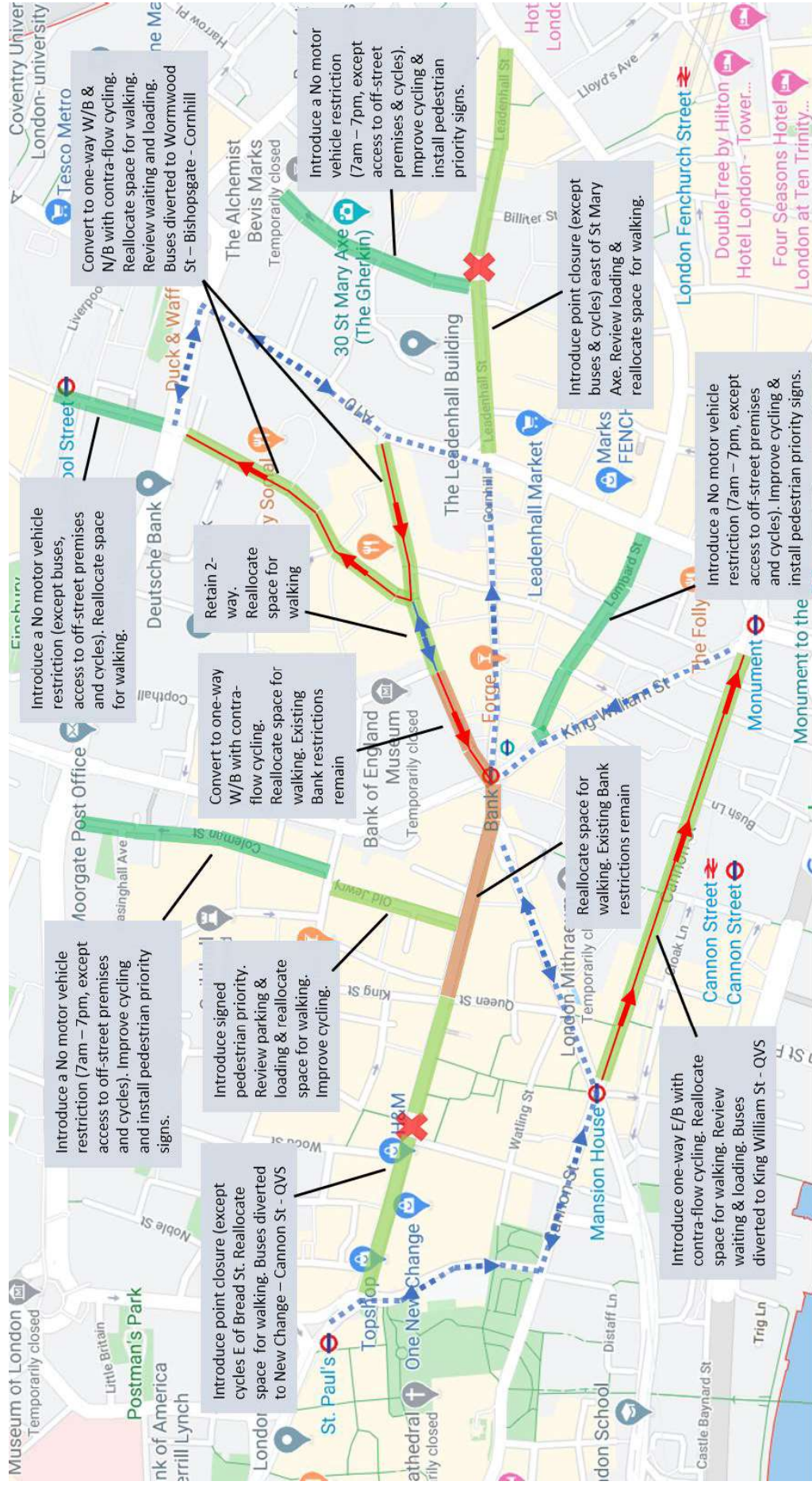
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Appendix 2: Indicative map of Tier 1, 2 and 3 streets



- Tier 1 streets
- ⋯ Existing walking connections
- Transport for London Road Network (TLRN)
- Tier 3 streets
- Remainder streets are Tier 2.

Appendix 3: Proposed first phase of delivery – further details



- No access except cycles and to off-street premises
- More space for walking & cycling
- More space for walking & cycling (existing Bank restrictions retained)
- Convert to one-way working with contra-flow cycling
- Existing 2-way to remain
- Point closure to through traffic
- Bus diversion routes

Issues and considerations

Cannon Street between Queen Victoria Street and Monument junction

- Converting Cannon Street between Queen Victoria Street and Monument requires a longer westbound diversion using streets such as Bishopsgate – Wormwood Street – London Wall – St Martin Le Grand and New Change or Lower & Upper Thames Street. Buses would be diverted more locally, to King William Street and Queen Victoria Street.
- Recently, Cannon Street has had significant closures or a one-way eastbound over extended periods for utility works. The one-way eastbound had diverted traffic as described above which work satisfactorily.

Cheapside and Poultry

- The point closure will prevent Cheapside being used as a through traffic route. These vehicles will need to use alternative routes such as Cannon Street or London Wall to access other City destinations or use Upper Thames Street if accessing beyond the City. This is consistent with the Transport Strategy's street hierarchy.
- Emergency vehicles and people cycling will be unaffected as they will be permitted to travel through the closure.
- To facilitate local businesses, access for loading, servicing and to other street networks will be retained and can be accessed from either Newgate Street/St Martin Le Grand, King Street or Queen Street.
- As the point closure is located east of Bread Street and with no other streets to turn into, traffic entering Cheapside from the east will need to turn around in order to exit. This could be difficult for larger vehicles such as lorries. It may therefore be necessary to review the point closure and consider additional measures such as banning lorries or extending the closure to the junction with King/Queen Street. It should, however, be noted that this proposal reflects the current arrangements in Cheapside since early January 2020 (to facilitate gas works) and appears to be working satisfactorily.

