



Community & Children's Services Committee

Date: FRIDAY, 29 JANUARY 2021

Time: ****2.00 pm ** PLEASE NOTE START TIME: VIRTUAL TEAMS MEETING**

Members:

Randall Anderson (Chairman)	Alderman Alastair King
Ruby Sayed (Deputy Chairman)	Natasha Maria Cabrera Lloyd-Owen
George Abrahams	Alderman Bronek Masojada
Munsur Ali	Deputy Catherine McGuinness
Matthew Bell	Benjamin Murphy
Peter Bennett	Deputy Joyce Nash
Mark Bostock	Dhruv Patel
Deputy Keith Bottomley	Susan Pearson
Tijs Broeke	William Pimlott
Mary Durcan	Henrika Priest
Helen Fentimen	Jason Pritchard
John Fletcher	Deputy Elizabeth Rogula
Marianne Fredericks	James de Sausmarez
Alderman David Graves	Sir Michael Snyder
Caroline Haines	Deputy Philip Woodhouse
The Revd Stephen Haines	Dawn Wright
Graeme Harrower	
Sheriff Christopher Hayward	
Deputy Jamie Ingham Clark	

Co-opted Members: Laura Jørgensen and Matt Piper

Enquiries: julie.mayer@cityoflondon.gov.uk

Accessing the virtual public meeting

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

<https://youtu.be/vCwFctINDuQ>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Reports

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the public minutes and non-public summary of the meeting held on 11th December 2020.

For Decision
(Pages 1 - 12)
4. **OUTSTANDING ACTIONS**
The Committee is asked to note its outstanding actions list.

For Information
(Pages 13 - 20)
5. **TO ELECT A NEW MEMBER TO THE HOUSING MANAGEMENT AND ALMSHOUSES SUB COMMITTEE**
Town Clerk to be heard.

For Decision
6. **ANNUAL REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE**
Report of the Town Clerk.

For Decision
(Pages 21 - 22)
7. **PRESENTATION FROM CITY CONNECTIONS**

For Information
8. **SUPPORT TO INFORMAL CARERS**
Report of the Director of Community and Children's Services.

For Information
(Pages 23 - 44)
9. **DRAFT COMMUNITY AND CHILDREN'S SERVICES BUSINESS PLAN FOR 2021/22**
Report of the Director of Community and Children's Services.

For Decision
(Pages 45 - 52)
10. **DEPARTMENTAL BUDGET ESTIMATES COMMUNITY AND CHILDREN'S SERVICES EXCLUDING HRA**
Report of the Chamberlain and the Director of Community and Children's Services.

For Decision
(Pages 53 - 66)

11. **HOUSING REVENUE ACCOUNT (HRA) AND CAPITAL BUDGETS 2021/22**
Report of the Chamberlain and the Director of Community and Children's Services.
For Decision
(Pages 67 - 74)
12. **GOLDEN LANE AREA LIGHTING AND ACCESSIBILITY GATEWAY 1-4 PROJECT PROPOSAL & OPTIONS APPRAISAL**
Report of the Director of Community and Children's Services.
For Decision
(Pages 75 - 100)
13. **COVID-19 UPDATE**
Directors of Community and Children's Services and Public Health to be heard.
For Information
14. **COVID-19 WORKING PARTY UPDATE**
Chairman to be heard.
For Information
15. **IMPLEMENTATION OF LATERAL FLOW TESTING IN THE CITY OF LONDON**
Report of the Director of Community and Children's Services.
For Information
(Pages 101 - 104)
16. **BARBICAN AND GOLDEN LANE CONSERVATION AREA CHARACTER SUMMARY AND MANAGEMENT STRATEGY - DRAFT SUPPLEMENTARY PLANNING DOCUMENT**
Report of the Director of the Built Environment.
The appendices to this report are very large and will therefore form part of a supplementary pack for Members. They are also available to view on the following link:
<http://democracy.cityoflondon.gov.uk/ieListDocuments.aspx?CId=153&MId=20306&Ver=4>
For Decision
(Pages 105 - 108)
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
19. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.
For Decision

Part 2 - Non-Public Reports

20. **NON-PUBLIC MINUTES**
To approve the public minutes of the meeting held on 11 December 2020.
For Decision
(Pages 109 - 110)
21. **INTERIM ASSESSMENT CENTRE FOR ROUGH SLEEPERS: GATEWAY 1-5
AUTHORITY TO START WORK**
Report of the Director of Community and Children's Services.
For Decision
(Pages 111 - 142)
22. **LEASE FOR COVID-19 RELATED HOMELESS ACCOMMODATION**
Report of the Director of Community and Children's Services.
For Decision
(Pages 143 - 146)
23. **HOUSING DELIVERY PROGRAMME - PROGRESS REPORT**
Report of the Director of Community and Children's Services.
For Information
(Pages 147 - 156)
24. **REPORT OF ACTION TAKEN**
Report of the Town Clerk.
For Information
(Pages 157 - 158)
25. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE
COMMITTEE**
26. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND
WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE
PUBLIC ARE EXCLUDED**

COMMUNITY & CHILDREN'S SERVICES COMMITTEE

Friday, 11 December 2020

Minutes of the meeting streamed to <https://youtu.be/ltPkRBgc7p8> at 11 am

Present

Members:

Randall Anderson (Chairman)	Graeme Harrower
George Abrahams	Sheriff Christopher Hayward
Munsur Ali	Natasha Maria Cabrera Lloyd-Owen
Matthew Bell	Deputy Catherine McGuinness
Peter Bennett	Susan Pearson
Mark Bostock	William Pimlott
Deputy Keith Bottomley	Jason Pritchard
Tijs Broeke	Deputy Elizabeth Rogula
Mary Durcan	James de Sausmarez
Helen Fentimen	Sir Michael Snyder
Marianne Fredericks	Deputy Philip Woodhouse
Alderman David Graves	Dawn Wright

Officers:

Andrew Carter	- Director of Community and Children's Services
Dr Sandra Husbands	- Director of Public Health, City and Hackney
Simon Cribbens	- Community and Children's Services Department
Paul Murtagh	- Community and Children's Services Department
Chris Pelham	- Community and Children's Services
Gerald Mehrtens	- Community and Children's Services
Will Norman	- Community and Children's Services
Theresa Shortland	- Community and Children's Services
Ellie Ward	- Community and Children's Services
Julie Fittock	- City Surveyor's Department
Andrew Shorten	- City Surveyor's Department
Ola Obadara	- City Surveyor's Department
Mark Jarvis	- Chamberlain's Department
Chandni Tanna	- Town Clerks, Communications Department
Julie Mayer	- Town Clerks
Rhiannon Leary	- Town Clerks
Ellen Wentworth	- Chamberlains, IT

1. APOLOGIES

Apologies were received from Ruby Sayed, John Fletcher, the Revd. Stephen Haines, Caroline Haines, Deputy Jamie Ingham Clark, Alderman Alastair King, Alderman Bronek Masojada, Benjamin Murphy, Deputy Joyce Nash, Dhruv Patel, Henrika Priest, Laura Jørgensen and Matt Piper.

The Chairman opened the meeting by welcoming the new Members to the Committee and thanked officers and volunteers for their hard work during this challenging year.

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 6th November 2020 be approved.

Matters arising

A Member commented on the length of the previous meeting and made the following suggestions:

- a) Items for decision and/or likely to generate a lot of debate should be put on agendas as early as possible, whilst the majority of Members are still present. There should be no need for officers to present reports; they would have been read and this would save time at meetings.
- b) Standing Orders provided for the use of Motions at Committee and, whilst those of a complex or technical nature should be presented to officers or the Chairman before the meeting, there should be an expectation that some might arise from the discussion. Such Motions should then be voted on in the meeting, when put, and not taken away in part and dealt with after the Committee.
- c) Whilst not directed towards the Chairman of this Committee, over the past few weeks, there had been a tendency for some Chairmen to ask Members to submit questions in advance and to speak only once, in order to save time in meetings. The Member expressed a personal view in that the City Corporation was lacking in democracy and was concerned at this being further eroded by a perceived attempt to stop Members from expressing views which might challenge the leadership.

Sheriff Christopher Hayward, a new Member of this Committee, asked to go on record that, whilst he broadly supported the suggestions concerning process and efficiency of meetings, he asked to be publicly disassociated from the comment about the City of London Corporation lacking democracy. The Sheriff challenged this view as the City of London Corporation had some 125 Independent Members, with the exception of a few who stood under a party ticket at the last election.

Whilst accepting some of the above suggestions, the Chairman felt that that it would have been courteous to give notice in advance of the Motion put at the last Committee, in respect of establishing a Covid-19 Working Party, and challenged whether this had actually arisen from a discussion at the meeting.

A Member also commented on the use of marking items on agendas, which were not for discussion at Committee, and it was noted that this approach had been rejected by the Establishment Committee.

There were further comments about the need to be respectful of both Officers and Members, as some are able to articulate more quickly than others, and those who struggle to do so might have a hidden disability.

4. **OUTSTANDING ACTIONS**

The Committee received its Outstanding Actions list.

5. **UPDATE FROM THE COVID-19 RESPONSE TO CONSULTATION WORKING PARTY**

The Chairman advised that the Working Party, established under Motion at the last Committee, had met twice since the last meeting; the first meeting had discussed organisation, terms of reference and agenda planning and the second had robustly debated volunteering and support for volunteers. Members noted that meetings would be scheduled at 2 weekly intervals, throughout the Winter and into early Spring. Members noted that unpaid carers would have a representative on the Working Party but due to time pressures, the representative would only attend meetings when this item was on the agenda.

Covid-19 regular update

The Director of Public Health provided an overview on the City of London and North East London cases. Members noted the significant increase in cases over past week and how the City's small resident population could lead to fluctuations. However, the Director advised that this data was still meaningful, as it was reflected in the Department of Health and Social Care assessments.

Members noted the strong possibility of London moving into Tier-3 the following week and that Hackney was doing slightly better than the rest of North East London. Over the past two weeks, the Public Health Team had focussed on the frequency and intensity of communications across North East London, mass testing of secondary school pupils and staff (to take place before Christmas), increasing asymptomatic testing and intensifying contact tracing. It was noted that infection rates in City schools was not as high as in the rest of London.

In terms of the vaccination roll out, Members noted that the Neaman Practice would not be a vaccination hub but the first one, at the Elsdale Street Surgery, would start vaccinating the following week, with another coming on board shortly. The Director of Public Health explained the logistic challenges in transporting and storing the vaccine but priority groups were likely to be able to receive the vaccine at home soon. The Chairman advised that, the previous day, the NHS Trust had confirmed that transport would be provided for the over 80's with mobility issues.

During the discussion and questions, the following points were noted:

- a. The NHS was in charge of the plans to roll out the vaccination, with the local authorities providing support in terms of prioritising those receiving social care. Currently, the whole of North East London did not have the extreme cold storage units required and this had been raised at the Infection and Prevention Control Group. The NHS were looking to expand the hub hospitals and this might include Barts Hospital.
- b. People who tested positive were required to put their residential postcode into the system and this would be reconciled with their NHS data. It was also noted that the Public Health Team received exceedance reports showing the postcodes of test results and were confident of the results being representative of City residents and not commuters.
- c. The guidelines had been strengthened to include 15 minutes of observation following vaccination. Those with a history of severe allergic reactions to anything and requiring adrenaline injections, have been advised not to receive the COVID-19 vaccine. Patients must also have a detailed allergy history taken before being vaccinated.
- d. The Public Health Team were working with universities to support them in testing students in City-based accommodation, before they go home for the holidays. It was currently unclear as to how they would be tested before they returned, since they would be scattered across the UK, but this was a nationwide issue and would therefore be discussed further with University and Public Health colleagues.

6. **SUPPORTING EUROPEAN UNION (EU) NATIONALS WITH NO RECOURSE TO PUBLIC FUNDS**

The Committee considered a report of the Director of Community and Children's Services which identified the impact of EU Exit on rough sleeping in the City of London from 31 January 2020.

During the discussion and questions on this item, the following points were noted :

- a) The Homelessness and Rough Sleeping team worked with specialist partner organisations, who had the necessary language skills and connections in host countries. A reconnection would not be made unless the client had a home there and an assurance that their support needs would be met and was driven by the client's wishes and circumstances.
- b) There was concern expressed about the last Home Office regime which had led to a Judicial Review and whether short term accommodation offers were linked to supported reconnections. Given that the new guidance due in mid-January would also be Judicially Reviewed, then a decision might be

premature. It was noted that both the GLA and the London Boroughs of Islington and Haringey were currently refusing to co-operate.

- c) The officers were in weekly discussions at a Plan London Level. It was noted that the GLA commissioned 'CHAIN' homelessness/rough sleeping data, which was used for reporting to this committee and the outreach groups also reported into it. However, this was not shared with the Home Office.
- d) The Officer stressed the difference between supported reconnection, which would be at the Client's wishes and the City Corporation being confident that their intervention would improve the quality of their journey and reduce the likelihood of them returning to UK, without work or accommodation, and voluntary returns or deportation orders. Short term accommodation offers can improve the logistics before a supported return but they were not dependant on it.
- e) The Chairman stressed that we were unable to spend rough sleeping grant funding on those without recourse to public funds. This report was seeking to achieve the maximum assistance we could offer but was not tied to Home Office reporting or deportation. A client would be asked to provide formal ID in order to determine the best way to assist them but if they did not engage, this placed the City Corporation in a difficult position. The Chairman of the Homelessness and Rough Sleeping Sub Committee advised that this report had received thorough scrutiny at the last meeting of the Sub Committee. Given that clients often experienced difficulties in producing documentation, more time had been requested for those applying for settled status.
- f) It was suggested that we look to private or charitable funding for those falling unemployed as a result of the hospitality trade being hit so hard by the pandemic and officers were being as creative as possible.
- g) Counsel had been instructed in terms of the changes to the Immigration Act and EU Exit and a presentation was being drafted for use by housing workers and this would also be available for members.
- h) Whilst the Chairman supported the work of officers in continuing to research the actions being taken by other boroughs, he stressed that it was necessary to move forward and take a decision today. Officers required a framework to work towards in order to get as many clients onto the settled scheme as possible. The Chairmen of both the Community and Children's Services and Homelessness and Rough Sleeping Sub Committee urged Members to agree this report, in principle, and then to work towards its refinement as more information emerged from the Government.

Three Members expressed concerns at the short-term accommodation offers being linked to supported reconnection and felt that the Committee should await Counsel's opinion before taking a decision. Natasha Lloyd-Owen, Helen Fentimen and William Pimlott therefore asked for their dissent to be recorded to the resolution, as set out below.

RESOLVED, that – the recommended course of action set out in the report, which focusses on extending the recommended course of action, which focuses on extending the current approach to supported reconnection, be approved.

7. **SUPPORTING DIGITAL INCLUSION**

The Committee considered a report of the Director of Community and Children's Services which set out the need and ambition to tackle digital exclusion among some who live in the Square Mile.

Members noted that, since the report had been drafted, the officer had been in touch with an organisation, in receipt of a City of London Corporation charitable grant, in respect of delivering recycled and refurbished equipment to those on low incomes. Additionally, young people not in work would receive training and be paid London Living Wage to undertake the recycling work. Members noted that the bid would provide 150 recycled pcs, laptops or tablets and funding currently available was £85,000. The Chairman of the Committee, also Chairman of the Digital Services Sub Committee, advised that he had enquired as to whether City Corporation equipment, due for upgrading, could be diverted into this project.

Although the timescale would be driven by the partners' processes they were keen to start work and as soon as a proposal was ready it would come to the Committee, as they would need to approve the funding in their role as Trustees. Committee Member, Mary Durcan had been fund raising for tablets for a school in Hackney, so far they had 80, and thanked Members for their support and generosity.

RESOLVED, That:

1. The current activity in place to support digital inclusion for City residents be noted.
2. The approach proposed to deliver a targeted digital inclusion project be approved.

8. **GEORGE ELLISTON AND ERIK WILKINS HOUSES REFURBISHMENT - GATEWAY 2 - PROJECT PROPOSAL**

The Committee considered a report of the Director of Community and Children's services in respect of the whole building refurbishment of George Elliston and Eric Wilkins Houses including windows, roofs, insulation, lifts, internal communal areas, brickwork repairs, water tanks, etc.

Members noted the potential for tapping into Green New Deal Government Funding and hoped that the 2 blocks would benefit in terms of external wall insulation, communal heating systems and solar panels, which could be used across all the HRA Estates. Members were also supportive of a move away from gas boilers to heat pumps which have a considerably lower carbon footprint.

RESOLVED, that –

1. A budget of £200,000 be approved to cover fees and staff costs to reach the next gateway (£150,000 for consultant fees and £50,000 for staff costs).
2. The total estimated cost of the project at £3,706,200 (excluding risk) be noted
3. It be noted that no Costed Risk Provision is required and the risk register in appendix 2 to the report also be noted.

9. HOLIDAY MEAL SUPPORT TO CITY OF LONDON SPONSORED ACADEMIES

The Committee received a report of the Director of Community and Children's Services, in respect of the provision of food vouchers to the families of pupils attending City of London sponsored academies, pupils attending the Aldgate School, and City resident children attending other schools who are eligible for free school meals over school holiday periods. Members were asked to consider this report alongside item 13 on today's agenda.

RESOLVED, it be noted that:

1. The City Corporation will review the allocation and distribution requirements to implement the Government Schemes as a Local Authority, which is likely to require additional administrative resource to support the children who will benefit.
2. Financial modelling has been conducted on support to families of pupils in City sponsored academies.

10. CITY OF LONDON JOINT HEALTH AND WELLBEING STRATEGY REFRESH - UPDATE AND ENGAGEMENT

The Committee received a report of the Director of Community and Children's Services in respect of the City of London Joint Health and Wellbeing Strategy (JHWBS), which must be refreshed for 2021–24.

This report updated Members on the work undertaken to date on developing this strategy, and they were invited to make recommendations on engagement. Members noted that the new Covid-19 Response to Consultation Working Party, referred to above, had a strong focus on improved communications.

RESOLVED, that – the progress made on developing the 2021–24 JHWBS be noted.

11. BARBICAN AND COMMUNITY LIBRARIES - EXEMPTIONS FOR SERVICE DURING THE SECOND LOCKDOWN

The Committee received a report of the Director of Community and Children's Services in respect of the regulations governing the second national lockdown for English Public Libraries. Members noted that Libraries can stay open for normal business, including pc use, regardless of what tier we are in, provided they are Covid safe and subject to local agreement. The City libraries had

implemented a new select and collect service for the second lockdown within two days. A large number of compliments were listed in the report and Members thanked the Head of Barbican and Community Libraries and her staff for their hard work this year.

RESOLVED, that – the report be noted.

12. **RESOLUTION FROM THE HEALTH AND SOCIAL CARE SCRUTINY COMMITTEE (HSCSC)**

The Committee received a Resolution from the Health and Social Care Scrutiny Committee, which had met on 3rd November 2020, in response to an update from the Head of Podiatric Medicine, Homerton University Hospital NHS Foundation Trust, and the Clinical Commissioning Group representative. The HSCSC had asked that, since the matters raised were more social care than health care matters, the Community and Children's Services Committee be asked to explore what opportunities and additional funds could be made available to fill the gap in the service. The Assistant Director had spoken to Hoxton Health and encouraged them to make a bid to the City of London Corporation's Stronger Communities Grant to provide foot care services free for those on low incomes.

RESOLVED, that the Resolution and suggestion, as set out above, be noted.

13. **COVID WINTER GRANT SCHEME - SCHOOL HOLIDAY SUPPORT**

The Committee received a report of the Director of Community and Children's Services in respect of the COVID Winter Grant Scheme, which would provide support to vulnerable households and families with children who have been particularly affected by the COVID-19 pandemic throughout the winter period. Members were asked to consider this report, alongside item 9 on the agenda.

RESOLVED, that – the report be noted.

14. **GOLDEN LANE PLAYGROUND REFURBISHMENT - GATEWAY 6 - OUTCOME REPORT**

The Committee considered a Gateway 6 – Outcome Report of the Director of Community and Children's Services.

RESOLVED, that – the report be noted and the project closed down.

15. **COMMERCIAL TENANTS AND COVID 19 - SUPPORT IN THE DECEMBER QUARTER**

The Committee considered a report of the Director of Community and Children's Services and the City Surveyor in respect of offering support to commercial tenants for the December quarter. The Chairman advised that the commercial tenants provided vital community services and the rental incomes, which are used to maintain the Estates, had been under considerable pressure this year. Members noted two non-public appendices at agenda item 20.

RESOLVED, That –

1. The following be approved:
 - a. Deferment of the full quarter's rent due from 25 December 2020 to 24 March 2021 for all DCCS commercial tenants requesting further support of up to £407,529 (£368,504 HRA and £39,023 City Fund) until 24 March 2021, payable thereafter over 24 equal monthly payments, excepting only those tenants that have already paid or wish to pay the December quarter rent.
 - b. Extension of all approved 12-month repayment plans for DCCS commercial tenants that are due to commence in March 2021, to now be payable in 24 equal monthly payments from March 2021, excepting only those tenants that have already paid or wish to pay this rent, or where their lease expiry falls within the 24 month period (in which case bespoke payment plans will be agreed).
 - c. Note that the above offer to defer and further defer rents be 'automatic' i.e. to take effect only upon request by the relevant tenant and not subject to further case by case analysis, excepting only those tenants that have already paid or wish to pay the rents due from 25 March 2020 to 25 December 2020;
2. It be noted that:
 - a. All tenants are expected to have been billed for the December quarter rental payments, consistent with the advice that all tenants who can pay should pay part or all the rent due.
 - b. The 'case by case analysis' of tenant's financial status and trading position has been suspended until March 2021; at which point recommendations on, non- standard, tenant specific repayment plans for the full year period of rent due from 25 March 2020 until 24 March 2021 will be developed and submitted jointly by the City Surveyor's department and the Chamberlain's department to DCCS and this Committee for approval.

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

In response to a question about the provision of free sanitary products in schools, the Director advised that the City of London schools were part of this rollout and they were also being provided by the new food bank.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

At 12.55 am, Members agreed to waive Standing Order 40 in order to conclude the business on the agenda.

- a) The Chairman of the Homelessness and Rough Sleeping Sub Committee paid tribute to Father Nick at St Katharine's who had been delivering hygiene packages to rough sleepers and vulnerable people across the City and fringe boroughs. So far he had delivered 350 packs and hoped to achieve 1,000. Additionally, the Mitchell Trust was supporting both the City Lodges and Providence Row this Christmas and George Turner (of Just Socks Ltd) a past Livery Master had provided 7 boxes of socks for the lodges and hostels, and for inclusion in Father Nick's packages. The Chairman also commended the Homeless Team for their exceptional work since the start of the pandemic and acknowledged that many of them would be working throughout the Christmas holiday and towards the challenges in the New Year, as set out in agenda item 6.
- b) The Director advised that Healthwatch had produced a very helpful leaflet covering various services' opening hours over the holiday; i.e. - mental health, safeguarding, health provision, and access to support. The City Corporation's Media Team would also add this to the website and it would be included in the weekly residents' newsletter. The Director welcomed further suggestions from Members as to further circulation of this leaflet.
- c) The Chairman advised that the Great Arthur House Appeal would be held in March with each side bearing their own costs.

18. EXCLUSION OF THE PUBLIC

RESOLVED, that - under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

Item No	para no
19 - 24	3

19. NON-PUBLIC MINUTES

RESOLVED, that – the non-public minutes of the meeting held on 6th November 2020 be approved.

20. COMMERCIAL TENANTS AND COVID 19 - SUPPORT IN THE DECEMBER QUARTER

The Committee received two non-public appendices in respect of agenda item 15.

21. SYDENHAM HILL - REQUEST FOR A DELEGATED AUTHORITY

The Committee considered and approved a report of the City Surveyor.

22. ALDGATE (PORTSOKEN) PAVILLION - GATEWAY 6 - OUTCOME REPORT

The Committee considered and approved a report of the City Surveyor.

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

There was one question whilst the public were excluded.

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

There were no items.

The meeting ended at 13.09

Chairman

Contact Officer:
julie.mayer@cityoflondon.gov.uk

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CCS Outstanding Actions

Date added	Title	Action	Responsible Officer and target date	Comments/ Update
11/12/20	SUPPORTING DIGITAL INCLUSION	The Chairman of the Committee, also Chairman of the Digital Services Sub Committee, advised that he had enquired as to whether City Corporation equipment, due for upgrading, could be diverted into this project.	<i>Assistant Director of Commissioning and Partnerships</i>	Dept has engaged with IT to discuss upgrade programme.
11/12/20	SUPPORTING DIGITAL INCLUSION	Although the timescale would be driven by the partners' processes they were keen to start work and as soon as a proposal was ready it would come to the Committee, as they would need to approve the funding in their role as Trustees.	<i>Assistant Director of Commissioning and Partnerships</i>	On-going
06/11/20	OUTSTANDING ACTIONS TRACKER	A report on Internet Access would be presented to the December Committee and include sign posting to charities.	<i>Assistant Director of Commissioning and Partnerships</i>	Completed - Paper on digital inclusion added to the 11th Dec agenda
06/11/20	OUTSTANDING ACTIONS TRACKER	Members asked for the position on the Ralph Perring Centre to be reviewed, so that it could come back into use as soon as possible. Officers advised that this was dependent on which tier we might be in after Lockdown 2.	<i>Assistant Director – Barbican and Property Services</i>	Officers are liaising with Sue Pearson to find an solution that meets the needs of residents and COVID Secure requirements. (On hold due to further lockdown).
06/11/20	PRESENTATION FROM CITY ADVICE	The City of the London Corporation's digital support communication was soon to be released and the Chairman asked if this could align with Tower Hamlets' communications. Officers agreed to liaise and there was a further request for the marketing tool kit to be shared.	<i>Assistant Director of Commissioning and Partnerships</i>	Flyer produced and is being distributed
06/11/20	CREDIBLE OFFER POLICY (In respect of those with 'No Recourse to Public Funds (NRPF)')	The Chairman of the Homelessness and Rough Sleeping Sub Committee asked if the minutes of the last Sub Committee Meeting could be circulated to all Members of the Grand Committee, when this matters was discussed, and the Grand Committee would receive a further report at the December Committee.	<i>Director of Community and Children's</i>	Completed - NPRF paper added to the 11th Dec agenda

06/11/20	RESETTING OF DEPARTMENTAL BUDGETS - 2020/21	The Committee received a report of the Chamberlain in respect of the recommended budget adjustments which, subject to the agreement of the Court of Common Council in December, would be reflected in their detailed Revised Estimates for 2020/21 and Proposed Budget Estimates for 2021/22.	<i>Chamberlains</i>	
06/11/20	RESOLUTION IN RESPECT OF CONSULTATION ON THE COVID-19 PANDEMIC	Members noted the table in the appendix, which reflected the views of Members, and the Director agreed to circulate an amended version, providing names against the various comments.	<i>Director of Community and Children's</i>	Town Clerk's have provided the table with names.
06/11/20	RESOLUTION IN RESPECT OF CONSULTATION ON THE COVID-19 PANDEMIC	The Director advised that a submission on behalf of unpaid carers would be addressed as part of a response planned for January.	<i>Director of Community and Children's</i>	Added to the 29th January agenda
06/11/20	RESOLUTION IN RESPECT OF CONSULTATION ON THE COVID-19 PANDEMIC	Whilst it was possible to drill down into particular community groups, the small numbers in the City would make it easy to identify individuals, and the data would need to be redacted before it could enter the public domain. However, the Deputy Director of Public Health could confidentially share this information with Ward Members, on request.	<i>Deputy Director of Public Health</i>	Information available upon request
06/11/20	RESOLUTION IN RESPECT OF CONSULTATION ON THE COVID-19 PANDEMIC	A working party be set up to assist the Department of Community and Children's Services to respond with positive actions to the ongoing Covid crisis; to meet by virtual means every two weeks, from the week beginning 9th November 2020, until this Committee decides otherwise, to produce a note of actions and outcomes of its meetings for consideration by this Committee at each of its meetings,	<i>Director of Community and Children's/ Committee Clerk</i>	Committee Clerk to include actions and outcomes in the agenda pack

06/11/20	QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE	In response to a question about rent rebates for HRA Commercial tenants, the Chairman had agreed to admit an item of urgent business which appeared next on the agenda. The Member reserved the right to ask their question, which had sought clarity in respect of the criteria for which a business could receive a full or partial rent rebate, and the reporting and decision-making processes supporting it. The Member also enquired as to whether businesses with a strong cash balance should be expected to pay, regardless of how badly their turnover had suffered, and what would happen to those business that might not survive? In respect of the final point, Members noted that this would be revisited at the December Committee, once there was more clarity.	<i>Assistant Director – Barbican and Property Services</i>	Covered by joint report of the Director of Community & Children's Services and the City Surveyor to be presented at meeting on 11 December.
28/09/20	MATTERS ARISING	The City's elected representatives, residents' associations, Square Mile Food Bank and volunteer Covid support hubs be asked, by the Department of Community and Children's Services, for their views on the Department's response to the Covid crisis, and that their input be published in a report brought to the next meeting of this Committee on 6 November 2020.	<i>Director of Community and Children's</i>	on the agenda for the 6th November
28/09/20	MATTERS ARISING	The Policy and Resources Committee be asked to organise a Virtual City-Wide Residents' meeting, as soon as possible.	<i>Sent to P&R clerk</i>	actioned
28/09/20	MATTERS ARISING	In respect of a forthcoming report on the Carers Strategy, the Director advised this was an annual report, presented to the Committee early in the new Calendar year. However, it might be possible to present it earlier this year, and the Director would advise Members when this might be. The Director confirmed that consultation with service users was part of the contact and commissioner requirements.	<i>Director of Community and Children's</i>	It is not possible to bring forward a report and this will come to committee in Jan'21

28/09/20	OUTSTANDING ACTIONS	In response to a question about communal electricity charges attributed to projects, the Assistant Director assured Members that generally this was minimal but agreed to investigate an incident of higher than average use on a project	<i>Assistant Director, Barbican and Property Services</i>	The action is completed. We have looked into all projects that have been undertaken on the Golden Lane Estate and, there have been no incidences of unusually high uses of electricity. All electricity costs associated with projects has been recharged to each of the respective projects.
28/09/20	UPDATE ON COVID-19	Whilst the Director of Public Health was able to highlight issues, the role is limited in terms of implementing change. Members were, therefore, asked for their support in lobbying the Head of Test, Track and Trace and the Health Secretary. The Deputy Director offered to help draft a letter.	<i>Deputy Director, Public Health</i>	Completed
28/09/20	RECOVERY AND RESILIENCE	Chairman asked if 'food insecurity' could be included on the dashboard and agreed to communicate with officers, outside of the meeting, as to how this might best be measured.	<i>Assistant Director, Commissioning and Partnerships</i>	Agreed to record use of food banks as proxy measure
28/09/20	DELIVERING FOOD BANK SUPPORT IN THE CITY	Members asked if the names of those volunteers could be publicly recognised.	<i>Chairman</i>	Completed
28/09/20	DELIVERING FOOD BANK SUPPORT IN THE CITY	It was suggested that the Department write to all volunteers, possibly providing some kind of commemoration. Members noted that there had been discussion about the possibility of a 'hidden heroes' event to recognise their contributions during the pandemic. The Chairman asked for an update to the next meeting on how this could be taken forward.	<i>Director of Community and Children's</i>	actioned

28/09/20	CITY OF LONDON CORPORATION COMBINED RELIEF OF POVERTY CHARITY (NO 1073660) - ADMINISTRATION AND MANAGEMENT	In response to a question on child poverty, the Director advised that a project was underway with the Children's Partnership, seeking to update their strategy. Members would receive a report on this early in the new year.	<i>Director of Community and Children's</i>	actioned
28/09/20	CHANGE OF NAME OF THE SIR JOHN CASS FOUNDATION PRIMARY SCHOOL	The Chairman, also a Member of the Tackling Racism Taskforce (TRT), confirmed that the TRT would be happy to receive this report and notice of its agreement, for information. Members also noted that the Governing Body had produced a report setting out a wider response to the issues and it was suggested that this be shared with the Education Board and the TRT.	<i>Clerks have been contacted</i>	actioned
28/09/20	ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT	Members noted the outcome of a successful bid to the MHCLG for full cost recovery for the City's street population during the lockdown and this would be the subject of a report to the Homelessness and Rough Sleeping Sub Committee the following week. Members also noted that additional funding was being bid for drug and alcohol services which might need an urgent decision.		
09/10/19	CITY & HACKNEY SAFEGUARDING ADULTS BOARD ANNUAL REPORT 2018/19	1. City and Hackney Safeguarding Adults Board – Annual Report 2018/19 – re transitions from child to adult safeguarding and assessing outcomes	<i>Chair of City and Hackney Safeguarding Board and Director of Community and Children's Services</i>	On the agenda for 28th September 2020
07/02/20	PRESENTATION ON CITY OF LONDON CORPORATION ALMSHOUSES	2. City Corporation's plans in respect of ageing population and pressure on services.		Completed

22/05/20	GREAT ARTHUR HOUSE - SERVICE CHARGE RECOVERY (NON- PUBLIC QUESTION)	Director proposed a non-public report back to the Committee, setting out the history and costs so far in this matter, before any further decisions were taken in this matter.	<i>Director of Community and Children's Services/Comptroller and City Solicitor/Assistant Director – Barbican and Property Services</i>	It is currently expected that the decision of the Court of Appeal will not be made until January 2021. Target Date for update report is therefore February 2021
17/06/20	INTERNET ACCESS Emergency response targeted at those who were data poor – rather than without devices or the skills to use them.	1. Interim Measure - Members to receive a report looking at longer term proposals to support digital inclusion.	<i>Director of Community and Children's Services/Assistant Director - Partnerships and Commissioning</i>	Report to come to December
		2. Noted a Member's suggestion in respect of signposting charities who might be able to assist.		Such partnerships, and the options they provide in terms to equipment, skills and data will be addressed in a future report.
17-6-20 & 24-7-20	FOOD BANKS Work underway to consider on-going need, as part of a larger project looking to address post Covid scenarios and the impact on all services, including social care and food poverty.	Options for future delivery at the September Meeting	<i>Director of Community and Children's Services/Assistant Director - Partnerships and Commissioning</i>	On the agenda for 28.9.2020
17/06/20	COMMUNITY ENGAGEMENT (NON- PUBLIC REPORT)	Further evaluation and debate on this matter at a future meeting of the Housing Management and Almshouses Sub Committee	<i>Director of Community and Children's Services/Assistant Director – Barbican and Property Services</i>	Target Date Report to HMASc in January/February 2021
24.7.2020	PLANT ON THE ROOF OF CRESCENT HOUSE	To be added to the action tracker for the Housing Management and Almshouses Sub Committee.	<i>Sent to the clerk and Chairman of the Housing Management and Almshouses Sub Committee</i>	Completed. Inappropriate plant removed and new plant installed.