Coleman Street and Old Jewry

- A 7am – 7pm No motor vehicles except access to off-street premises restriction in Coleman Street will remove a large proportion of motor vehicles using it. It will restrict access for vehicles driving through it, to use it for parking or on-street loading and servicing. This will mean that these vehicles will need to use alternative locations such as Moorgate, Lothbury, Gresham Street, Basinghall Street or Basinghall Avenue or to re-time their on-street access needs to before 7am, after 7pm or during weekends when this restriction is not in operation.
- Access to alternative parking places is available in the surrounding streets as well as in the London Wall car park.
- Access to the streets immediately beyond Coleman Street is available from Wood Street or Aldermanbury.

- With the proposed point closure in Cheapside and the Bank restrictions remaining in place, the volume of traffic likely to use Old Jewry is expected to reduce and those that do use it will predominately be local servicing traffic.
- Old Jewry has a high demand for parking and local servicing. If these facilities were taken away to reallocate more space for walking, it is likely to add additional demand for on-street servicing on to Gresham Street and Lothbury.

Lombard Street

- A 7am – 7pm No motor vehicles except access to off-street premises restriction in Lombard Street will remove a large proportion of motor vehicles using it. It will restrict access for vehicles driving through it, to use it for parking or on-street loading and servicing. This will mean that these vehicles will need to use alternative locations such as Cornhill, King William Street or to re-time their deliveries to before 7am, after 7pm or during weekends when this restriction is not in operation.
- This restriction will effectively include Abchurch Lane and Clements Lane (as it is a one-way from Lombard Street), Nicholas Lane and George Yard.

Leadenhall Street and St Mary Axe

- A point closure on Leadenhall Street will prevent through traffic but allow vehicles to access it to service adjacent or nearby premises. However, these vehicles will need to turn around within Leadenhall Street, which may be difficult for large vehicles.
- To aid priority, buses and cycles, as well as emergency vehicles will be permitted to travel through the closure.
- Through traffic will be diverted to alternative routes such as along Houndsditch/Bevis Marks or Fenchurch Street, which appears to have sufficient capacity.
- The 7am – 7pm No motor vehicles except access to off-street premises restriction in St Mary Axe will remove a large proportion of motor vehicles using it. It will restrict access for vehicles driving through it or to use it for on-street loading and servicing. This will mean that these vehicles will need to use alternative locations such as on Leadenhall Street or Bevis Marks or to re-time their on-street deliveries to before 7am, after 7pm or during weekends when this restriction is not in operation.
- With these movement restrictions, some journeys will be slightly longer.

Threadneedle Street and Old Broad Street

- Access through the Bank junction including to Cornhill remain unchanged for general traffic.
- With Threadneedle made one-way westbound, eastbound traffic will be diverted to other such as along Cannon Street or London Wall and even via Lothbury/Bartholomew Lane.

- Buses could be diverted more locally to and Bishopsgate.
- Access to properties along the eastern section of Threadneedle Street and the southern section of Old Broad Street will be available in a one-way direction only (westbound and northbound respectively). This means that for some, journeys will be slightly longer.

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City of London: Projects Procedure Corporate Risks Register

Project Name: **City Streets: Transportation response to support Covid-19 recovery**

Unique project identifier:

PM's overall risk rating: **Low**
 Total estimated cost (exec risk): **£ -**

CRP requested this gateway
 Total CRP used to date **£ -**

Average unmitigated risk **4.6**
 Average mitigated **2.6**

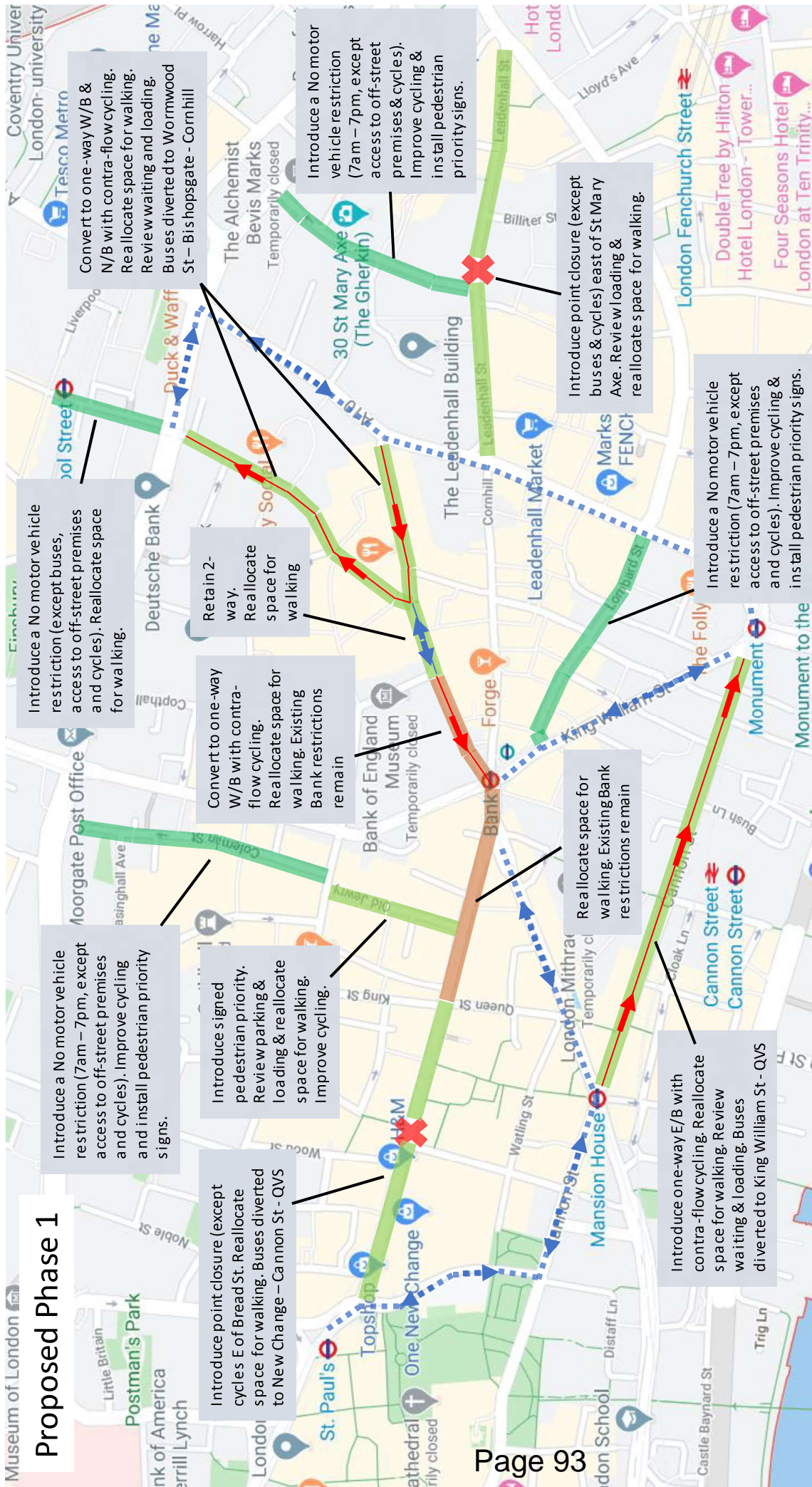
Open Risks **21**
 Closed Risks **0**

General risk classification																						
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Mitigating actions	Mitigation cost (£)	Likelihood Classification on post-mitigation	Impact Classification post-mitigation	Costed impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/Realised & moved to	Comment(s)
R1	5	(1) Compliance/Regulatory	Issues or delays in any required consents such as planning permissions, third party consents, TMO, Permits, etc which cause delays to project delivery	If there was to be any delay in the approval of any required consents, such as planning permissions, TMOs, Permits, discharge of conditions, heritage, TfL, etc; its likely delivery of the measures could suffer from some form of unplanned delay or additional work.	Possible	Minor	3	£0.00	N	* Map out the required consents for each measure and continually monitor & update the consents if required throughout their lifespan * Schedule regular meetings with consent approvers, especially those with long lead in times or complex approval	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation		Although the COVID measures are being delivered under well-used and understood regulations, there is a possibility that some delays may occur due to unforeseen technicalities. There could also be delays due to the amount of change that's required in a short time.
R2	5	(1) Compliance/Regulatory	Legal challenges or query upon any of the measures (excluding judicial review) that leads to delays or extra costs	Should a measure fall under some form of legal or challenge or investigation, its likely additional time and resource will be required to undertake associated work. External additional legal assistance could also be required. On the other hand, a project may need to look at legally resolving an unforeseen issue to proceed. It's also possible that a challenge to one measure then means that all are affected.	Unlikely	Serious	4	£0.00	N	* Consult early on with the legal, planning and network performance teams as required to identify potential issues, then monitor these individual issues and mitigate if possible.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation		Given the temporary nature of the measures being installed, it is unlikely that any form of meaningful legal challenge will take place but standard project management processes will help mitigate against the possibility.
Page 89	5	(3) Reputation	Issue(s) with external engagement and buy-in, including any perceived negative impacts, lead to additional resources being required to compensate	Further time and therefore resource may be required if the measures delivered either don't meet the stakeholder's expectations. Its possible that as a result of this, changes to implemented measures may also be required.	Possible	Serious	6	£0.00	N	* Early-as-possible identification and engagement with key stakeholders where possible. * Proactive external comms to inform stakeholders as early as possible.	£0.00	Possible	Minor	£0.00	3	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation		Given the speed at which work is taking place, its going to be difficult to undertake much of a stakeholder identification process. Therefore, proactive comms explaining what's happening and why is best placed to mitigate against negative reactions to the planned measures.
R4	5	(3) Reputation	Issue(s) with internal engagement and buy-in, including any perceived negative impacts, lead to additional resources being required to compensate	Further time and therefore resource may be required if the measures delivered either don't meet the stakeholder's expectations (including members) . Its possible that as a result of this, changes to implemented measures may also be required.	Possible	Serious	6	£0.00	N	* Early-as-possible identification and engagement with key stakeholders where possible. * Proactive internal comms to inform stakeholders as early as possible.	£0.00	Possible	Minor	£0.00	3	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation		(as above)
R5	5	(2) Financial	Unforeseen funding constraint/ conditions implications lead to project delay or unplanned costs	Further resources may be required to identify additional funding or make alternative arrangements if constraints/ conditions that came with existing funding we're originally unforeseen, unappreciated or have subsequently changed.	Possible	Serious	6	£0.00	N	* Map out and investigate potential alternative funding streams (S106, CIL, TfL, etc)	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation		Funding for the measures is to come from Transport for London's streetspace programme. However, should there be any issues with this, such as the amount available being lower or it being delayed, other funding streams may be required to plug the shortfall.
R6	5	(3) Reputation	Procurement procedures impact negatively on project delivery	Additional resource may be required if there is a delay or issue with the procurement of goods or services from external suppliers.	Possible	Serious	6	£0.00	N	* Undertake early engagement with internal suppliers where required and map out the required resources (Highways, Traffic Enforcement, Open Spaces, M&E, etc)	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation		Work has already taken place to ensure that the materials and equipment required for at least phase 1 of the measures is available. However, further planned work will take place to ensure that supply chains are as robust as possible.