24.7.2020	CULTURE MILE	It was suggested that the auditing of Culture Mile's portfolio, in terms of diversity, could be discussed by the Tackling Racism Taskforce, along with a longer-term solution in respect of diversifying those who make content choices	<i>Sent to the Clerk of the Tackling Racism Task force</i>	Completed
24.7.2020	PROPOSED LOCAL LETTINGS POLICY	The officer agreed to provide an update in the non-public part of the Homelessness and Rough Sleeping Sub	<i>Sent to the Clerk of the Homelessness Sub Committee</i>	Completed
24.7.2020	Housing Revenue Account - Outturn 2019/20	The Assistant Director agreed to check on the communal electricity supply at Golden Lane, to ensure that it was being charged to the various projects.	<i>Assistant Director – Community and Children's services</i>	For each project on the Golden Lane Estate that used the communal electricity supply, a separate metred supply was set up. The cost of all electricity used was paid for by the respective contractor and, ultimately, borne by each individual project.
24.7.2020	UPDATE REPORT ON THE SPORTS STRATEGY	It was suggested that the Health and Wellbeing Board consider an update report, including the provision of a running track. There was a further suggestion in respect of providing gym vouchers in the more deprived areas of the City.	<i>Passed to the Clerk and Relevant Chief Officer for the Health and Wellbeing Board</i>	Report is waiting completion of a survey being undertaken by the Sports Engagement Manager
24.7.2020	COVID-19 - THE DEPARTMENT'S RESPONSE TO THE CRISIS	Director advised that a Corporation-wide independent review was underway. Members would receive a report at the October Committee, presenting outcomes in respect of the Community and Children's Services Department, with a response and action plan.	<i>Director of Community and Children's Services</i>	Verbal Update will be provided at the Sept Committee

<p>24.7.2020</p>	<p>THERE WERE CONCERNS EXPRESSED ABOUT THE IMPACT OF ISOLATION ON ELDERLY RESIDENTS AND A REQUEST FOR PROVISIONS TO ALLOW ELDERLY RESIDENTS TO SOCIALISE SAFELY</p>	<p>The Assistant Director has been working with colleagues in City Surveyors on making buildings Covid-19 safe and would investigate this.</p>	<p><i>Assistant Director, Barbican and Property Services</i></p>	<p>This refers specifically to the re-opening of the Sir Ralph Perring Centre. The City Surveyor has carried out a detailed Risk Assessment of the building and made recommendations as to how the building can be made Covid compliant. The real concern here is the management of events in the centre if the building is re-opened. Whether or not the City can discharge its legal obligations as landlord and building owner is not certain. We will need to reflect on further lockdown measures announced by the Prime Minister on 22 September.</p>
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Agenda Item 6

Committee(s): Community and Children's Services Committee	Dated: 29 th January 2021
Subject: Annual Review of Terms of Reference	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	3, 8, 10
Does this proposal require extra revenue and/or capital spending?	Members are asked to consider the current scope of the Committee's Terms of reference, and bear in mind the impact of any proposed changes, particularly resource, legal and equalities implications.
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
Report of: Town Clerk	
Report author: Committee and Member Services Officer	For Decision

Summary

As part of the post-implementation review of the changes made to the City Corporation's governance arrangements in 2011, it was agreed that all Committees should review their terms of reference annually. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council. The latest terms of reference of the Community and Children's Services Committee are attached at Appendix 1 to this

This annual review also affords Members an opportunity to review the frequency of a Committee's meetings and determine whether it remains appropriate or requires adjustment.

Recommendations:

1. The terms of reference of the Committee (**set out at Appendix 1**) be approved, subject to any comments, for submission to the Court in April 2021; and,
2. Members consider whether any change is required to the frequency of the Committee's meetings.

Contact: Julie Mayer - Email: julie.mayer@cityoflondon.gov.uk

COMMUNITY AND CHILDREN'S SERVICES COMMITTEE TERMS OF REFERENCE

1. **Constitution**

A Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- up to 34 Commoners representing each Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides), those Wards having 200 or more residents (based on the Ward List) being able to nominate a maximum of two representatives
- a limited number of Members co-opted by the Committee (e.g. the two parent governors required by law)

In accordance with Standing Order Nos. 29 & 30, no Member who is resident in, or tenant of, any property owned by the City of London and under the control of this Committee is eligible to be Chairman or Deputy Chairman.

2. **Quorum**

The quorum consists of any nine Members. [N.B. - the co-opted Members only count as part of the quorum for matters relating to the Education Function]

2. **Terms of Reference**

To be responsible for:-

- (a) the appointment of the Director of Community & Children's Services;
- (b) the following functions of the City of London Corporation (other than in respect of powers expressly delegated to another committee, sub-committee, board or panel):-
 - Children's Services
 - Adults' Services
 - Education (to include the nomination/appointment of Local Authority Governors; as appropriate)
 - Libraries - in so far as the library services affects our communities (*NB - the budget for the Library Service falls within the remit of the Culture, Heritage and Libraries Committee but the Head of the Libraries Service reports to the Director of Community and Children's Services*)
 - Social Services
 - Social Housing (i.e. the management of the property owned by the City of London Corporation under the Housing Revenue Account and the City Fund in accordance with the requirements of all relevant legislation and the disposal of interests in the City of London Corporation's Housing Estates (pursuant to such policies as are from time to time laid down by the Court of Common Council)
 - Public health (within the meaning of the Health and Social Care Act 2012), liaison with health services and health scrutiny
 - Sport/Leisure Activities
 - Management of the City of London Almshouses (registered charity no 1005857) in accordance with the charity's governing instruments
 - Marriage Licensing and the Registration Serviceand the preparation of all statutory plans relating to those functions and consulting as appropriate on the exercise of those functions;
- (c) appointing Statutory Panels, Boards and Sub-Committees as are considered necessary for the better performance of its duties including the following areas:-
 - Housing Management and Almshouses Sub-Committee
 - Safeguarding Sub-Committee
 - Integrated Commissioning Sub-Committee
 - Homelessness and Rough Sleepers Sub-Committee
- (d) the management of The City of London Corporation Combined Relief of Poverty Charity (registered charity no. 1073660);
- (e) making recommendations to the Education Board on the policy to be adopted for the application of charitable funds from The City of London Corporation Combined Education Charity (registered charity no. 312836) and the City Educational Trust Fund (registered charity no. 290840); and to make appointments to the Sub-Committee established by the Education Board for the purpose of managing those charities.
- (f) the management of the Aldgate Pavilion.

Agenda Item 8

Committee:	Dated:
Community and Children's Services	29/01/2021
Subject: Support to informal carers	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2,3 & 4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of funding?	N/A
Has this funding source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director of Community and Children's Services	For information
Report author: Zoe Dhami, Strategy Officer, Community and Children's Services	

Summary

This report updates Members on the support provided to informal carers in the City of London.

A Carers Strategy 2019–2022 was approved by Members and published in 2019, and an action plan was developed. This provides the framework for the development and delivery of services to support carers. As part of this, the City of London Corporation commissions a City Connections Service which includes specific support activities and initiatives to support carers, including young carers.

The COVID-19 pandemic has changed the context for delivery of services and impacted on delivery of the action plan. In light of this, and as part of our current commitment, the action plan will be reviewed and an update presented to Members.

Some issues about the support provided to informal carers has been raised by an informal carer who lives in the City of London. This report also includes this feedback, with a response to each of the points raised.

Recommendation

Members are asked to:

- Note this report.

Main Report

Background

1. The City of London Corporation recognises and values the contributions that informal carers make within families, communities, workplaces and society. Informal carers are those defined as anyone who spends time looking after or helping a friend, family member or neighbour who, because of their health and care needs, would find it difficult to cope without this help. People can be carers regardless of age or whether they themselves identify as a carer.
2. In 2019, a new Carers Strategy 2019–22 was agreed by Members and published. It provides the framework for the design and development of services, support and activities for those caring for someone within the Square Mile, and for carers working for the City Corporation. An accompanying action plan was subsequently developed, and a Carers Strategy Implementation Group was set up.
3. The Care Act 2014 introduced important new rights for carers, giving them similar entitlements to the people for whom they care. Carers now have legal rights to an assessment of their needs by Adult Social Care (ASC), and support where eligible. In 2019/20 the City of London Corporation provided support to 45 carers. These carers will have a support plan with activities and assistance designed to meet agreed outcomes.
4. The City of London Corporation offers a full range of services as part of our universal offer. A comparison of the services provided in the City of London with other neighbouring local authorities can be found in Appendix 2.
5. The City of London Corporation commissions specific support activities and initiatives to support carers through the City Connections Service. This service provides a range of support to anyone who cares for someone in the City of London – they may live elsewhere but care for a City of London resident, and carers do not need to be registered or assessed by the City of London Corporation to access this support. The service also provides support to young carers.
6. The new City Connections service (which started in April 2019) took in the existing Carers Forum, which was previously a monthly meeting but had low attendance. The commission for the new service aimed to provide a wider range of activities and initiatives to support carers in relation to a number of outcomes.
7. Given that the City of London has a small population, a wider more encompassing service tends to offer better value for money and economies of scale which in turn leads to a better range of services than multiple small or restricted groups could. The City Connections Service is commissioned to link with and signpost to a range of other services in the local landscape to help meet outcomes.
8. Prior to the COVID-19 pandemic, the City Connections Service included:
 - an initial assessment following referral and ongoing support until agreed outcomes have been achieved satisfactorily (these outcomes can include issues such as feeling less isolated or improved mental or physical wellbeing)

- a carers' coffee morning, allowing space for catching up with other carers, and a chance to engage in activities or receive information on a range of available
- more frequent and held online (see below)
- a range of activities for carers such as a shared music session and an activity group.

Current Position

Delivery through the pandemic

9. The pandemic has changed the context in which strategies, action plans and services are delivered.
10. City of London ASC has continued to provide services to carers and those cared for as usual
11. City Connections has also continued to accept referrals for its services and has developed and adapted some of its services to the changing situation in a number of ways, including:
 - supporting carers with emergency planning through postal information sent out in April, and an online session in September, which carers said they found useful
 - conducting regular welfare calls with those known to the carers' service (the frequency and nature of these calls was dependent on the carer's needs)
 - increasing carers' sessions to twice a month (as opposed to previously once a month). These sessions were delivered online and included guest speakers from City of London services and other commissioned services, such as City Advice, to explain how services could continue to be accessed
 - introduction of a new monthly virtual tour session, while continuing with monthly online activities such as meditation and a music-sharing session
 - celebrating Carers' Week in June with a tea party for carers, an online carers gallery and prize draw for carers, in partnership with a corporate partner
 - reintroducing the quarterly Carers Forum in September (currently online) to hear the views and experiences of City of London carers
 - developing flexible responses in provision to adapt to challenges around isolation – for example, posting information to people who would otherwise have had difficulty accessing information
 - engaging with and inviting carers to a range of wider events such as the online carers' festival.
12. Although a Carers Strategy Implementation Group was established and met twice, further meetings were delayed due to the pandemic.

Carers' feedback

13. In September 2020 a report on carer experiences pre and during the pandemic was shared with the City Corporation. This feedback was compiled by an informal carer living and caring within the Square Mile. The report outlined issues in relation to:

- support provided to carers in lockdown, with suggestions on improving support for future lockdowns
 - ways that City of London informal carers supported one another outside of services commissioned by the City Corporation
 - a comparison of equivalent carer services in other London boroughs and Leeds, with the City of London City Connections service.
14. A further response was received from the carer in the City of London in October 2020. This was in response to a survey of residents in relation to the response to the pandemic. A copy of the document can be found in Appendix 3.
 15. A full summary of all the points raised and a response is attached at Appendix 1.
 16. Following an initial response to the carer feedback report, officers are working with City Connections to understand how further support could be given to carers within the remit of the currently commissioned service.
 17. In their learning from their experience over the last year, City Connections have identified:
 - a specific need to support carers in accessing and feeling confident using digital technology. Carers have been made aware that support can be provided to access a digital 'befriending' scheme to assist with digital technology
 - a continued need to host sessions online and raise awareness of other support services to address some of the significant isolation that carers experience
 - a need to continue with the welfare calls to: provide support for wellbeing; and build trusted relationships to be able to identify and refer on to appropriate services as applicable. As pandemic restrictions increased, the service contacted all carers who had recently declined any support, as circumstances may have changed
 - a need for some counselling services to support carers. Although City Connections is not commissioned to deliver this, they are working with ASC and the City Wellbeing Centre to introduce free counselling sessions for City carers.
 18. City Connections have recruited a community engagement officer who started at the beginning of January and will further develop the activities and initiatives for carers in consultation and engagement with them. This officer will also co-produce a range of guides for carers.
 19. In December 2020, ASC spoke with 31 informal carers about the support they receive, their health and wellbeing, experience during the pandemic, and general feedback.
 20. Around 45% (14) responded positively on the service provision; 32% (10) felt the service levels to be reasonable or adequate to their needs; and 22% (7) felt services needed to improve.
 21. Feedback included:
 - positive feedback on the current service, such as the information that is shared, and the contact from ASC

- ways to improve the service, such as how services were delivered during the pandemic (reactive rather than proactive) and the benefits of a carer's card.
22. Understandably in all the responses, there was feedback specific to living under the restrictions of the pandemic, whether in a caring role or not. This report and the response focus just on issues raised specific to informal carers.

Action plan update

23. An update on the Carers Strategy 2019–22 action plan will be brought to the Community and Children's Services Grand Committee on April 30 2021.
24. A workshop for the Carers Strategy Implementation Group is taking place in February 2021. The outputs of this workshop will be:
- one to two agreed priority actions for each strategy outcome to be delivered by April 2022
 - agreed tasks for each priority action with assigned responsible officer
 - an updated membership for the group, which will include City of London informal carer representation
 - an updated meeting timetable with agreement on new ways of working for the group.
25. The action plan will be revised using input from informal carers at the February workshop, the attached carer response report (Appendix 1), feedback from carers in December 2020, and engagement through other consultations. This includes work being done on updating the City of London Joint Health and Wellbeing Strategy 2021-24.
26. The revised action plan will set out the necessary deliverables and inputs for the next 12 months, with clear measurables. Whilst the Carers Strategy 2019-22 update report will also show what has been achieved since it was published.

Corporate & Strategic Implications

27. This report is for information only and therefore the relevant implications are as follows:

Strategic implications

28. The Carers Strategy and action plan directly supports the following three Corporate Priorities:

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

Equalities implications

29. An Equality Impact Assessment was undertaken as part of the development of the strategy and as part of the commissioning process for the City Connections Service.

30. The City Connections Service monitors the demographics of its service users and is actively trying to engage with a more diverse range of carers.

Conclusion

31. This report updates Members on the support available to informal carers in the City of London. These services sit within the priorities of the Carers Strategy 2019–2022 and associated action plan.

32. The pandemic has had an impact on delivery of the action plan, and services have had to adapt to the changing context. Therefore, there are plans to review the action plan due to emerging needs, as well as the commitment to review the action plan annually. Carers will be involved in this review and an update will be provided to the Community and Children’s Services Committee in 2021.

Appendices

- Appendix 1: Carer concerns and responses
- Appendix 2: Carer services comparison table
- Appendix 3: Feedback from City of London informal carer

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Response to issues and concerns raised by a City of London Carer

This paper sets out a number of issues and concerns brought forward by a City of London carer in September 2020 in relation to informal carers and the services they receive, both prior to and during the Co-vid pandemic.

The table below presents the issues raised, actions suggested and a response. The response is collation of responses from the City Connections Service, City of London Adult Social Care Team and the Strategy Team. Any identified actions are highlighted.

1. Support for adult carers support during the government implemented lockdown.

Issue raised	Actions suggested by carer	Response
<ul style="list-style-type: none"> • Support provided by City Connections – Lack of general support provided (accessing banks and food) – No dedicated carer support mobile number – High staff turnover and lack of clarity on current role of coordinator 	<ul style="list-style-type: none"> • Review NICE guidelines and Care Act 2014 on how to engage and support carers • City Connections employ a dedicated unpaid carer support worker • Require the City Connections service to be flexible in how they support carers through future lockdowns, changes in how services can be provided (see paragraph 11 in committee report re changes made in 	<ul style="list-style-type: none"> • City Connections are commissioned to help carers meet their outcomes around wellbeing and health etc and provide activities and initiatives to support carers, including young carers. They are specifically commissioned to link with a range of other services in the local landscape • Since the pandemic started, support has continued to be offered to all carers on City Connections records. This included regular welfare calls for those who wanted it, prioritised on level of need. Not all carers accepted the offer of support but were contacted again at the start of each new lockdown to make sure they knew support was still available if their circumstances had changed • A dedicated City Connections phone line has been widely publicised and operational during office hours (with voicemail facility) since the service started in March 2019. It was not discontinued at any point. The Wellbeing Co-ordinator publicises their mobile number on all communications and this is used frequently by City Connections clients, including carers. • City Connections have made available to all City residents, including carers, access to their digital programme and their befriending service • A number of activities have continued, were developed or increased in frequency after consultation with carers. This includes monthly online sessions with a range of guest speakers (including City and Hackney Carers – this session had a follow up email to

	<p>response to the pandemic)</p> <ul style="list-style-type: none"> • Provide PPE • Calls hosted by the carer support organisation - with weekly Zoom call continuing until everyone feels safe to attend a physical location again • A carers committee with interested Members involved or a lead Member. 	<p>promote their Counselling and Listening Ear services) , a carers coffee morning which now happens twice a month (frequency determined by carers through a survey) rather than once a month and other online activities including Playlist for life sessions, meditation, a City virtual Tour and an online Quarterly Carers’ Forum which resumed in September 2020.</p> <ul style="list-style-type: none"> • City Connections also carried out sessions and posted information to all carers on their records about emergency planning. • City Connections have kept up to date with evolving other services and signposted, both on the City Connections website which has had a dedicated ‘Covid-19 Services’ section since March 2020 as well as a dedicated ‘Carers Services’ section and during direct contact with carers, to a wide range of these including statutory and voluntary support. • City Connections are not commissioned to have a dedicated carers support officer. However, the Wellbeing Officer provides the support to help carers meet their outcomes and a new Community Engagement Officer (who started at the beginning of January will further develop the activities and initiatives that City Connections provides in consultation with carers, and will co-produce a range of carers guide documents • A co-vid impact assessment was undertaken with carers that then fed into City and Hackney Older People’s Reference Group work
<ul style="list-style-type: none"> • Receiving support from City of London Corporation <ul style="list-style-type: none"> – No referrals made to support people accessing the priority shopping lists – No extra emotional support provided – No PPE provided – No practical/local information provided via email, letter or website – Signposted to City Connections, but City Connections has not provided support needed 		<ul style="list-style-type: none"> • Adult Social Care (ASC) support carers within the framework of the Care Act 2014 • In April 2020, there were 36 carers who were supported by ASC. All of those who did not have a currently allocated social worker (to them or their cared for) were contacted checking if they had any issues, needs or concerns, and that they had Duty contact number and were aware of City Connections. • Based on individual needs, nine of these have been contacted regularly (every 3 – 4 weeks) by a dedicated social care worker, speaking to either the carer or the cared for, dependent on their situation. • Additionally, 21 carer annual reviews or new assessments were undertaken between April and August 2020 • A letter was sent to carers in autumn 2020 reminding them that they could contact ASC or City Connections for support • ASC acknowledge that communication could have been better about PPE which was very limited at the start of the pandemic. Additionally, following the allocation of funding from DHSC recently for infection control, the City Corporation has allocated funding to City Connections to provide vouchers to carers to purchase appropriate PPE for their situation. This will be rolled out from mid-January.

<ul style="list-style-type: none"> • Isolating/vulnerable carers (collecting medicines, supermarket priority access without ID) 		<ul style="list-style-type: none"> • The City Corporation has facilitated support to people shielding or who are vulnerable with volunteers who can assist with shopping and medicine collection. Several also received weekly befriending calls during the first lockdown and at the end of this if they still required it, could be referred to City Connections Befriending Service • Letters are being issued to carers that can be used for access to priority times at shops during lockdown The issue of a carer discount card can be explored in the work on the action plan
<ul style="list-style-type: none"> • Carers had to initiate their own Zoom support group during March and April <ul style="list-style-type: none"> – Carer spent 112 hours, 7.5 hours per week, over nearly 15 weeks supporting carers in the North of the City – Requested time credits to recognise efforts provided through lockdown which could not be fulfilled by City Connections. 		<ul style="list-style-type: none"> • A City Connections online carers’ session was already in place at this time (which has been determined by carers following a survey). City Connections has consistently delivered this group throughout the contract – the only change has been to increase frequency. • Under their agreement with Tempo, City Connections is only able to offer time credits for activities they co-ordinate and can verify. Therefore, they cannot provide time credits to informal groups which are outside of the service they are commissioned to provide. • The Wellbeing Co-ordinator did attend 2 of the informal meetings to make sure that carers are aware of services as there is a concern that carers could become dis-connected. • City Connections has continued to liaise with the informal group where this is possible and within the bounds of data protection law. For example, the Wellbeing Co-ordinator invited them to review a list of Carers Week activities before publishing on the City Connections website.

2. Support and services provided for City of London carers in general

Issue raised	Actions suggested by carer	Response
<p>The carer provided two comparison tables of how City of London carers services (City Connections) and Adult Social Care compared to those in Hackney, Tower Hamlets, Islington, Camden, Westminster, Hammersmith and Fulham, Kensington and Chelsea, Lewisham and Leeds.</p> <p>The comparison tables provided by the carer indicate that for many areas the carer found that City Corporation does not provide like for like with the comparator boroughs, or Leeds. Further, the carer found that where there are services provided by City of London it often falls below the service provided by the comparator boroughs and Leeds.</p>	<ul style="list-style-type: none"> • Carer specific bereavement service • End of Life carers planning support • Former carers support and transition service • Carer specific counselling service • A dedicated carer centre • Digital Inclusion for all carers • A carer ID or ID letter issued • Telephone support line 5/7 days per week (no dedicated line from April 2020) • Feedback and co-production with carers (quarterly 'tick box' form only feedback method at present) 	<ul style="list-style-type: none"> • Carers payments are made in advance for the whole year. ASC would continue supporting those with their own care and support needs and for others signpost to a range of other relevant services. City Corporation's payments to carers were benchmarked across both London and National LA's with no LA having a higher top or bottom payment level • The carers strategy includes engaging with former carers and valuing their contributions. It also talks specifically about signposting carers to specialist bereavement support. This would likely be signposting through GPs and City Connections. • The City Corporation previously commissioned Hackney to provide a carers centre service but this did not prove successful. Carers felt it too far to travel and too Hackney focused. Carers requested the service to be City specific in nature and location. The services provided in the City of London are very similar to those that would be provided through carers centres and there are a number of community settings that can be used to provide activities etc in order to be accessible to residents in all parts of the City of London. • ASC do support breaks for carers. Information is available on the City of London website and should be discussed with carers as part of assessment process or when needs arise. • An ongoing challenge in the City of London has been to reach a wider range of carers. This is a requirement in the contract for City Connections and an area that they recognise needs to evolve. In their first year of delivering the service (19-20) the focus was on identifying and reaching new carers particularly in the workplace and on the east side of the City. In line with this, a number of new initiatives were started including a new Carers Group at St Botolphs Without, the St Barts Staff Carer Group and work with the Corporations Staff Carer Network. • City Connections are currently working with ASC to organise free counselling sessions for carers through the City Wellbeing Centre. The need to support carers mental health has been recognised by City Connections and they have hosted several mental health services that are available in the City of London as guest speakers

		<p>in the carers groups, including from the Tavistock, C&H Carers Centre Listening Ear and Counselling Services and Family Action. A link to the Wellbeing Centre website also went out to all carer and their regular on-line meditation sessions also promoted.</p> <ul style="list-style-type: none">• City Connections has also held a carers Emergency Planning session.• City Connections have identified that further support is needed for carers and the people they care for in order to access and feel confident using digital technology. A digital befriending scheme that they run is being promoted• Information about the support provided to carers by City Connections has been translated into a number of different languages to extend the reach of the serve to a wider group of carers. So far, it has been translated into three languages• Appendix 2 provides a summary of services provided in neighbouring boroughs with those provided in the City of London
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3. Progress following the Carers Strategy and subsequent action plan

Question	Response																		
<p><i>What was the outcome of 2019 annual carer survey?</i></p>	<p>This survey is a national survey, and for the City of London, is undertaken every 2 years. The last survey was undertaken in early 2019. We were due to undertake this survey again this year (2021) but this has been postponed nationally.</p> <p>The outcome of the survey was reported to the Community and Children’s Services Committee and the Health and Wellbeing Board in October 2019.</p> <table border="1" data-bbox="940 480 1892 862"> <thead> <tr> <th>Measure</th> <th>2018</th> <th>2016</th> </tr> </thead> <tbody> <tr> <td>Carer reported quality of life</td> <td>7.5</td> <td>7.7</td> </tr> <tr> <td>Proportion of carers who reported that they had as much social contact as they would like</td> <td>30.8%</td> <td>31.8%</td> </tr> <tr> <td>Proportion of carers who report that they have been included or consulted in discussions about the person they care for</td> <td>87.5%</td> <td>64.7%</td> </tr> <tr> <td>Overall satisfaction of carers with social services</td> <td>50%</td> <td>50%</td> </tr> <tr> <td>Proportion of carers who find it easy to find information about services</td> <td>87.5%</td> <td>71.4%</td> </tr> </tbody> </table> <p>*sample size 27 responses from cohort of 53 carers</p>	Measure	2018	2016	Carer reported quality of life	7.5	7.7	Proportion of carers who reported that they had as much social contact as they would like	30.8%	31.8%	Proportion of carers who report that they have been included or consulted in discussions about the person they care for	87.5%	64.7%	Overall satisfaction of carers with social services	50%	50%	Proportion of carers who find it easy to find information about services	87.5%	71.4%
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<p><i>Is there a carer action plan? Are carers involved in the creation of it? What are the areas of work and who are the accountable officers?</i></p>	<ul style="list-style-type: none"> • The Carers Strategy was approved by Community and Children’s Services Committee in March 2019. An Action Plan was developed following this. • A number of meetings were held with the Carers Forum (provided by a different provider at the time) in October 2018 to engage on the strategy and ideas for the action plan. There was a specific meeting with the Forum around the action plan. • A Carers Strategy Implementation Group was established. The Group was to meet every quarter in order to monitor progress and share ideas • The group met on two occasions but then due a staffing change and the pandemic the next two meetings were postponed • Current work is underway to review and update the action plan – carers will be involved in this process and this feedback from the City of London carer and 																		

	<p>the recent survey of carers from ASC will also be taken into account. A workshop to look at the action plan will be held in February 2021 and the updated action plan will be brought back to Committee on April 30 2021.</p> <ul style="list-style-type: none"> • The membership of the Implementation Group will be reviewed and expanded as necessary.
<p><i>Q: When was the last progress report to the Grand committee and may carers have an opportunity to read it?</i></p>	<p>The pandemic delayed some of the work of the Carers Strategy Implementation Group. Therefore, an update report on the action plan has not yet been presented to committee. Following the review of the action plan as noted above, an update report will be brought to committee in Spring 2021.</p>
<p><i>Q: Where would we locate the regular reports to the health and wellbeing board to learn of the impact on our health?</i></p>	<p>Reports from all committees, including the Health and Wellbeing Board are published on the City of London Website.</p>

4. Funding for unpaid carers

<p>Funding awards from the City Bridge Trust to carers organisations in London</p>	<p>Redbridge Respite Care Association, £158,100 over 3 years Barking and Dagenham Carers Hub £105,700</p>

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Appendix 2

Comparison of services provided in other Local Authorities with the City of London

Local Authority	Services provided	City of London	Comments	Link to Strategy
Hackney	Voluntary Sector agency has been commissioned to provide the prevention, early intervention and outreach service to carers. This includes:		Similar approach and service to that provided by City Connections A carers discount card will be explored as part of Carers Strategy Implementation Group	No specific carer strategy. Hackney Carers Website Page Aging Well in Hackney
	Information, advice, guidance and signposting	✓		
	Proactive outreach	✓		
	Acting as the first point of contact for many carers and making referrals for statutory carers assessments if needed	✓		
	Peer support and carers groups;	✓		
	Carers register; carers discount card	X		
	Emergency planning	✓		
	Events and training	✓		
	Refer carers to the Council and ELFT for an assessment	✓		
Westminster	An assessment to see how you can be supported	✓	Statutory Carers Assessments are provided by the Adult Social Care Team. Carers Personal Budgets are related to a Support Plan which flows from an assessment. City Connections also do	No specific carer strategy. Previous Carer Plan 2006 - 2009 now out of date.
	A one-off annual payment to spend on the services you feel you need to support you as a carer	✓		

	Support groups, events and activities for carers	✓	assessments with clients to identify their outcomes and support them to meet these.	Health and Wellbeing Strategy for Westminster 2017 - 2022
	Information and advice about health, housing, benefits, finance and employment	✓		
Tower Hamlets	Information and advice	✓	City Connections work with and signpost to a range of other City focused organisations such as City Advice or GPs to provide specialist support e.g. on benefits and bereavement counselling City Connections do undertake casework but would signpost a client for specialist advocacy support if this was required. City Connections have identified the need for more support around digital inclusion and are now using and referring people to a digital befriending scheme	Carers Strategy 2016 - 2019 Carers Strategy 2016 – 2019 PowerPoint
	Help with benefits for both carer and cared for	✓		
	Group and one-to-one support	✓		
	Carers forums & peer support groups	✓		
	Bereavement counselling	✓		
	Activities and outings	✓		
	Carers retreats	X		
	Alleviation and management of stress including complementary massage therapies	✓		
	Case work and advocacy support to help carers to “speak out” and to be heard by professionals	See comment		
	Training & volunteering opportunities	✓		
Digital resources for carers – online training and forums	✓			
Islington	<ul style="list-style-type: none"> Assessments 	✓	Specific parking permits are not currently provided to carers but this is	No specific carer strategy. Information for unpaid carers
	Support available at Islington Carer's Hub: <ul style="list-style-type: none"> Training 	✓ X		

	<ul style="list-style-type: none"> • Parking permits • Short breaks • Advice • Meet new people 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<p>an area that could be explored if there is a need for it. However, carers can be signposted for advice on the blue badge scheme and, in the City of London, the red badge scheme. There are active discussions underway at the present time about how to make the process of applying for a red badge simpler for registered carers.</p>	
Camden	Assessments	✓	<p>The assessments that City Connections carry out consider health outcomes and how to meet them and aim to improve carer wellbeing.</p> <p>As noted in Appendix 1, City Connections and ASC are currently working with the City Wellbeing Centre to provide free counselling to carers.</p>	<p>No specific carer strategy.</p> <p>Supporting people, connecting communities. Camden 2025</p>
	Camden Carers Service provides:			
	Support and wellbeing	✓		
	Counselling	✓		
	Information and advice	✓		
	Health outcomes	✓		
	Activities and events	✓		

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Appendix 3

Feedback from City of London Unpaid carers:

I am writing to you from the perspective of unpaid carers from the north of the city. During April 2020, we had no choice but to set up a weekly pop up support group for Adult carers, utilising free Zoom which still runs to this day. We scrambled together as much as we could to help to address the need remotely from our homes. This was due to the lack of any practical support from Adult social services and City connections in March and April 2020 even with the requests for help.

In August an initial feedback document had been created and sent to Adult social services on request, one conversation did occur with an officer, the carer group are still waiting to walk through the points in the documents. These are observations in the August document from 13 city carers across a wide age range.

In the UK many may understand the lives of some carers during lockdown. **If we lived less than a mile away, in any neighbouring borough the support provided for unpaid carers during the pandemic increased exponentially.** Many city unpaid carers are unaware of the standard of carers support in London and Nationally to be able to determine what help to ask for.

What has worked well in the City's response to the Covid-19 crisis:

- Golden lane and barbican volunteers to help with emergency shopping, prescription collection and 'in person' befriending
- Some carers are recipients of square mile food bank an essential service.
- Age uk city of London acted quickly to offer telephone befriending at the start of the pandemic. Along with other acts of kindness, easter eggs and information of square mile food bank.
- Radio culture mile offer of a free meal to carers
- The Cleaning Manager from barbican estate office who rang elderly over 70, every two weeks, a gem and a lifeline for those in receipt of the call, whoever put her in place understood resident have needs and need time to build trust back in to the system before they open up with their own needs. She is aware of large numbers of elderly with no access to technology.
- Healthwatch City of London undertook "listening to carers" sessions the only group to do so. Three sessions have been well attended. They realised a safeguarding request needed to be raised, perhaps should have been noticed by City connections or adult social services since March.
- Neighbours/ volunteers/ estate staff had to help to post letters or get cash whilst banks closed
- Carers taught other carers to use free zoom in the first month. Barbican library IT helped to teach zoom etc remotely
- carers assessments started via the phone from adult social services
- dragon cafe online – only for those with access to technology and knew to go to the website to find out whats on
- Barbican house group letter & email received for any help needed during covid
- Barbican library/ healthwatch and age uk city of london shared the Carers week events documents. City connections did not share not put on to the

website as promised.

- The city resident newsletters to bring everyone together
- Barbican estate email with information on estate services and changes, again only for those with access to technology.
- Opening of the library/ Local cafes

What has not worked well in the City's response to the Covid-19 crisis:

- Lack of understanding of the number of people who were isolating/shielding versus the strict 'extremely vulnerable' list. The list included a handful of conditions. There are many cared for/carers with multiple health conditions, mobility issues who did not have one of the items listed and therefore did not appear on anyone's radar. This caused countless pressure, stress and lack of food for some. The vulnerable list could be added to by social services/ GP. We had instances of carers and cared for receiving letters at the end of July 2020 that they were meant to shield.
- Loss of the only carer support worker in March without any communication to carers. The dedicated carer support worker mobile phone number (for last 4 years) went to voicemail. Some carer only have a basic mobile and lost the ability to ask for help with a text as no new number was given. City connections website in March and April has a notice the staff were redeployed to hospital.
- No temporary carer id's issued to carers, this was important for carers under 70 who were unable to go shopping in the first hour and some were unable to get any food as could not be out of the home for that long. Examples of councils have been given to adult social services of a letter headed paper to state the individual is a carer. We still do not have this to this day. Long term carers have mentioned an id has been requested countless times over the last 10 years which city year to deliver.
- Requests were made by carer for help with prescriptions or lack of food and assumptions made another service was dealing with it. Result some days without food and unaware of square mile food bank. Once we knew shared our food resources.
- The only communication from city connections was a letter sent by XXXXX to introduce themselves as the new wellbeing coordinator taking over from XXXX, uncertain at the time if support carers also.
- No out of ours support line for city connections, no help available in the evenings or weekends.
- Every Monday pop up support group city connections were invited to, they attended - the first one/two to meet carers and then not again. Promises were made by city connections to take over the Monday support group to relieve carers of the stress. This was not done, promise back tracked. Instead two of the Monday sessions were overwritten by City connections own speaker meetings to 'increase' carer numbers. We lost two session in the month from August for open share and learn sessions.
- No support available for working carers as all meetings during the working day.
- No support for parent carers/young (adult) carers
- No weekly/fortnightly calls to carer to check their wellbeing similar offered to elderly by xxxx above. Some carers received a call from adult social services twice to this present day.