R7	5	(4) Contractual/Partnership	Supplier delays, productivity or resource issues impact on project delivery	Referring both to internal and external suppliers to projects, alternative arrangements which require additional resource may be required if a potential or existing supplier is unable to deliver as agreed for whatever reason. This may involve retendering work if an existing supplier is unable to deliver.	Possible	Minor	3	£0.00	N	* Utilise existing framework agreements where possible * Investigate any likely 'bottlenecks', such as TfL's ability to deliver at this time, as early as possible to help plan possible mitigations	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	The measures being installed are to be delivered by the City's term contractor, JB Riney, with the issue of resourcing having already been discussed. However, should the COVID-19 alter negatively in some way, its possible it could also negatively impact on their ability to resource implementation of the measures. Also, Transport for London is rotating staff through furloughing which makes it difficult at times for the City to know who they're dealing with and to keep the momentum up. The issue is being managed well but may require some mitigation planning should it worsen.
R8	5	(10) Physical	Accessibility, equalities and/or security concerns lead to changes being required to either designs or implemented measures that in-turn results in additional resources being required to compensate.	Further changes may be required if accessibility, equalities and/or security concerns are raised.	Possible	Minor	3	£0.00	N	* Include the City's Accessibility and Security Officers (if required) in design reviews. * Consider involving accessibility groups in an advisory role.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	The designs are accounting for accessibility, equalities and security concerns but its possible that when implemented or further design reviews are undertaken that changes are deemed necessary to remove identified shortcomings.
R9	5	(2) Financial	Inaccurate or Incomplete project estimates, including baxters/ inflationary issues leads to budget increases	If an estimate is found at a later date to be inaccurate or incomplete, more funding and/or time resource would be needed to rectify the issue or fund/ underwrite the shortfall. More specifically, inflationary amounts predetermined earlier in a project may be found to be insufficient and require extra funding to cover any shortfall.	Unlikely	Serious	4	£0.00	N	* Undertake regular cost reviews via interim submissions from the main contractor. * Track spending closely so future costs can be estimated more accurately.	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	The works required are using well-established rates and costs through the City's existing highways term contractor but its difficult to know at this stage what the likely end cost is to be given that the end date/ when the measures can be removed is unknown. Therefore, work will take place to track the spending required to maintain the measures so that a future spend profile can be estimated. This will include any upcoming rate/ baxters changes.
R10	5	(10) Physical	Network performance issues following the implementation of measures result in changes being required	As measures are being designed and installed at a rapid rate, there could be unforeseen implications on the city's network performance. These could be both positive and negative.	Possible	Serious	6	£0.00	N	* Create a monitoring strategy that includes the ability to react quickly to changes and unforeseen events. * Ensure that all relevant departments are consulted as early as possible to input into design options.	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	No traffic modelling is being undertaken for the measures being installed and this therefore means that the risk is higher. However, given the temporary nature of the measures, it will be easier to adapt and changes them should it be deemed necessary.
R11	5	(4) Contractual/Partnership	TfL Signals (single supplier) timescales elongate project delivery.	Any delays or issues with required signal work can result in impacts on project delivery, whether they be time or cost	Possible	Serious	6	£0.00	N	* Engage with TfL Network Performance and Signals as early as possible should you be making changes to the signal infrastructure to establish costs and timescales.	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	With TfL rotating staff through furlough, there could be delays in the required signal changes. Regular contact is taking place with them to ensure the risk is minimised.
R12	5	(10) Physical	Network accessibility before and during construction which cause project delay and/ or increased costs	Should parts of the road network not be available or become unavailable during a project when planned for or required, expect delivery delays.	Possible	Minor	3	£0.00	N	* Regular engagement with City and TfL network management teams	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	It is possible that should other works be required in a given street or road that it could impact on the City's ability to deliver the temporary COVID measures. For example, if urgent utility works are required on a street where measures have been installed, it could result in alternative routes being required to comfortably divert pedestrians and cyclists around the emergency works.
R13	5	(10) Physical	Unforeseen technical and/ or engineering issues identified which leads to delays and additional costs to rectify.	late identification of any engineering or technical issues that disrupt delivery could result in further costs whether they be time, funding or resources.	Unlikely	Minor	2	£0.00	N	* Work with design engineers to review each site at the appropriate time.	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	No technical difficulties are expected due to the temporary nature of the infrastructure being used for the measures but this risk is to cover the possibility of something being missed due to the rate at which work is progressing.
R14	5	(4) Contractual/Partnership	TfL buses engagement and their requirements on a project.	Further time and therefore resource may be required if planned engagement work with TfL buses didn't go as planned. Also, they may change their requirements for a project.	Unlikely	Serious	4	£0.00	N	* Ensure early engagement with TfL buses in the design phases so they can consult internally * Design the measures to help minimise impacts on the bus network	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	Bus routes and stops are likely to be affected by at least some of the measures so these effects will need to be discussed with TfL and monitored, and changes made to the measures if required.