- No mental health for carer specific sessions delivered. In Hackney and in Lewisham, the former ran sessions with Mind in early April/May. Lewisham ran two sets of 6 sessions in May and September to support carers' mental health whilst recognising that mental health deteriorated.
- City Connections, XXXX does not have a mobile number to contact directly; the landphone sometimes connected, sometimes did not.
- Carers not clear what services City Connections contracted to provide versus adult social care.
- Different carers have had information sent to them or they have sent information to services lost in the post with personal data.
- Assumption everyone has access to internet, a printer, or can fill in forms online when they can't or struggle to or don't have access. Using council tax rebates as a benchmark to help with technology misses a large chunk of people that do not have access to technology.
- Carers are tired of repeating themselves to say things once, not to be stuck in the system (different city departments) for months or have to restart processes, carers said they felt forgotten.
- an in-person befriender to take out for tea or a walk, one for the carer and one for the person being cared for was needed.
- No COVID-19 page for carers as is seen in neighbouring boroughs
- required practical help, which supermarkets are open, when what time to book online slots, how to get on to the supermarket priority list if you are not on the extremely vulnerable list. These are the issues we captured as carers and created our own A-Z. This information was provided by other boroughs.
- lots of visitors for residents living near Beech Street Tunnel as location can not be directed to via Google Maps by car.
- Carers not on Facebook and did not have access to the mutual aid group or know what it was.
- no access to ethnic foods as required travel
- no support in other languages or link to COVID health information in 28 languages.
- no information to be easily found which local hospital/urgent care/ minor injuries/ GP/ private GP's were open. What information was shared between the local NHS providers and city residents.
- no access to testing/PPE for carers, as was provided in other regions
- no access to local COVID funds such as carers trust fund or worshipful company funds for city residents
- extremely difficult to find a process and apply for respite care during these times
- no marquees put up in spaces for people to meet outside in a socially distanced manner. The 50+ project in Hackney managed to meet in secret gardens.
- Zoom events were free access if pay as you go phone it's chargeable per minute and carers with monthly phone contracts were charged after an hour.
- people where I live packs not received many too busy in July & August to have time to sort out art
- no online or exercise for elderly - MCS in Hackney sent out large print exercise books to those they new of to stay healthy
- no access to printing - library and mailbox closed
- lack of hand sanitizer/ soap/masks available for carers

- public toilets closed, many not able to take out cared for due to this
- walking buddies were needed to shops as scared too quiet to go to shops
- helping city businesses and residents to realised those coming out of shielding
- city departments not recognising a carer and respecting the stress they are containing/managing in this time.

City connections are behind on their meeting minutes a backlog of 5 meetings so far.

- During the July 2020 committee meeting there was an omission in the original notes of the commitment made for a report carers in the September 2020 committee meeting, this did not occur. At the time live streamed meetings were not stored on youtube and carers felt forgotten again. Good to note this will now happen in January 2021.

Agenda Item 9

Committee:	Date:
Community and Children's Services Culture, Heritage and Libraries	29 01 2021 29 03 2021
Subject: Draft Community and Children's Services Business Plan for 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Andrew Carter, Director, Community and Children's Services	For Approval
Report author: Ellie Ward, Interim Head of Strategy and Performance	

Summary

This report presents for approval the Business Plan for the Department of Community and Children's Services for 2021/22.

Recommendation

The committee is recommended to:

- i) Note the factors taken into consideration in compiling the Department of Community and Children's Services Business Plan; and
- ii) Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for Community and Children's Services for 2021/22 (or the elements therein that fall within this committee's Terms of Reference).

Main Report

Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.

Current Position

2. Business Plans are aligned to departments, so all financial information presented within the Business Plan reflects the departmental budget rather than the Committee budget.
3. All elements of the Business Plan presented are relevant to this committee apart from references to libraries which are relevant to the Culture, Heritage and Libraries Committee.

Proposal

4. The draft high-level summary Business Plan for Community and Children's Services is presented at **Appendix 1**.

Key Data

5. Key data is presented within the draft high-level summary Business Plan for Community and Children's Services is presented at **Appendix 1**.

Corporate & Strategic Implications

6. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
7. Financial implications – The draft high-level summary Business Plan at **Appendix 1** has been drawn up on the basis of a 6% reduction in the departmental budget compared to 2020/21. This is to support the achievement of an overall budget reduction of 12%.
8. Risk implications – Key risks managed by the department and their flightpaths are included in the draft high-level summary Business Plan at **Appendix 1**.
9. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
10. Equalities implications - The strategic commitments and actions outlined in this headline business plan are designed to improve outcomes for protected characteristic groups. As noted, specific work is underway to develop a new framework for addressing health inequalities across City of London and Hackney. Where any new services or initiatives are developed, Equality Impact Assessments

are carried out as part of the process to inform their development and consider their impact on different groups.

11. Climate Implications – The Department is committed to taking action to contribute to delivery of the climate change action plan. A major workstream for the year will be to deliver a number of housing projects, as set out in the climate change action plan, to reduce the City Corporation’s carbon footprint.

12. Security implications – Actions highlighted in this headline business plan contribute to the Departmental objective that People of all ages and all backgrounds live in safe communities, our homes are safe and well maintained and our estates are protected from harm and the Corporate priority that people are safe and feel safe.

Conclusion

13. This report presents the draft high-level summary Business Plan for 2021/22 for Community and Children’s Services. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 3).

Appendices

- Appendix 1 – Draft High-level summary Business Plan 2021/22 for Community and Children’s Services

Ellie Ward

Interim Head of Strategy and Performance

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Our aims and objectives are...

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

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

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

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

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

Our major workstreams this year will be...

- Continued **Public Health response** to the Covid 19 Pandemic
- Continued **Service and Community recovery and resilience** including increasing digital inclusion
- Delivering **housing projects** identified in the climate change action plan to reduce the Corporation's carbon footprint
- Delivering the **Housing Development Programme** with starts on site at Sydenham Hill and planning approval secured for York Way Islington
- Delivering the **Rough Sleeping Growth Programme** – City Assessment Centre and High Support Hostel projects
- Supporting provision of more **Community Space** – opening of the Portsoken Community Centre and supporting exploration of community space in Barbican library
- Digitally connect with **learners** through the an online catalogue of cultural and work-related learning opportunities
- Prioritising support for good mental and physical health, and combating social isolation and loneliness and promoting education and social mobility through the use of **physical and virtual library space** – including securing funding for the Dragon Café beyond 2021 - 22

What's changed since last year...

- Increased focus on digital and remote delivery of services
- Emergency accommodation set up for rough sleepers
- Set up self isolation payment system
- Family therapy service introduced in Children's Social Care
- New hospital discharge model introduced
- New relationships and partnerships with the voluntary sector
- Our primary school was renamed
- New data systems introduced for our family of schools and the Aldgate Children's Centre
- Removed gas from a number of blocks at York Way to reduce use of fossil fuels
- Installed 1500 smoke detectors and 700 carbon monoxide detectors in our homes
- Strengthened partnerships to drive innovative implementation of fusion skills programmes.

The Corporate outcomes we have a direct impact on...

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

Plans under consideration

Plans	Timescale
Respond to Social Housing White Paper	Ongoing
Prepare for Liberty Protection Safeguards in April 2022	2021-22
Deliver new Joint Health And Wellbeing Strategy with new model for tackling inequalities	November 2021

Our strategic commitments and actions for 2021/22

Our Strategic Commitments

From a range of our Departmental Strategies

- The Square Mile is free from VAWG and is a place that is safe for everyone to live, work and learn
- Preparing people to flourish in a rapidly changing world through exceptional education, cultural and creative learning and skills which link to the world of work
- Working together to develop a whole system, all age approach to mental health in City and Hackney
- Providing the interventions, services and cross-sectoral partnerships to tackle the causes and impacts of homelessness in the Square Mile, and to deliver the range of effective and rapid responses necessary to secure a sustainable end to homelessness
- Developing, maintaining and managing quality homes on estates people are proud to live on, where our residents will flourish, and through which we support our communities and economy to thrive
- Ensuring that there is real integration of health, social, community and voluntary services that understand and support our carers to thrive, both in their individual ambitions and in their caring role
- Our aim is to provide an inclusive and safe environment where children and young people with SEND can learn, achieve and participate in activities with other children and young people.

From strategies under review in 2021:

- Working in partnership to achieve longer, happier, healthier lives in the City of London (*Joint Health and Wellbeing Strategy*)
- Working in partnership to provide a safe, inclusive and supportive environment where all our children and young people, regardless of background and circumstance, feel like they belong (*Children and Young People's Plan*)

Actions in 2021

Include:

- Implementing a new strengths-based approach practice model in Adult Social Care
- Implementing the East London Patient Care Record – sharing information between health and social care
- Implementing new elements of integrated health and social care through the neighbourhood model and achieving a sustainable model of resident involvement in the Shoreditch Park and City Neighbourhood
- Delivering a housing works programme that includes completion of the replacement of up to 1000 front entrance and communal doors, retrofitting sprinklers in our five high rise social housing tower blocks and a range of other fire safety measures
- Delivering programme to build the capacity of the voluntary and community sector in the City of London
- Delivering a range of campaigns for staff, residents and workers about different elements of Domestic Abuse and support available
- Secure an increase the number of supported internships available locally, for young people with SEND, including within the City Corporation
- Recommissioning a range of service contracts that are expiring, for example City Advice, with a focus on outcomes and driving good value for money
- Building appropriate new partnerships and securing funding to support potential changes in the needs of our communities such as increased unemployment, social isolation and mental health issues
- Undertake a comprehensive engagement programme to inform development of neighbourhoods, the Joint Health and Wellbeing Strategy and the Children and Young People's Plan, ensuring that the diversity of our community is represented



Key Risks



Risk Title	Score
Failure to deliver City of London Academy expansion programme (Red Departmental Risk)	16
Safeguarding (Corporate Risk)	8

Our E D & I self assessment score

Monitoring and use of data and information	2
Completing Equality Analysis (EQIA) and tackling discrimination and barriers to inclusion	3
Target setting and mainstreaming equalities into performance systems	2
Using procurement and commissioning to achieve equality and cohesion targets	3
Engagement and partnership	2
Employment and training	3

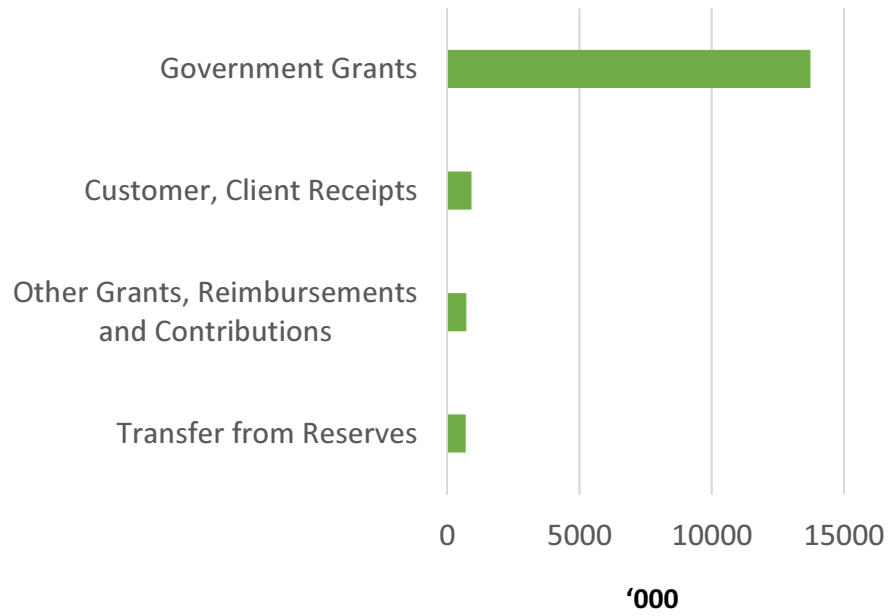
E D & I Key	
4	Excellent
3	Good
2	Average
1	Requires improvement
N/A	Not applicable

Key Performance Indicators

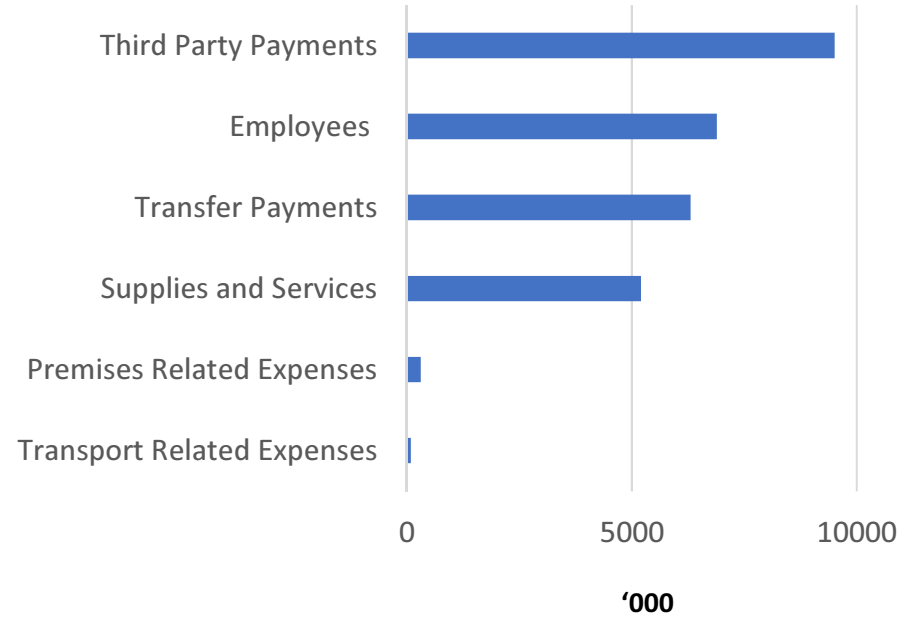
KPI	Current Performance (Q2 Figures)	Target for Direction of Travel
All City sponsored academies achieve and maintain good or outstanding OfSTED ratings	100%	Maintain
Proportion of EHC plans completed for SEND children within 20 weeks timeframe	100%	Maintain
Children in need: >1 year but <2 years >2 years	37% 0%	
Number and proportion of people deemed 'living on the streets'	40	Decrease
Adult Social Care service user and carer reported quality of life (survey outcome)	7.5 (carers) 19.3 (users) (n.b. this is only collected every 2 years)	Increase
Number and percentage of adults referred for safeguarding (such as abuse or neglect) whose expressed outcomes are fully or partly met	100%	Maintain
Increase in average energy efficiency rating for our housing stock	64.43	Increase
Blocks of flats with a valid and up to date fire risk assessments	100%	Maintain



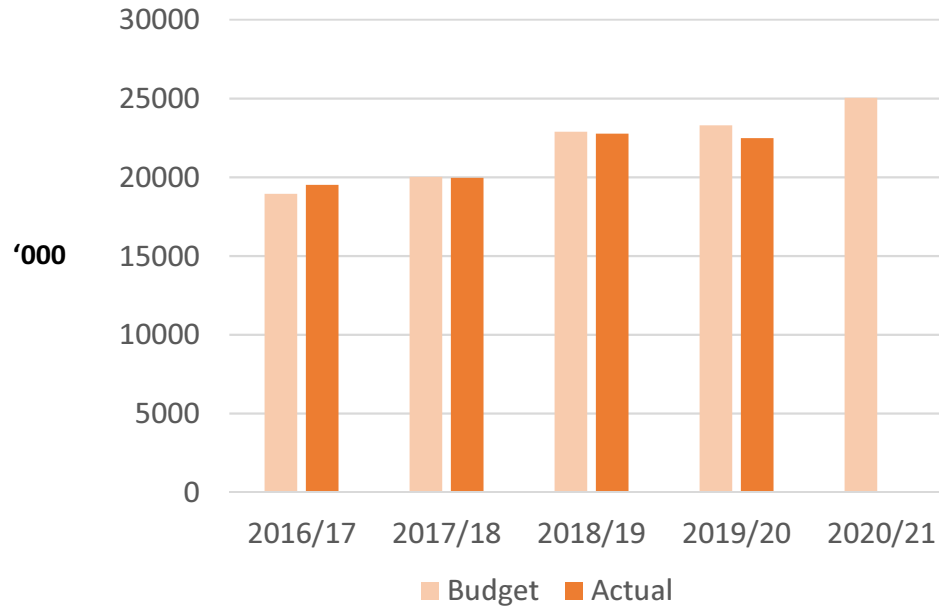
Where our money comes from (City Fund) (2021/22)



Where our money is spent (City Fund) (2021/22)



Budget vs Actual (all relevant budgets excluding HRA)



Committee:	Dated:
Community and Children's Services	29/01/21
Subject: Departmental Budget Estimates Community and Children's Services excluding HRA	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4,9,12
Does this proposal require extra revenue and/or capital spending?	N
Report of: Andrew Carter, Director of Community and Children's Services The Chamberlain	For Approval
Report authors: Louise Said - Chamberlains Department	

Summary

This report presents for approval the budget estimates for the Department of Community & Children's Services for 2021/22. This report presents, at Appendix 1, the budget estimates for 2021/22 for the Community and Children's Services Department excluding HRA of which a summary is shown in the table below. The proposed budget has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department's Target Operating Model (TOM) efficiency savings of 6%:

Summary of Appendix 1

Table 1	Original budget 2020/21 £'000	Original budget 2021/22 £'000	Movement original 2020/21 to original budget 2021/22 £'000
Expenditure	(27,710)	(28,334)	(624)
Income	16,111	16,093	(18)
Support services and capital charges	(2,052)	(1,952)	100
Total net expenditure	(13,651)	(14,193)	(542)

Recommendation

Members are asked to:

- i) review and approve the Community and Children's Services Department's (excluding HRA) proposed revenue budget for 2021/22 for submission to Finance Committee,
- ii) review and approve the Community and Children's Services Department's (excluding HRA) proposed capital and supplementary revenue projects budgets for 2021/22 for submission to Finance Committee,
- iii) authorise the Chamberlain, in consultation with the Director of Community and Children's to revise these budgets to allow for any further implications arising from Corporate Projects, changes to the Cyclical Works Programme and realignment of budgets emanating from the new Target Operating Model,
- iv) agree that minor amendments for 2020/21 and 2021/22 budgets arising during budget setting be delegated to the Chamberlain,
- v) note the factors taken into consideration in compiling the Community and Children's Services Department's Business Plan, including efficiency measures

Main Report

Background

- The Community & Children's Services Committee oversees three main service areas:
 - People Services (which includes Adult Services & Children & Families Services)
 - Commissioning and Partnerships (which includes Commissioned Services)
 - Housing Services (including the Housing Revenue Account)

Departmental budget estimates for 2021/22

1. This report presents, at Appendix 1, the budget estimates for 2021/22 for the Community and Children's Services Department analysed between:
 - Local Risk budgets – these are budgets deemed to be largely within the Chief Officer's control.
 - Central Risk budgets – these are budgets comprising specific items where a chief officer manages the underlying service, but where the eventual financial out-turn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (such as interest on balances and rent incomes from investment properties).

- Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2

Proposed Revenue budget for 2021/22

2. The provisional 2021/22 budgets, under the control of the Director of Community and Children’s Services being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy and Resources and Finance Committees. These include continuing the implementation of the required budget reductions across local risk, as well as the proper control of transfers of non-staffing budget to staffing budgets. The proposed budget has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department’s Target Operating Model (TOM) efficiency savings of 6%.
3. Overall, the 2021/22 provisional revenue budget total £14.2 million, an increase of £542,000 when compared with the original budget for 2020/21. The main reasons for this increase are:
 - During the year, the Policy and Resources Committee agreed £1.5m of additional resources in relation to the Homelessness growth bid to deliver additional accommodation and services to reduce the occurrence, duration and impact of rough sleeping in the Square Mile
 - Total reduction of £905,000 as a result of the ongoing Fundamental review and the 6% savings required in order to enable a balanced City Fund budget across the medium term
 - During the year, the Community Safety team was transferred to this Committee from Town Clerks which resulted in an increase in budget of £226,000
 - The 2020/21 original budget included one off resources agreed from the Priorities Investment Pot in relation to a mental health centre which has not been included in the 2021/22 budget of £168,000.
 - Decrease in support service costs and capital recharges of £100,000.
4. An analysis of service expenditure is provided in Appendix 1. Expenditure and unfavourable variances are presented in brackets. Only significant variances (generally those greater than £100,000) have been commented on in the following paragraphs.
 - The increase in supplies and services is largely due to additional resources agreed in relation to the Homelessness growth bid to deliver additional accommodation and services to reduce the occurrence, duration and impact of rough sleeping in the Square Mile

- Third party payments overall have decreased by £114,000 due in the main to movements in social care clients. This budget is very volatile and a small change in client numbers / circumstances can have a major effect on the budget requirements. The 2021/22 original budget reflects the current client portfolio.
- Analysis of the movement in total manpower and related staff costs are shown in Table 2 below

5. Staffing Statement

Analysis of the movement in staff related costs are shown in the table below. There is an increase of £121,000 in employee expenditure between the 2020/21 original budget and 2021/22 original budget. Factors influencing this overall increase are a provision for pay award, incremental progression along with additional budget in relation to the Community Safety Team which was transferred from Town Clerks to this Committee during the year.

Table 2	Original Budget 2020/21		Latest Approved Budget 2020/21		Original Budget 2021/22	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
People Services	65	(3,849)	70	(4,113)	65	(3,789)
Partnership Services (including Central Directorate)	37	(2,342)	40	(2,587)	40	(2,534)
Housing Services	11	(583)	11	(589)	11	(572)
TOTAL COMMUNITY AND CHILDREN'S SERVICES	113	(6,774)	121	(7,289)	116	(6,895)

The 2020/21 Latest Approved Budget includes additional staff employed in relation to the expanded programme of homeless prevention, including the No First Night Out and Rough Sleepers initiatives. The Latest Approved budget also includes staff on fixed term contracts which come to an end this year. These are met from the government grant and will not impact on the Director's overall local risk budget.

Potential Further Budget Developments

6. The provisional nature of the 2021/22 revenue budget recognises that further revisions may be required, including in relation to:
 - decisions on funding of the Additional Works Programme by the Resource Allocation Committee

- budget adjustments relating to the Surveyors Repairs and Maintenance projects.
- budget adjustments to align with the new Target Operating Model.

Revenue Budget 2020/21

- An in-year re-budgeting exercise has been undertaken corporately to assist in repairing the damage to the City's budgets arising from the COVID-19 pandemic. The 2020/21 latest approved budget has been increased by £184,000 following Court of Common Council approval on 3 December 2020.
- The current forecast out-turn for 2020/21 is expected to be underspent by up to £200k. The reason for the underspend this year is due to a successful bid for funding from Ministries of Housing, Communities and Local Government. Appendix 4 shows the movement between the Original Budget 2020/21 and the Latest Approved Budget 2020/21

Draft Capital and Supplementary Revenue Project budgets for 2021/22

- The latest estimated costs of the Committee's current capital and supplementary revenue projects are summarised in the Table below.

Service	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
	<u>Authority to start work granted</u>						
The Aldgate School	Early years Extension Grant	0	64				64
The Aldgate School	CCTV Grant	0	55				55
Public Health	City Mental Health Centre	113	390				503
Public Health	Disabled Facilities	7	35	35	35		112
Community Development	Golden Lane Playground	314	22				336
Community Development	Relocation of ASES	277	10				287
TOTAL COMMUNITY & CHILDREN'S SERVICES EXCLUDING HRA		711	576	35	35	0	1,357

- All schemes are in progress and should be complete within the current financial year, with the exception of the Disabled Facilities grant-funded works which are reactive.
- The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2021.

Business Planning for 2021/22

12. A separate report is presented to this committee containing the high-level business plan.
13. This section outlines the following:
 - the factors taken into consideration in compiling the Business Plan and setting priorities,
 - how the 2021/22 efficiency target of 6% will be delivered
 - what the Department will be doing differently compared to 2020/21 and
 - how the Department will drive Value for money
14. The objectives for the departmental business plan were agreed by Members of the Community and Children's Services Committee following a consultative process with Members and Senior Officers. Specific workstreams were developed by Senior Officers and individual teams reflecting the departmental business plan objectives and statutory requirements.
15. The balance of delivery and spend is driven by our statutory responsibilities in response to presenting needs, changes in the external environment and national policy drivers. Where statutory service demand has increased, the department has reallocated or sought additional resources. The Co-vid pandemic has created significant changes in the external environment and national policy which we have had to respond to.
16. The 6% efficiency target for the Department will be delivered through reducing the use of temporary staff, savings associated with new ways of working and opportunities for savings in the commissioning budget when existing services are recommissioned.
17. There are also opportunities to be more efficient where we secure added value from services for no additional cost to the City Corporation – for example where the rough sleeping outreach was recommissioned recently, an increased level of service provision was secured for 8% less than the allocated budget, and has successfully maximised the utility of partnership grant funding.
18. The Department, along with all others, has undergone a rigorous process of examining all service areas and identifying savings and assessing their potential impacts.
19. Delivery is evidenced and tested by a comprehensive set of performance and outcome indicators. These indicators are monitored, and remedial action is taken where necessary. We benchmark performance through bodies such as London Councils and HouseMark.

Corporate & Strategic Implications

20. The work of the Department contributes to the following Corporate Plan priorities:
- 1: People are safe and feel safe
 - 2: People enjoy good health and wellbeing
 - 3: People have equal opportunities to enrich their lives and reach their full potential
 - 4: Communities are cohesive and have the facilities they need
 - 9: We are digitally well connected and responsive
 - 12: Our spaces are secure, resilient and well maintained

Security implications

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

Public sector equality duty

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

Conclusion

23. This report presents the budget estimates for the Community & Children's Services Department for Members to consider and approve.

Appendices

- Appendix 1 – Committee Summary Budget – City Fund
- Appendix 2 – Support Services and Capital Charges from / to Community & Children's Services Committee
- Appendix 3 – Capital Project Bids for 2021/22
- Appendix 4 – Original 2020/21 budget to Latest Approved 2020/21 Budget
- Appendix 5- Original 2020/21 Budget to Original 2021/22 budget
- Appendix 6 – Schedule of 6% savings

Louise Said

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Appendix 1: Community and Children's Services Summary – City Fund

Analysis of Service Expenditure	Local or Central Risk	Actual 2019/20 £'000	Original Budget 2020/21 £'000	Latest Approved Budget 2020/21 £'000	Original Budget 2021/22 £'000	Movement 2020-21 to 2021-22 £'000	Para ref
EXPENDITURE							
Employees	L	(6,776)	(6,294)	(6,709)	(6,365)	(71)	5
Employees – mainly social workers dealing with Asylum Seekers and staff paid by Dedicated Schools Grant (DSG)	C	(520)	(480)	(580)	(530)	(50)	5
Premises Related Expenses(see note i)	L	(341)	(271)	(271)	(273)	(2)	
Premises Related Expenses (SRP: Islington Arts Factory)	C	(21)	(42)	(42)	(42)	0	
City Surveyor – R&M	L	(9)	(9)	(9)	(6)	3	
Transport-related Expenses	L	(19)	(21)	(24)	(18)	3	
Home to School Transport (met from DSG)	C	(88)	(72)	(72)	(72)	0	
Supplies and Services (mainly professional fees which are largely met from grant income plus expenses relating to contracts such as Broadway)	L	(4,814)	(3,927)	(5,197)	(4,776)	(849)	4
Supplies and Services (mainly costs of our private, voluntary and independent childcare providers which are met from DSG)	C	(500)	(607)	(899)	(430)	177	4
Third Party Payments (mainly social care clients plus contract costs such as Toynbee Hall Advice and providers of adult learning)	L	(4,388)	(5,237)	(6,868)	(5,098)	139	4
Third Party Payments (mainly agency costs relating to asylum seekers plus costs that are met from DSG)	C	(4,860)	(4,388)	(4,861)	(4,413)	(25)	
Transfer Payments (mainly payment to Fusion Lifestyle funded by income from London Marathon Charitable Trust)	L	(133)	(190)	(190)	(139)	51	
Rent allowances – funded by Department for Work and Pensions (DWP) rent benefit rebates)	C	(4,061)	(6,172)	(6,172)	(6,172)	0	
Capital charges	C	(7)	0	0	0	0	
Total Expenditure		(26,537)	(27,710)	(31,894)	(28,334)	(624)	
CONTINUED ON NEXT PAGE							

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Analysis of Service Expenditure							
	Local or Central Risk	Actual 2019/20 £'000	Original Budget 2020/21 £'000	Latest Approved Budget 2020/21 £'000	Original Budget 2021/22 £'000	Movement 2020-21 to 2021/22 £'000	Para ref
INCOME							
Government Grants (mainly Public Health and Skills Funding Agency grant income)	L	3,450	3,277	4,583	3,276	(1)	
Government Grants (mainly DSG, DWP rent benefit rebates, Home Office funding)	C	8,578	10,395	10,839	10,461	66	
other grants, reimbursements and contributions (mainly B&B rent allowances, S256 Monies and London Marathon Charitable Trust	L	833	594	732	546	(48)	
other grants, reimbursements and contributions (City's Cash contributions towards Toynbee Hall contract and Strings project at The Aldgate School)	C	167	184	304	184	0	
Customer, client receipts (mainly fee income and client contributions towards their social care packages)	L	975	955	975	883	(72)	
Customer, client receipts	C	37	35	117	35	0	
Transfers from Public Health Reserve	L	133	93	93	130	37	
Transfer from Parking Meter Reserves (in relation to concessionary fares and taxi cards)	C	583	578	578	578	0	
Recharge to capital project	L	0	0	0	0	0	
Total Income		14,756	16,111	18,221	16,093	(18)	
TOTAL EXPENDITURE BEFORE SUPPORT SERVICES AND CAPITAL CHARGES		(11,448)	(11,599)	(3,673)	(12,241)	(642)	
SUPPORT SERVICES AND CAPITAL CHARGES							
Central Support Services and Capital Charges		(2,563)	(2,427)	(2,428)	(2,312)	115	App 2
Recharges within Fund		333	375	333	360	(15)	
Total Support Services and Capital Charges		(2,230)	(2,052)	(2,095)	(1,952)	100	
TOTAL NET (EXPENDITURE) / INCOME		(14,011)	(13,651)	(15,768)	(14,193)	(542)	

Notes – Examples of types of service expenditure:

- (i) Premises Related Expenses – includes repairs and maintenance, energy costs, rates, and water services.

Appendix 2: Support Service and Capital Charges from/to Community and Children's Services Committee

Support Service and Capital Charges	Actual 2019/20 £000	Original Budget 2020/21 £000	Latest Approved Budget 2020/21 £000	Original Budget 2021/22 £000
Administrative Buildings	(261)	(285)	(285)	(254)
City Surveyor's Employee Recharge	(1)	(1)	(1)	(1)
Insurance	(52)	(54)	(58)	(56)
IS Recharges – Chamberlain	(710)	(634)	(634)	(606)
Capital Charges	(481)	(461)	(458)	(486)
Support Services –				
Chamberlain	(419)	(407)	(407)	(356)
Comptroller and City Solicitor	(199)	(101)	(101)	(162)
Town Clerk	(255)	(295)	(295)	(230)
City Surveyor	(60)	(63)	(63)	(63)
CPS	(125)	(126)	(126)	(98)
Total Support Services and Capital Charges	(2,563)	(2,427)	(2,428)	(2,312)
Recharges Within Funds				
Corporate and Democratic Core – Finance Committee	32	32	32	32
HRA	255	297	252	273
Barbican Residential Committee	46	46	49	55
Total Support Service and Capital Charges	(2,230)	(2,052)	(2,095)	(1,952)

Appendix 3 (Community and Children's Services)

Capital Project Bids for 2021/22

Project - Golden Lane Leisure Centre Site Restoration Project
Status: - On a reserve list so not approved in principle at this stage however alternative funding being sought from CWP

Appendix 4: Movement between 2020/21 Original Book Budget and 2020/21 Latest Approved Budget

	£'000
Original Budget 2020/21 (Excluding support service and capital charges)	(11,599)
Increase in Local risk budget as agreed by Policy & Resources (growth bid for homelessness)	(1,175)
Increase in Local risk as a result of the corporate in year re- budgeting exercise	(184)
Increase in Local risk due to successful bids from the Covid contingency fund	(297)
Increase in Central risk base budget due to successful bids from the Priorities Investment Pot	(142)
Net transfer of budget from Town Clerks (mainly due to the transfer of the community safety team to DCCS)	(203)
Other adjustments	(73)
Latest Approved Budget (excluding support services and capital charges)	(13,673)

Appendix 5: Movement between 2020/21 Original Book Budget and 2021/22 Original Book Budget

	£'000
Original Budget 2020/21 (Excluding support service and capital charges)	(11,599)
Increase in Local risk budget as agreed by Policy & Resources (growth bid for Homelessness)	(1,515)
Decrease in Central risk base budget due to removal of the Prioritise Investment Pot budgets as these were one off.	168
Previously agreed Fundamental review savings due in 2021/22	255
New additional savings required	650
Net transfer of budget from Town Clerks (mainly due to the transfer of the community safety team to DCCS)	(203)
Decrease in Surveyors repairs and maintenance charge	3
Original Budget 2021/22 (excluding support services and capital charges)	(12,241)

Appendix 6: Schedule of savings 2020/21

Directorate	Amount of Saving £,000	Comments
Peoples Services	465	<p>Includes external review of double handed and high cost domiciliary care provision to recommend equipment and practices to reduce longer term costs along with vacant posts within the directorate which have been offered up as savings.</p> <p>Also include income generation in relation to services provided to the Aldgate School such as Education Psychologist services and education welfare services.</p>
Commissioning & Partnerships	141	Largely met by the rendering of contracts and vacant posts which will be removed from the staff establishment
Housing	44	Reduction in the community events budget along with some staff restructures (staff doing less days per week)

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Committee(s): Community and Children's Services	Dated: 29 January 2021
Subject: Housing Revenue Account (HRA) and Capital Budgets 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,2,3,4,12.
Does this proposal require extra revenue and/or capital spending?	N
Report of: The Chamberlain and the Director of Community and Children's	For Information
Report author: Goshe Munir, Senior Accountant, Chamberlain's Department	

Summary

1. This report is the annual submission of the revenue and capital budgets overseen by your Committee. In particular it seeks approval for the provisional revenue budget for 2021/22, for subsequent submission to the Finance Committee. Details of the HRA draft capital budget are also provided.
2. The provisional nature of the revenue budgets particularly recognises that further revisions might arise from the necessary budget adjustments resulting from corporate projects.
3. There is a significant planned investment in the next year in the major works capital programme to upgrade the fabric of existing HRA social housing. However, the Revenue Reserve position remains extremely difficult in the short term as a result of delays of up to two years in income generating new build projects, which has meant that more than £1.2m per annum in additional rental revenue has been foregone. In addition, the proportion of the major works programme charged to revenue (as supplementary revenue projects) was higher than anticipated, which has further reduced reserves. There is then in the year effect of COVID-19 causing a reduction in rental income, including the quarter given rent free. These estimates have therefore had to assume that there will be a level of support from City Cash grant to make good any shortfall in the overall Reserve position at the year end.
4. The General Housing Revenue Reserve position is summarised below: -

Table 1 General Housing Revenue Reserve	Original Budget 2020/21 £000	Original Budget 2021/22 £000	Movement
Service Expenditure	(13,237)	(12,900)	337
Service Income	15,249	15,847	598
Other Movements	0	0	0
Transfer to Major Repairs Reserve	(2,878)	(3,064)	(186)
(Surplus)/deficit in year	(866)	(117)	749
Balance brought forward	1,978	134	(1,844)
Balance carried forward	1,112	17	(1,095)

5. Overall, the 2021/22 provisional budget indicates a deficit for the year of £117k a decrease of £749k over the 2020/21 budget. The decrease is mainly due to an increased estimate of service charge recovery costs, and reduced capital charges. Revenue Reserves at 31 March 2021 are now expected to be £17k.
6. The overall Major Repairs Reserve (MRR) position is summarised below: -

Table 2 Major Repairs Reserve	Original Budget 2020/21 £000	Original Budget 2021/22 £000	Movement
Transfer from General Housing Revenue Reserve (see contra Table 1)	2,878	3,064	186
Net capital expenditure after / grant funding	(24,383)	(22,320)	2,063
City Fund Loan	22,000	19,228	(2,772)
Movement in MRR in year	495	(28)	(523)
Balance brought forward	674	278	(396)
Balance carried forward	1,169	250	(919)

- The planned reduction in the Major Repairs Reserve reflects the very significant investment in the capital programme for major works across the 5-year asset management plan, including the decent homes program, window renewal, roof replacements and fire doors. The City Fund loan is now forecast to begin at the end of 2021/22 rather than in 2020/21. The borrowing requirement has been expected and included in the Corporations Medium Term Financial Plan for a number of years.