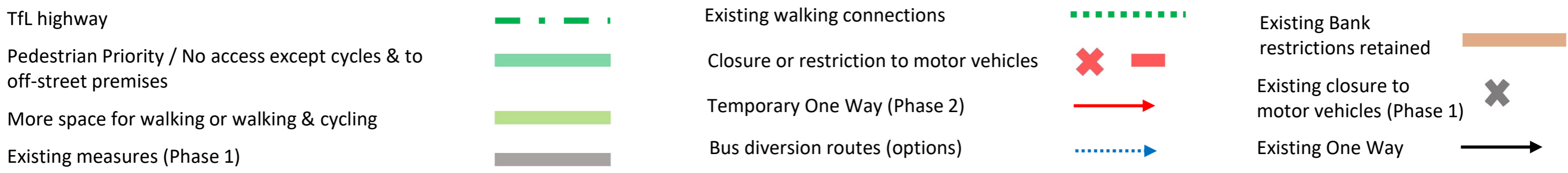
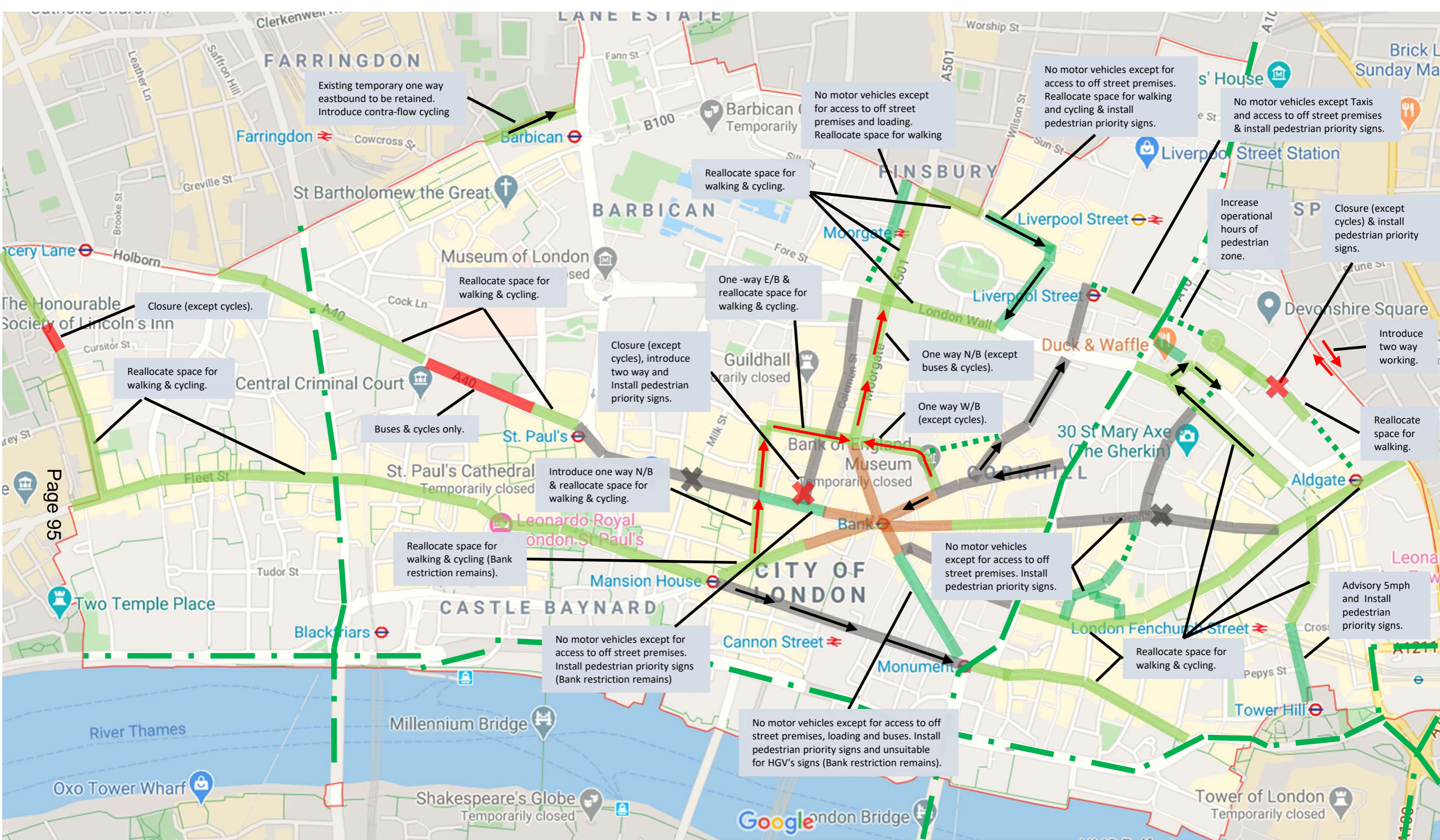
R15	5	(4) Contractual/Partnership	LUL engagement and their requirements on a project.	Further time and therefore resource may be required if planned engagement work with LUL didn't go as planned. Also, they may change their requirements for a project.	Unlikely	Minor	2	£0.00	N	* Ensure early engagement with LUL in the design phase to ascertain their requirements for working near their infrastructure.	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	LU entrances/ exits will be natural pinch points where pedestrians may not be able to socially distance. Therefore, whilst measures will take this into account, it's possible that they may require changes should any shortcomings be identified.	
R16	5	(3) Reputation	Accident during construction/ operation impacts on project delivery and/ or costs	Regardless of whether it be a member of public or a contractor on site, should an accident occur in or around any of the measures, delays are likely to occur whilst its investigated.	Unlikely	Major	8	£0.00	N	* Consider regular site visits with the Principal Designer both to monitor the construction of the measures and user behaviour once installed.	£0.00	Unlikely	Serious	£0.00	4	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	A very unlikely event given that measures will comply with 'Chapter 8' traffic management regulations but still a possibility. Should an accident occur within any of the temporary measures, the safety of all may be called into question. Therefore, the planned monitoring is to include an overview of any accidents that occur. However, any identified changes will require resourcing in terms of design and contractor time.	
R17	5	(3) Reputation	Design changes and changes to already-implemented measures result in additional resources being required.	With the COVID-19 guidance from central government and the GLA changing at regular short-term intervals, its possible that either design or installed measure changes may be required to account for any direct and/ or indirect implications.	Possible	Major	12	£0.00	N	* regular design and measure reviews by those involved * regular comms with key external stakeholders i.e. TfL * regular comms with key internal stakeholders i.e. Gold, Silver and Bronze commands. * Maintain a design log to record what has and hasn't worked on-street, and why.	£0.00	Possible	Serious	£0.00	6	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	The COVID-19 guidance has been shifting in very short timescales, and this is not expected to change any time soon. Therefore, changes to developing designs and those measures already implemented could be required to account for the changing guidance.	
R18	5	(10) Physical	Scheme monitoring and/ or Road Safety Audits identify required changes	Scheme monitoring or Road Safety Audits may identify that the designs and/ or measures requires changes. This could result in rework costs or further monitoring to assess whether what's built is safe and suitable.	Unlikely	Minor	2	£0.00	N	* Informally monitor on street as work begins to complete to identify any potential changes whilst the contractor is on-site * Ensure the planned monitoring feeds directly into design reviews	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	In a similar vein to R17, if issues are identified by monitoring and/ or any future road safety audits, these may require extra resource to fix.	
Page 91	R19	5	(10) Physical	Extra scheme monitoring being required due to unforeseen impacts	Should the implemented measures cause any type of unforeseen impacts (changes in traffic patterns, pedestrian behaviour, pollution levels, etc), the monitoring strategy may need changing and therefore extra resource may be need to account for this.	Unlikely	Minor	2	£0.00	N	* If external consultants are used, request that schedule of rates for any possible extra tasks are included.	£0.00	Rare	Minor	£0.00	1	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	Similarly to R18, if extra monitoring is required for any reason, extra resource may be needed to boost it's scope.
R20	5	(10) Physical	Extra Maintenance being required or measures being required for longer than expected	Current plans include allocations for maintenance and for the measures to be in place for a given amount of time (approx. until the end of the year). Should there be additional maintenance or it becomes necessary for measures to be in place for longer, extra costs will be incurred to facilitate this.	Possible	Serious	6	£0.00	N	* Monitor the usefulness of measures throughout their lifespan to constantly assess their impacts on social distancing. Its possible that those that aren't as effective could be removed and the resource directed elsewhere. * Should the equipment used be found to not be cost effective in terms of on-going maintenance, consider other products that lower this cost * Monitor what other local authorities are doing and share best practice wherever possible.	£0.00	Possible	Minor	£0.00	3	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	Whilst its been considered that implementation of these COVID-19 measures could be treated like a long-term temporary event in highway terms like the 2012 Olympics, the situation the City sees itself in is still unprecedented. Therefore its very difficult to know and predict how much work will be required to maintain the network of measures being planned, and how much the total end cost may be. However, £10k per month for JB Riney to maintain the measures has been estimated at this early stage.	
R21	5	(10) Physical	Unexpected or unplanned user behaviour results in the City requiring marshalling and/ or enforcement in and around the measures.	Extra costs would be incurred if additional resource was required to marshal and enforce the temporary measures.	Possible	Minor	3	£0.00	N	* Ensure that the comms related to the measures is strong and clear in its message to all stakeholders * Assess whether city occupiers can also promote the City's work and message through their comms channels.	£0.00	Unlikely	Minor	£0.00	2	£0.00	N/A	26/05/20	Bruce McVean, Strategic Transportation	Leah Coburn, City Transportation	Its very difficult at this point in time to assess how users will react to the measures, and its likely that there will be many contributing factors to this. Many of these will also be outside of the City's control. Therefore, should it be required, approx. £8k per month has been estimated for providing marshalling and enforcement services should they be	
								£0.00			£0.00			£0.00		£0.00						
								£0.00			£0.00			£0.00		£0.00						
								£0.00			£0.00			£0.00		£0.00						
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Proposed Phase 1



- No access except cycles and to off-street premises
- More space for walking & cycling
- More space for walking & cycling (existing Bank restrictions retained)
- Convert to one-way working with contra-flow cycling
- Existing 2-way to remain
- Point closure to through traffic
- Bus diversion routes

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Key Issues and considerations

Fleet Street, Ludgate Hill, St Paul's Churchyard, Cannon Street, Queen Victoria Street, Eastcheap & Great Tower Street.

- The proposal along this corridor will remove carriageway space and reallocate it to pedestrians and cyclists. This may affect capacity along the route. Additionally, with the bus and cycle only proposal in Newgate Street, additional traffic will be diverted onto this corridor.
- Along Fleet St, St Paul's Churchyard and Queen Victoria Street, it will mean the removal of the bus lane which could reduce bus priority/increase bus journey times.
- Along Eastcheap and Great Tower Street, waiting, loading and parking spaces may need to be amended or removed to allow more space to be reallocated.

Holborn Viaduct & Newgate Street.

- The proposed no vehicles except buses and cycles restriction on Newgate Street will remove through traffic from this corridor and divert general traffic of which most will use the Fleet Street / Ludgate Hill / St Paul's Churchyard / Cannon Street corridor. The impacts of this is will need to be monitored. Access to premises will be maintained.
- The proposal will significantly improve bus and cycle priority.

Chancery Lane.

- The proposed closure will remove through traffic from using this street. However, as access is maintained either directly from Chancery Lane or via nearby routes, the impacts of the closure is not anticipated to be significant. The volume of traffic diverted to other routes is also not anticipated to be significant as it is used mostly as a local access street.

King Street, Queen Street, Gresham Street, Lothbury, Bartholomew Lane and Moorgate (south).

- The proposed one-way system will remove a significant amount of traffic away from the Bank area. However, motor vehicle access will still be maintained via Gresham Street, Cannon Street or Threadneedle Street to the east. Outside of the 7am – 7pm Monday to Friday, access through the Bank junction will be available from most directions.
- The introduction of the one-way system will allow more, and safer spaces to be allocated for people walking and cycling. However, provisions for loading servicing, drop of and pick may need to be accommodated where possible.
- Provisions for cyclists will be greatly improved as contra-flow cycling will be incorporated on all one-way sections.
- Bus priority along Moorgate would also be significantly improved as buses will be permitted to travel southbound, while general traffic will be prohibited.

Cheapside, Poultry, Eldon Street, Blomfield Street, Moorfields, Lime Street, Cullum Street and Liverpool St.

- The proposals in these streets is intended to remove through traffic during the operational hours. Access to off-street premises will be permitted as well as for loading (Moorfields), buses (Eldon St and Bloomfield St) and taxis

(Liverpool St) to others streets where necessary. This will provide safer streets for walking and cycling. It may also be necessary to remove or reallocate parking, waiting and loading provisions but where possible spaces for servicing will need to be considered to cater for local occupiers that do not benefit from off-street facilities.

Old Jewry.

- At the southern end of Old Jewry, the footways are very narrow and has very high pedestrian density. The previous proposal did not go far enough to provide safer spaces for pedestrians. This proposal to close off the southern section to motor vehicles will therefore allow a much safer space for people walking and cycling. The northern section will be converted to two way enable access/egress from/to Gresham Street.

Dukes Place, Bevis Marks, Camomile Street, Houndsditch, Outwich Street, Aldgate, Aldgate High Street, Fenchurch Street Jewry Street and Crutched Friars.

- The proposal in these streets is to reallocate more space for walking and improve cycling wherever possible. To achieve this, it may be necessary to remove parking bays and places for loading and servicing. To ensure local needs are accommodated, it will be necessary to consider alternative provisions wherever possible.

Cooper's Row.

- The proposal to introduce an advisory 5mph speed limit with pedestrian priority signs should allow a much safer space for people walking and cycling.

King William Street.

- With the Bank restrictions and the Phase 1 no access into Lombard Street, King William Street is effectively used only as a local serving street (except for buses and cycles). The proposal to restrict access for this purpose would therefore make this clearer to motorists. Additionally, HGV's should be discouraged to enter, as turning around to exit would be challenging.

Devonshire Row, Devonshire Square, Cutler Street and White Kennett Street.

- The proposal to close White Kennett Street will remove a large proportion of motor vehicles using these streets, thereby providing safer spaces for walking and cycling. Access, parking and loading can still take place, but local diversions will be necessary.
- For access to Harrow Place, it will be necessary to convert a section of Middlesex Street to two-way so that access can be made via a short diversion via Stoney Lane and Gravel Lane. Access will need to be reconsidered when the Middlesex Street market is re-opened. This could include suspending the closure of White Kennett Street during market hours.