Recommendation(s)

7. The Committee is requested to:
- review the provisional 2021/22 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the proposed budget for submission to the Finance Committee.
 - review and approve the draft capital budget.
 - authorise the Chamberlain to revise these budgets to allow for further implications arising from departmental reorganisations and other reviews.

Main Report

Management of the Housing Revenue Account

8. The HRA is ring-fenced by legislation which means that the account must be financially self-supporting. To enable this, a 30-year plan has been produced and a more detailed 5 year plan (attached as Appendix B). The budgets in this report are included as an element of the plan. Although the "capital account" is not ring fenced by law, the respective financial positions of the HRA and the City Fund have meant that capital expenditure is financed without placing a burden on the use of City Fund resources. HRA related capital expenditure continues to be funded from the HRA, including the Major Repairs Reserve, a city fund loan and homeowners making their appropriate contributions.

Business Planning Priorities

9. A number of development opportunities and major works projects will require considerable resource input but will result in increased social housing capacity and improvements to our properties, particularly in terms of energy efficiency.

Proposed Budget Position 2020/21 and 2021/22

10. The detailed budgets are set out in table 3 over the page.

Actual 2019-20 £000	Table 3 - HOUSING REVENUE ACCOUNT	Original Budget 2020-21 £000	Latest Budget 2020/21 £000	Original Budget 2021-22 £000	Movement 2020-21 to 2021-22 £000	Paragraph Ref
	LOCAL RISK					
	Expenditure					
(3,556)	Repairs, Maintenance & Improvements	(3,453)	(2,976)	(2,976)	477	Appendix 1
(3,085)	Supplementary Revenue Budgets	(816)	(460)	(530)	286	12
(1,262)	Technical Services and City Surveyor's Costs	(1,181)	(1,262)	(1,262)	(81)	
(3,906)	Employee Cost	(4,556)	(4,231)	(4,535)	21	
(274)	Premises & Other Support Cost	(530)	(962)	(900)	(370)	13
(2,771)	Specialised Support Services	(2,701)	(2,688)	(2,697)	4	
(14,853)	TOTAL Expenditure	(13,237)	(12,579)	(12,900)	337	
	Income					
	Rent					
10,679	Dwellings	10,705	10,265	10,691	(14)	
469	Car Parking	658	634	638	(20)	
135	Baggage Stores	130	126	126	(4)	
1,322	Commercial	1,609	1,291	1,626	17	
	Charges for Services & Facilities				0	
130	Community Facilities	112	60	110	(2)	
1,607	Service Charges	1,998	2,272	2,301	303	14
23	Other & Support from City Cash	37	455	355	318	15
14,365	TOTAL Income	15,249	15,103	15,847	598	
(488)	NET INCOME FROM SERVICES	2,012	2,524	2,947	935	
0	Loan Charges – Interest	0	0	0	0	
52	Interest Receivable	0	52	0	0	
(436)	NET OPERATING INCOME	2,012	2,576	2,947	935	
0	Loan Charges – Principal	0	0	0	0	
(3,194)	Transfer to Major Repairs Reserve	(2,878)	(3,080)	(3,064)	(186)	
(3,630)	(Surplus) / deficit FOR THE YEAR	(866)	(504)	(117)	749	
4,268	Surplus brought forward	1,978	638	134	(1,844)	
638	SURPLUS CARRIED FORWARD	1,112	134	17	(1,095)	

11. Expenditure and unfavourable variances are presented in brackets. Only significant variances (generally those greater than £50,000) have been commented on in the following paragraphs.
12. The reduction of £286,000 in the Supplementary Revenue Property Projects cost reflects the change in the mix of the major works projects due to be undertaken in 2021/22 as the purely Capital element of the programme comes to the fore.
13. Premises Cost has increased by £370,000 mainly due to increases in support costs and the ending of the process of deducting commission charges from the cost of water rates.
14. The increase in income for service charges of £303,000 is due to a revision to the estimates of cost recovery in the 2020/21 original budget which was understated. The revised estimates reflect both actual levels of recovery and the revised estimates for 2021/22.
15. These budget estimates have had to include an expected level of City Cash grant revenue support to make good lost revenue income.

Actual 2019-20 £000	Table 4 - HOUSING REVENUE ACCOUNT	Original Budget 2020-21 £000	Latest Budget 2020/21 £000	Original Budget 2021-22 £000	Movement 2020-21 to 2021-22 £000	Paragraph Ref
	MAJOR REPAIRS RESERVE (MRR)					
3,194	Balance Brought Forward	2,878	3,080	3,064	186	
(10,867)	Transfer from HRA	(48,741)	(30,874)	(65,125)	(16,384)	
5,413	Capital Expenditure	18,218	22,338	35,321	17,103	
1,154	Section 106 / Grants					
	Reimbursements from homeowners	6,140	1,941	7,109	969	
1,000	RTB Receipts	0	375	375	375	
270	GLA Grant					
0	City Fund Loan	22,000	0	19,228	(2,772)	
164	Transfer from/(to) reserve for year	495	(3,139)	(28)	(523)	
3,253	Balance Brought Forward	674	3,417	278	(396)	
3,417	MRR BALANCE CARRIED FORWARD	1,169	278	250	(919)	

16. Analysis of the movement in manpower and related staff costs are shown in Table 5 below. These costs are spread across Direct Employee Cost, Technical Services and Specialised Support Services.

Table 5 Manpower statement	Original Budget 2020/21		Original Budget 2021/22	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Supervision and Management	36	(1,968)	35	(1,974)
Estate Officers	13	(504)	11	(481)
Porter/Cleaners	24	(919)	22	(939)
Gardeners	4	(127)	3	(117)
Wardens	0	(20)	0	(20)
Technical Services (Revenue and Capital)	42	(2,628)	42	(2,603)
TOTAL HOUSING REVENUE ACCOUNT	119	(6,166)	113	(6,134)

Potential Further Budget Developments

17. The provisional nature of the 2020/21 revenue budget recognises that further revisions may be required.

Revenue Budget 2021/22

18. The forecast outturn for the current year is in line with the Latest Approved Budget.

1. The latest estimated costs for the Committee's draft capital and supplementary revenue projects are summarised in the tables below.
2. Pre-implementation costs comprise feasibility and option appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
3. The anticipated funding of this significant programme is indicated above, with the 2020/21 and 2021/22 financial impact on HRA resources being reflected in the revenue estimates figures included elsewhere in this report. In addition, the HRA will need to borrow from the City Fund in order to finance its current capital programme.
4. The latest Capital and Supplementary Revenue Project budgets will be presented to the Court of Common Council for formal approval in March 2021.

Draft Capital and Supplementary Revenue Projects

Estate	Exp. Pre 01/04/20	2020/21	2021/22	2022/23	2023/24	2024/25	Later Years	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Pre-implementation								
Avondale	-	-	-	-	-	-	-	-
Dron	22	272	1,300	-	-	-	-	1,594
Golden Lane	72	738	4,991	6,194	-	-	-	11,995
Holloway	32	425	1,370	1,370	-	-	-	3,197
HRA General - Various	158	684	7,823	8,103	-	-	-	16,768
Southwark	192	596	3,148	3,313	-	-	-	7,249
Sydenham	24	24	828	-	-	-	-	876
William Blake	53	49	1,915	-	-	-	-	2,017
Windsor	21	61	1,528	-	-	-	-	1,610
York Way	-	768	450	195	-	-	-	1,413
Sub-total Pre-implementation Costs	574	3,617	23,353	19,175	-	-	-	46,719
Authority to start work granted	Exp. Pre 01/04/20	2020/21	2021/22	2022/23	2023/24	2024/25	Later Years	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Avondale	8,730	894	-	-	-	-	-	9,624
Dron	737	41	-	-	-	-	-	778
Golden Lane	14,223	718	2,970	-	-	-	-	17,911
Holloway	621	25	-	-	-	-	-	646
HRA General - Various	14,696	19,300	9,206	106	-	-	-	43,308
Isleden	118	593	947	-	-	-	-	1,658
Middlesex	3,925	2,269	3,112	-	-	-	-	9,306
Southwark	1,023	37	-	-	-	-	-	1,060
Sydenham	2,133	2,526	24,762	13,117	-	-	-	42,538
William Blake	1,036	51	-	-	-	-	-	1,087
Windsor	386	27	-	-	-	-	-	413
York Way	658	1,434	1,610	-	-	-	-	3,702
Sub-total Authority to Start Work	48,286	27,915	42,607	13,223	-	-	-	132,031
	Exp. Pre 01/04/19	2020/21	2021/22	2022/23	2023/24	2024/25	Later Years	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
TOTAL COMMUNITY & CHILDREN'S SERVICES - HRA	48,860	31,532	65,960	32,398	-	-	-	178,750
Of this,								
Capital	45,371	30,874	65,125	32,398	-	-	-	173,768
Supplementary Revenue	3,489	658	835	-	-	-	-	4,982
	48,860	31,532	65,960	32,398	-	-	-	178,750
Funded by								
Long Lessee contributions		2,160	7,414	4,540	-	-	-	14,114
External contributions (S106, grants)		22,341	35,321	13,313	-	-	-	70,975
CIL		-	-	-	-	-	-	-
Borrowing		-	19,228	11,481	-	-	-	30,709
Right to Buy Receipts		375	375	-	-	-	-	750
HRA balances		460	530	-	-	-	-	990
Major Repairs Reserve		6,196	3,092	3,064	-	-	-	12,352
		31,532	65,960	32,398	-	-	-	129,890

Appendices

Appendix A: Schedule of Repairs, Maintenance and Improvements.

Appendix B: 5 Year HRA Financial Forecast

Dr Peter Kane
Chamberlains

Andrew Carter
Director of Community & Children Services

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Appendix A

REPAIRS, MAINTENANCE AND IMPROVEMENTS		Original Budget 2020/21 £000	Revised Budget 2020/21 £000	Original Budget 2021/22 £000
Responsible Officer is the Director of Community and Children's Services				
GENERAL				
BREAKDOWN AND EMERGENCY REPAIRS				
Building	E	(1,407)	(1,000)	(1,000)
Electrical	E	(285)	(200)	(240)
Lifts	E	(15)	(10)	(10)
Heating and Ventilation	E	(260)	(130)	(130)
Recharge and Insurance Claims	E	(50)	(50)	(50)
		(2,017)	(1,390)	(1,430)
CONTRACT SERVICING				
Building	E	(72)	(72)	(72)
Electrical	E	(200)	(350)	(340)
Lifts	E	(152)	(160)	(140)
Boilers	E	(150)	(250)	(250)
Ventilation	E	(500)	(500)	(500)
Heating	E			
		(1,074)	(1,332)	(1,302)
CYCLICAL WORK AND MINOR IMPROVEMENTS				
Elderly/Disabled - Internal Redecorations	E	(12)	(12)	(12)
- Decoration Allowance	E			
Portable Appliance Testing	E	(2)	(2)	(2)
Asbestos Management Contingency	E	(200)	(130)	(120)
Redecorations for Elderly/Disabled	E			
Fees for Feasibility Studies	A	(30)	(30)	(30)
Energy Performance Certification Work	E	(5)	(5)	(5)
Water supply works	E	(88)	(60)	(60)
Asset Management plan	A	(25)	(15)	(15)
		(362)	(254)	(244)
TOTAL GENERAL		(3,453)	(2,976)	(2,976)

Appendix B

HRA 5 Year Projections						
	Actual 2019-20	Revised OB 2020-21	OB 2021-22	OB 2022-23	OB 2023-24	OB 2024-25
Income						
Rent	10,511	10,265	10,691	12,155	12,898	13,156
	469	634	638	549	560	571
	124	126	126	129	131	134
	1,489	1,291	1,626	1,659	1,692	1,726
Community Facilities	130	60	110	112	114	117
Service Charge	1,607	2,272	2,301	2,347	2,394	2,442
Other - Support from City Cash Grant (or further savings)	23	455	355	350	350	350
TOTAL	14,353	15,103	15,847	17,300	18,139	18,495
Expenditure						
Repairs & Maintenance	(3,556)	(2,976)	(3,176)	(3,200)	(3,200)	(3,200)
Supp revenue projects	(2,129)	(460)	(530)	(250)	(250)	(250)
Tech services + CS costs	(1,262)	(1,262)	(1,262)	(1,250)	(1,250)	(1,250)
Employee Cost	(4,803)	(4,231)	(4,535)	(4,626)	(4,718)	(4,813)
Premises & Other Support Cost	(274)	(962)	(900)	(900)	(900)	(900)
Revenue Savings/Efficiencies to be identified	0	0	200	200	200	200
Specialised Support Service	(2,818)	(2,688)	(2,697)	(2,700)	(2,700)	(2,700)
TOTAL	(14,842)	(12,579)	(12,900)	(12,726)	(12,818)	(12,913)
Loan Charges - Interest	0	0	0	(96)	(599)	(535)
Capital Repayment (4% Minimum Revenue Provision)	0	0	0	(769)	(1,198)	(1,123)
Interest Receivable	52	52	0	0	0	0
	52	52	0	(865)	(1,796)	(1,658)
TOTAL NET INCOME	(437)	2,576	2,947	3,709	3,524	3,924
TRANSFER TO MRR (Depreciation)	(3,195)	(3,080)	(3,064)	(3,100)	(3,200)	(3,300)
Surplus/ Deficit	(3,632)	(504)	(117)	609	324	624
Bal B/F	3,768	636	132	15	624	948
Bal C/F	136	132	15	624	948	1,572
MAJOR REPAIRS RESERVE						
MRR			278	250	286	1,486
Depreciation /Transfer from Revenue			3,064	3,100	3,200	3,300
Capital Financing			(22,320)	(14,545)		
Loan Required			19,228	11,481	(2,000)	(3,000)
			250	286	1,486	1,786
LOAN						
B/F			0	19,228	29,940	26,742
In Year			19,228	11,481	(2,000)	(3,000)
Repayments			0	(769)	(1,198)	(1,123)
C/F			19,228	29,940	26,742	22,619

Committees:	Dates:
Corporate Projects Board <i>[for decision]</i> Projects Sub <i>[for decision]</i> Community & Children's Services <i>[for decision]</i>	13 January 2021 25 January 2021 29 January 2021
Subject: Golden Lane Area Lighting and Accessibility Unique Project Identifier: PV ID 12249	Gateway 1-4 Project Proposal & Options Appraisal Regular
Report of: Director of Community & Children's Services	For Decision
Report Author: David Downing, Asset Programme Manager	
<h1>PUBLIC</h1>	