Charterhouse Street and Carthusian Street.

- The proposal will retain the current temporary one-way eastbound arrangement but modified to enable contra-flow cycling.
- To reallocate more space for pedestrians, it may be necessary to remove or reduce parking and loading may be reduced.
- These changes will be dependent on the development programme.

Committee(s): Policy and Resources Committee - For decision	Date(s): 11 June 2020
Subject: Aldgate Connect BID	Public
Report of: City Surveyor and Director, Built Environment	For Decision
Report author: Simon McGinn	

Summary

This report seeks your agreement to nominate a Member representative to sit on the Aldgate Connect Board.

The Aldgate Connect Business Improvement District (BID) was approved at ballot in February 2020, following the City Corporation's approval of the BID Proposal in September 2019. Day-to-day running of the BID has been delegated to the City Surveyor and the approved Heads of Terms for a Memorandum of Understanding provide for a Member representative to sit on the Board.

There are three Wards that sit within the footprint of the BID boundary: Portsoken, Tower, and Aldgate. Following a request to all Members within these Wards, three have put themselves forward for consideration, one from each of the Wards:

- Anne Fairweather – Tower
- Henry Jones – Portsoken
- Hugh Morris – Aldgate

Recommendation(s)

Members are asked to:

- Nominate a Member representative to sit on the Aldgate Connect Board for the five-year term of the BID.

Main Report

Background

1. The Aldgate Connect Business Improvement District was approved at ballot in February 2020, following your approval of the BID Proposal in September 2019. The City Corporation is the BID Proposer for that part of the BID falling within the City of London boundary and requires a Member representative to sit on the Board to inform decisions relating to the implementation of the BID Proposal.

2. Day-to-day running of the BID has been delegated to the City Surveyor. Heads of terms for a Memorandum of Understanding was approved for documentation to include a Member representative to sit on the Board.
3. There are three Wards that sit within the footprint of the BID boundary Portsoken, Tower and Aldgate. Following a request to all Members within these Wards, three have put themselves forward for consideration, one from each of the Wards:
 - Anne Fairweather – Tower
 - Henry Jones – Portsoken
 - Hugh Morris – Aldgate

Supporting statements in respect of each of the nominations are attached at Appendix 1.

4. BIDs are elected for a five-year term directly by businesses with a view to represent the business community in taking forward themes that are set out in the BID Proposal. Aldgate Connect BID is a cross-borough boundary BID located partly in the City of London and partly within the London Borough of Tower Hamlets. The London Borough of Tower Hamlets will also nominate a Member representative to sit on the Board. The Board will meet quarterly and agree spending priorities in accordance with each of the themes. The themes identified in the BID Proposal are as follows:

An Appealing Area:

Project specifics for the City BID will include supporting regeneration activities such as the joint Petticoat Lane and Middlesex Street improvement strategy; engaging with TfL and stakeholders for infrastructure improvements to both stations; air quality schemes and support for EV charging points; to look at enhancing street signage and information given to businesses to improve wayfinding; and developing projects to provide green infrastructure to the area

A Welcoming Area:

Project specifics for the City BID will include concierge style ambassadors; to grow and improve the Absolutely Aldgate destination brand; to develop bespoke marketing collateral and campaigns to showcase the Aldgate area as a destination; to grow and build on the successful Aldgate loyalty card; to assist in growing both the existing event programmes, such as continued funding for the City's Aldgate Square event officer position, and to grow new word class annual event programmes for the existing community as well as the businesses

A Protected Area:

Project specifics for the City BID include facilitating advice and training to businesses to inform on issues such as counter terrorism, business continuity, fraud and economic and cybercrime; to work with partners and stakeholders on socio economic issues such as homelessness; support existing projects such as Safety First Awards; and to look towards joint initiatives such as achieving purple flag for the early evening and night time economy

A Stronger area:

Project specifics for the City BID include developing a small business network; hosting corporate networking, business skills enhancement, B2B mentoring, seminars and training workshops; developing corporate social responsibility schemes and campaigns to support local initiatives; raise awareness of apprenticeships and works place brokerage schemes; and supporting all sectors particularly SMEs by working with landlords on the agenda to provide low cost accelerator space.

Options

5. One option could be to rotate the Member representative throughout the five-year term, so as to allow for all Members who have put themselves forward to serve for a period.
6. The other option would be to agree a single Member representative for the full five-year term, as has been the case for the Cheapside Business Alliance. It is considered that, in terms of familiarity and continuity with the Board and emerging delivery plans, it would be most appropriate to have a single representative agreed for the five-year term of the BID
7. It should be noted that it would not be possible to increase the number of City Corporation representatives to allow all those who have expressed an interest to sit on the Board at once, due to the need to have a balanced representation from both sides of the cross-borough BID and to ensure the Board is a manageable size. Tower Hamlets has confirmed it will be putting forward one Councillor to sit on the Board.

Proposals

8. That a Member representative be nominated from those that have expressed interest to represent the City Corporation for the full five-year term of the BID.

Conclusion

9. As BID Proposer it is necessary for the City Corporation to have Member representation on the Board. BIDs are focussed specifically on supporting the needs of businesses within the footprint of the BID boundary. The four themes identified within the BID Proposal seek to support business needs whilst supporting the development of the wider Aldgate community. For continuity purposes, it is considered the Member representative should be agreed for the full five-year term of the BID

Appendices

- Appendix 1 - Supporting statements

Simon McGinn

CPAT Manager, City Surveyors Department

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Supporting statements

Deputy Hugh Morris, Aldgate Ward

I have had the honour to represent Aldgate Ward for the last 11 years, the last 2 years as Deputy. During that time, the Ward had changed dramatically with a number of significant new developments completed and with more planned. The establishment of the Connect BID for the eastern section of the Ward, together with our neighbours in Portsoken and beyond, represents the next exciting evolution for Aldgate. During my time on Common Council, I have engaged with businesses and residents in the Ward to ensure that their voice is heard in Guildhall and beyond. I work in premises adjacent to the Ward (in Mincing Lane - when we are in the office) and Aldgate is on my doorstep every day. I would be delighted to become the Aldgate Member representative on the BID board.

Anne Fairweather, Tower Ward

I have attended many meetings of the Aldgate Partnership and am keen to continue my involvement as this evolves into the BID. Given the BID is about bringing together the business voice and many businesses in Tower ward are part of the BID I would appreciate support to join the BID board.

Deputy Henry Jones, Portsoken Ward

I been involved with a The Aldgate Partnership from the outset and given it my full support. I was the only Member invited to the count and celebrations afterwards.

I was born, bred and my family have had business in Aldgate and Leman Street for generations. I have strong links with both St. Botolphs Aldgate and English Martyrs Prescott Street which goes back generations. I also have very strong links with Sir John Cass School. I have worked very closely with the Chairman and Vice Chair on a number of projects in the LBTH area.

Finally, I am Co-Chair of Petticoat Lane Regeneration, which is a cross border committee with CoL and LBTH.

Committee:	Date:
Policy & Resources Committee	11 June 2020
Subject: Decisions taken under delegated authority or urgency powers	Public
Report of: Town Clerk	For Information
Report Author: Greg Moore	

Summary

This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a) and 41(b) since the last meeting.

Recommendation

That Members note the action taken since the last meeting of the Committee.

Main Report

1. Since the last meeting of the Committee, approval was given to two matters under urgency procedures or delegated authority arrangements, pursuant to Standing Order No. 41, as follows:-

British Foreign Policy Group

2. At the informal meeting of Members of the Policy & Resources Committee on 16 April 2020, the Remembrancer advised of an early approach from the British Foreign Policy Group (BFPG) with reference to potential support to enable it to continue to operate over the coming months. Whilst the final details of the approach were not yet known, Members were supportive of the request in-principle and noted that a formal urgency request could be forthcoming.
3. The BFGP provides valuable access to government departments through its membership and involvement in the formulation of government policy. The BFPG's work is of particular importance in light of the Integrated Review of foreign policy, defence, security and international development announced by the Prime Minister on 20 February this year, the most fundamental such review since the end of the Cold War. It is understood that the review is continuing but will now take into account the new challenges arising as a result of the Coronavirus epidemic.

4. The BFPG invited the City's consideration for assistance in two respects. Firstly, a contribution to their administrative costs, to encourage other stakeholders to contribute and to enable them to restart activities previously planned. Second, they were keen to initiate a research project, involving consultation across a range of sectors and industries (including virtual stakeholder events), to present constructive ideas for London's recovery as economic activity returns, to make the case for London as 'gateway' both to and from Europe, and, more broadly, to make the case for ensuring the direction of travel in the Integrated Review leans towards openness.
5. Further discussions with the BFPG helped to clarify the quantum of support that was required and the BFPG indicated that an urgent decision would be beneficial as they were currently unable to undertake any activities whilst staff were furloughed. This funding was to directly support the un-furloughing of staff and allow the BFPG to progress the various projects of influence and advocacy identified as priorities - including ensuring that soft power is made a central consideration in COVID-19 recovery planning and the aforementioned Integrated Review.
6. PIF funding was sought in response to the final request. Following approval under urgency, a sum of £35,000 has been made available as a contribution of £20,000 to the group's administrative costs and £15,000 towards the research project costs, subject the scope of the project being further defined to the Corporation's satisfaction. The remaining PIF balance, following this approval, stands at £1,015k.

City Streets: Transportation response to support Covid-19 recovery

7. In response to the Covid-19 pandemic, Her Majesty's Government introduced movement restrictions from 23 March. Subsequently, on 10 May, the Prime Minister outlined steps for a staged easing of these restrictions (although requirements for people to work from home where possible, and to practice social distancing, remain in place).
8. Whilst most people who work in the City can work from home, it is likely that some will begin travelling to work over the coming weeks. In the City context, any meaningful return to the workplace will need to be primarily by walking, cycling and public transport. Public transport demand will need to be managed to support social distancing. Space for car parking is extremely limited and an increase in the number of people using cars, taxis and private hire vehicles to commute is likely to lead to congestion, as well as increased air pollution and road danger.
9. On many of the City's streets, pavements are too narrow to maintain safe social distancing and in some existing arrangements could be a danger to the public. Significant care and thought, therefore, needed to be given to facilitate the easing of restrictions and the return to the office of City workers.
10. The Planning and Transportation Committee, therefore, gave consideration to the City Corporation's transport response and agreed two programmes of activity to deliver this response:

- On-street change, to provide additional space for people walking and cycling. These will first be installed using signs, lines and barriers to allow for easy adaptation if required.
 - Measures to support businesses, manage travel demand, and encourage travel on foot, by cycle and on public transport.
11. On-street measures would include:
- Timed closures to motor vehicles (24/7 or 7am – 7pm, where necessary allowing limited access to premises for essential vehicles).
 - Reallocation of carriageway to space for walking, queueing and cycling and providing priority for buses.
 - Point closures or other changes in operation (e.g. switching to one-way).
12. The first phase of delivery implementation was to cover the following areas:
- Cannon Street between Queen Victoria Street and Monument junction
 - Cheapside and Poultry
 - Old Jewry and Coleman Street
 - Lombard Street
 - Leadenhall Street and St Mary Axe
 - Threadneedle Street and Old Broad Street
13. These streets had been selected on the basis of pedestrian flows, pavement width, cycling demand and connections to destinations, retail and transport hubs.
14. Subject to approval and agreement with TfL, it was intended to begin delivery in the weekend of 30/31 May, so as to ensure the necessary changes to streets could be delivered in advance of a significant return of workers to the City.
15. Following the Planning & Transportation Committee’s approval of the proposals and, in view of the urgency and in the absence of a Policy & Resources Committee meeting, the views of the Resource Allocation Sub-Committee (as the reference sub-committee of Policy & Resources) were also sought, to facilitate Member input and scrutiny. Following endorsement by Resource Allocation Sub-Committee on 27 May, the formal approval of the Policy & Resources Committee was sought and obtained under urgency procedures with reference to the objectives and delivery measures of the transportation response to CoVID-19 recovery.

Background Papers

16. Background papers for Members are available on request.

Contact:

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