Recommendations

<p>1. Approval track, next steps and requested decisions</p>	<p>Project Description: The existing external lighting on the Golden Lane Estate needs significant improvement in order to improve accessibility and safety in the semi-public areas of the estate and to enhance the navigability to its community-use buildings. These areas are expected to see an increased footfall due to Crossrail and Culture Mile developments.</p> <p>The existing lighting provision does not perform the function required to ensure that areas in semi-public spaces are safe, adequately lit, and well maintained (thereby reducing the incidence of slips, trips and falls) and easily navigable and accessible in hours of darkness where signage directing visitors to community-use buildings is often obscured by ineffective lighting provision. To correct these shortcomings, it is therefore proposed to upgrade the existing deficient external lighting installations to modern, energy-efficient LED fittings, which would significantly improve the illumination of these areas and therefore the accessibility of the estate in general and to its community-use buildings in particular. Improvements to the directional signage and wayfinding on the estate may also be required.</p> <p>Funding Source: Funding for this scheme from City Fund Central Resources was agreed in principle as part of the 2020/21 annual capital bid process. Further approval of</p>
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	<p>Resource Allocation Sub and Policy and Resources Committee is required to draw down against these funds.</p> <p>Next Gateway: Gateway 5</p> <p>Next Steps:</p> <ul style="list-style-type: none"> - draft employer’s requirements in order to tender for the lighting improvement works - liaise with planning authorities to ensure compliance with heritage constraints - City Procurement to undertake a tender exercise - analyse tender and submit Gateway 5 report. <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. That a budget of £15,000 is approved for internal staff costs to reach the next Gateway 2. Note the project budget of £15,000 (excluding risk) 3. Note the total estimated cost of the project at £500,000 (excluding risk) and that release of funding is subject to the further approval of Resource Allocation Sub and Policy and Resources Committees 4. That option 2 (upgrade existing external lighting provision to energy-efficient modern fittings) is approved to proceed to procurement. 												
<p>2. Resource requirements to reach next Gateway</p>	<p><i>For recommended option 2:</i></p> <table border="1" data-bbox="528 1216 1390 1574"> <thead> <tr> <th>Item</th> <th>Reason</th> <th>Funds/ Source of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Staff Costs</td> <td>To draft and collate tender documents</td> <td>City Fund Central Resources</td> <td>£15,000</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>£15,000</td> </tr> </tbody> </table> <p>‘In principle’ approval to this funding was agreed as part of the 2020/21 annual capital bid process. Drawdown against this funding will be subject to the further approval of the Resource Allocation and Policy and Resources Committees.</p> <p>As these are works of improvement, partial recovery of costs from Golden Lane Estates leaseholders is not achievable.</p> <p>Costed Risk Provision requested for this Gateway: N/A</p>	Item	Reason	Funds/ Source of Funding	Cost (£)	Staff Costs	To draft and collate tender documents	City Fund Central Resources	£15,000	Total			£15,000
Item	Reason	Funds/ Source of Funding	Cost (£)										
Staff Costs	To draft and collate tender documents	City Fund Central Resources	£15,000										
Total			£15,000										

<p>3. Governance arrangements</p>	<ul style="list-style-type: none"> • Service Committee: Housing Management & Almshouses Sub Committee • Senior Responsible Officer: Paul Murtagh, Assistant Director Barbican & Property Services, Department of Community and Children’s Services (DCCS) • The project will be monitored by the Housing Programme Board.
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Project Summary

<p>4. Context</p>	<p>The current provision of external lighting on the Golden Lane Estate is generating acute safety concerns relating to the poorly lit public walkways within and around the estate, and leading to its community-use buildings (including the Golden Lane Community Centre, Fusion Gym and the Sir Ralph Perrin Centre). There are areas where a poorly illuminated change of direction of height could result in a slip, trip or fall, leading to a person or persons injuring themselves and potentially claiming compensation from the City.</p> <p>Lighting is also a major contributing factor to ensuring safe passage and movement around the estate. It ensures that residents and the general public feel safe, particularly during shorter days in the winter months. It is also useful in highlighting changes in the pathways and important signage directing visitors to the community buildings situated within the estate’s confines.</p> <p>The estate and surrounding area is expected to suffer from increased footfall due to Crossrail and the Culture Mile in the near future. Improvements to the directional signage to community-use buildings may also be required.</p> <p>Much of the existing lighting is via sodium high-pressure fittings which are largely inefficient and add to our carbon footprint. The rest of the lighting is fluorescent, with an average lifespan of just over one year before replacement is required. This adds to the ever-increasing repair costs. LED lighting is much more efficient, has less impact on the environment through directed lighting, costs less to run by using less energy, and requires replacement less often. It is anticipated that significant modernisation of the existing electrical infrastructure supporting the external lighting will be required to facilitate these works.</p> <p>The Department of the Built Environment has completed a comprehensive lighting review of the existing provision on the</p>
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	<p>Golden Lane Estate. The overall condition of the lighting was assessed as poor and neglected with inconsistencies in the existing fixtures contributing to issues in navigating the estate's semi-public spaces, particularly on winter evenings.</p> <p>In addition, a full Electrical Installation Condition survey has recently been completed for the Golden Lane Estate. This report details the extent of remedial works required to facilitate the external lighting upgrades. As no further surveys are required, it is recommended that this project proceed directly to Gateway 4.</p>
5. Brief description of project	<ol style="list-style-type: none"> 1. The proposed works will entail the replacement and upgrade of all communal block and podium lighting across the Golden Lane Estate. 2. Upgraded lighting to be energy-efficient, thereby reducing costs and maintenance. 3. Upgrade existing electrical supply to lighting installations to ensure compliance with modern safety standards. 4. Following lighting improvements, upgrade directional signage to community-use buildings if required.
6. Consequences if project not approved	<ol style="list-style-type: none"> 1. The existing external lighting is not fully fit for purpose, is wasteful in terms of running costs and maintenance, and is energy-inefficient. 2. The existing external lighting does not fulfil the landlord's duties in terms of decent facilities, and does little to promote a safe and accessible estate, or aid navigability to community-use buildings. 3. The existing wiring to the current lighting installations is no longer fit for purpose and presents the risk of causing an electrical fire and possible electrocution.
7. SMART project objectives	<ul style="list-style-type: none"> • To improve safety and accessibility of both the community-use buildings and housing blocks via the upgrade of external community lighting (158 units). • To ensure that all external lighting and associated wiring is fully working, reaches compliancy, improves energy-efficiency and is fit for purpose.
8. Key benefits	<ul style="list-style-type: none"> • The works will ensure that the external lighting is fit for purpose, which will improve residents' and community building users' safety when transiting the Golden Lane Estate area. • The works will enhance the general accessibility of the estate and appropriately direct the increasing flow of visitors away from private areas at a time when footfall is expected to increase. • By upgrading to energy-efficient installations, CO₂ emissions will be reduced. (A similar scheme recently

	<p>completed at the Avondale Square Estate estimated a reduction in carbon emissions of 62%).</p> <ul style="list-style-type: none"> • By upgrading to energy-efficient installations, running costs (via both energy usage and ongoing maintenance costs) will be reduced. (A similar scheme recently completed at the Avondale Square Estate estimated a reduction in running costs of 60%).
9. Project category	1. Health and safety
10. Project priority	A. Essential
11. Notable exclusions	<p>The accessibility and navigability of the estate would also be improved by correcting a number of surface defects in the estate's public walkways. Large-scale podium waterproofing and resurfacing works are scheduled on future works programmes for the estate which would be the appropriate time for the systematic correction of such defects. Any surface defects requiring immediate attention would be referred to reactive repairs.</p> <p>Internal block communal and emergency lighting is excluded from this project, although it should be noted that significant upgrades to the existing lighting provision in these areas will need to be addressed.</p> <p>Highways team-maintained lighting on Goswell Road is also excluded.</p>

Options Appraisal

12. Overview of options	<p>Option 1: Carry out works under responsive repairs contract – any necessary works to be arranged through the schedule of rates contractor on an ad hoc basis as individual units fail or become unserviceable. This project will close.</p> <p>Option 2: Tender the works as one package to completely upgrade all communal external lighting with energy-efficient LED fixtures and fittings, and any necessary rewiring to facilitate the upgrades. This represents better overall value for money all would allow for a uniform lighting provision across the estate. Once lighting improvements have been made, review and improve directional signage as required. This option is recommended.</p>
13. Risk	<p>Overall project risk: Low</p> <p>A condition survey of the existing wiring and installations has been completed and the extent of required lighting improvement works is known with some confidence.</p> <p>Golden Lane Estate is Grade II Listed; any significant changes to the appearance of the buildings would require Heritage</p>

	<p>approvals which could delay any upgrade programme. Early dialogue with Planning during specification would mitigate risk.</p> <p>As all works are external to buildings, the imposition of further COVID-19 social distancing measures is unlikely to negatively impact the programme.</p>
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Resource Implications

14. Total estimated cost	<p>For recommended option 2.</p> <p>Total estimated cost (excluding risk): £400,000 – £500,000</p> <p>Total estimated cost (including risk): N/A</p>									
15. Funding strategy	<p>Is funding confirmed:</p> <p>All funding fully guaranteed</p>	<p>Who is providing funding:</p> <p>Internal - Funded wholly by City's own resource</p>								
	<p>Recommended option</p> <table border="1"> <thead> <tr> <th>Funds/Sources of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Fees & Staff Costs – City Fund Central Resources*</td> <td>£60,000</td> </tr> <tr> <td>Works – City Fund Central Resources*</td> <td>£440,000</td> </tr> <tr> <td>Total</td> <td>£500,000</td> </tr> </tbody> </table> <p>* 'In principle' approval to this funding was agreed as part of the 2020/21 annual capital bid process. Drawdown against this funding will be subject to the further approval of the Resource Allocation and Policy and Resources Committees.</p> <p>As these are works of improvement, partial recovery of costs from Golden Lane Estates leaseholders is not achievable.</p>		Funds/Sources of Funding	Cost (£)	Fees & Staff Costs – City Fund Central Resources*	£60,000	Works – City Fund Central Resources*	£440,000	Total	£500,000
Funds/Sources of Funding	Cost (£)									
Fees & Staff Costs – City Fund Central Resources*	£60,000									
Works – City Fund Central Resources*	£440,000									
Total	£500,000									

Appendices

- Appendix 1 – Project Briefing
- Appendix 2 – Risk Register
- Appendix 3 – PT4 Procurement Form

Contact

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Options appraisal table.

	<i>Option 1</i>	<i>Option 2</i>
1. Brief description	Carry out works under responsive repairs contract as and when any existing units fail – any necessary works to be arranged through the schedule of rates contractor.	Tender the electrical works as one package to completely replace the existing communal external lighting with energy-efficient LED fixtures and fittings and any necessary rewiring. Once lighting improvements have been made, review and improve directional signage as required.
2. Scope and exclusions	This project would close.	Replace and rewire all existing external lighting installations with modern, energy-efficient equivalents in a planned programme of works.
<i>Project Planning</i>		
3. Programme and key dates	<p>Overall project: Completion date: This project would close.</p> <p>Key dates:</p> <ul style="list-style-type: none"> • Repairs will be undertaken as and when they are identified as needed. 	<p>Overall project: Completion date: December 2021</p> <p>Key dates:</p> <ul style="list-style-type: none"> • Gateway 1–4 Approval – January 2021 • Procurement – February/March 2021 • Gateway 5 Approval – April 2021 • Start on site: May 2021 • Finish on site: December 2021

	<i>Option 1</i>	<i>Option 2</i>
4. Risk implications	Overall project option risk: None, this project will close.	Low. Full surveys have been carried out and the extent of works required to upgrade the external lighting is known. Golden Lane Estate is Grade II Listed and any works will need to comply with heritage constraints.
5. Benefits	<ul style="list-style-type: none"> No large capital outlay required. Costs, although higher in total, would be spread throughout the extended replacement period. 	<ul style="list-style-type: none"> Will bring the whole estate up to standard and uniformity Will realise economies of scale Will result in running and maintenance cost savings Will reduce CO₂ emissions Will improve resident safety and accessibility of the estate
6. Disbenefits	<ul style="list-style-type: none"> Full benefits unlikely to be realised in the short term Any short-term improvements in lighting provision and accessibility will be piecemeal No savings via economies of scale Not part of a uniform programme of works Additional strain on responsive repairs budget 	<ul style="list-style-type: none"> Expense of improvement works comes all at once

	<i>Option 1</i>	<i>Option 2</i>
	<ul style="list-style-type: none"> • Waiting for component failure is bad practice 	
7. Stakeholders and consultees	None. This project would close.	<ul style="list-style-type: none"> • Residents, including leaseholders • Departments of City Surveyor's, Built Environment, Town Clerks, Planning and Chamberlain's (including City Procurement) • Members and Ward Members
Resource Implications		
8. Total estimated cost	Total estimated cost (excluding risk): Unquantifiable	Total estimated cost (excluding risk): £400,000 – £500,000
9. Funding strategy	Housing Revenue Account (responsive repairs budget) This budget is already established.	City Fund Central Resources. 'In principle' approval to this funding was agreed as part of the 2020/21 annual capital bid process. Drawdown against this funding will be subject to the further approval of the Resource Allocation and Policy and Resources Committees.
10. Estimated capital value/return	N/A	N/A

	<i>Option 1</i>	<i>Option 2</i>
11. Ongoing revenue implications	Additional strain on responsive repairs budget.	Future maintenance costs will be significantly reduced, easing the burden on the responsive repairs budget.
12. Investment appraisal	N/A	N/A
13. Affordability	The established response repairs budget will be used if this option is chosen. However, these works would decrease the budget and may impact on the ability to complete future repairs.	'In principle' approval to this funding was agreed as part of the 2020/21 annual capital bid process.
14. Procurement strategy/Route to Market	N/A	City Procurement have been asked to advise on the best strategies for these options and recommend a closed tender using suppliers with a proven good track record with similar works for the lighting improvement works. An additional small value procurement will also be required to cover any improvements to directional signage.
15. Legal implications	N/A	N/A
16. Corporate property implications	None	None

	<i>Option 1</i>	<i>Option 2</i>
17. Traffic implications	None	None
18. Sustainability and energy implications	An ad hoc approach to upgrading the existing lighting provision would only deliver incremental energy efficiencies.	The new proposed fittings will have an immediate positive effect on the carbon footprint of the estate. It is predicted that these works will decrease CO ₂ emissions by approximately. 62% as compared to the existing installations.
19. IS implications	None	
20. Equality Impact Assessment	An equality impact assessment will not be undertaken. This project will close.	An equality impact assessment will not be undertaken. The improved lighting provision of the proposed works would have a positive impact on all protected groups.
21. Data Protection Impact Assessment	The risk to personal data is less than high or non-applicable and a Data Protection Impact Assessment will not be undertaken.	
22. Recommendation	Not recommended	Recommended

Project Briefing

Project identifier			
[1a] Unique Project Identifier	11900	[1b] Departmental Reference Number	N/A
[2] Core Project Name	Golden Lane Area Lighting and Accessibility		
[3] Programme Affiliation <i>(if applicable)</i>	N/A		

Ownership	
[4] Chief Officer has signed off on this document	Paul Murtagh – Assistant Director Barbican & Property Services, DCCS
[5] Senior Responsible Officer	Jason Hayes – DCCS Head of Major Works
[6] Project Manager	Peter Smith – DCCS Major Works Project Manager

Description and purpose	
[7] Project Description	
<p>The Listed Golden Lane Estate requires significant updating of the lighting and accessibility of the estate. Many areas are protected but not performing the function with which is required, to ensure our estates are safe and well maintained reducing the risks of slips trips and falls. There are many uneven surfaces and a distinct lack of signage to help wayfinding around the estate.</p> <p>Scope of the project is to include:</p> <ul style="list-style-type: none"> • Accessibility Audit of the estate • Replacement lighting with more energy efficient, brighter and safer surroundings and less light pollution • Replacement and provision of additional signage 	
[8] Definition of Need: What is the problem we are trying to solve or opportunity we are trying to realise (i.e. the reasons why we should make a change)?	
<p>This project is required to make the estate and community safe and convenient to move around in.</p> <p>Within the Golden Lane Estate, there are buildings serving the local community and general public. These buildings include commercial properties alongside Goswell Road, the Golden Lane Community Centre, Fusion Gym and the Sir Ralph Perrin Centre. Without being either familiar with the estate or having adequate signage and wayfinding applications, these can be difficult to locate.</p> <p>There are areas where a change of direction of height could result in a slip, trip or fall leading to a person or persons injuring themselves and potentially claiming compensation from the Corporation. There are also defects within the general pathways around the estate and they are adding to these acute safety concerns. These defects include loose paving, differing falls for drainage or material changes.</p> <p>Some areas of the estate are of an age where accessibility was not originally a major concern in design and in order to remain compliant for movement around the estate, adaptations may need to be made.</p>	

Lighting is also a major contributing factor to ensuring safe passage and movement around the estate. It ensures residents feel safe particularly during shorter days in the winter months. It is also useful in highlighting changes in the pathways and highlighting important signage. Much of the lighting is via sodium high pressure fittings which are largely inefficient and add to our carbon footprint. The rest of the lighting is fluorescent and with an average lifespan of just over one year which adds to the ever-increasing repair costs. LED lighting is much more efficient, has less impact on the environment through directed lighting, costs less to run by using less energy and requires replacement less often. Lighting can also help to reduce anti-social behaviour and the impact of people hanging around in dimly lit areas.

The signage around the estate is lacking and visitors to the site struggle to find the buildings they are visiting. Residents also have back gardens backing onto pathways and privacy can be impacted by visitors wandering away from main routes across the estate.

The estate is also expected to suffer from increased footfall due to Crossrail and Culture Mile in the not too distant future.

[9] What is the link to the City of London Corporate plan outcomes?

- [1] People are safe and feel safe.
- [2] People enjoy good health and wellbeing.
- [4] Communities are cohesive and have suitable housing and facilities.
- [5] Businesses are trusted and socially and environmentally responsible.
- [9] Our spaces are secure, resilient and well-maintained.
- [10] Our physical spaces have clean air, land and water and support a thriving and sustainable natural environment.
- [12] Our spaces inspire excellence, enterprise, creativity and collaboration.

[10] What is the link to the departmental business plan objectives?

This project links with the DCCS business plan objective of providing safe communities for people of all ages, with well maintained estates protected from harm. Completing this essential lighting and accessibility work will ensure safe movement, safer living environment and more sustainable resources.

[11] Note all which apply:

Officer: Project developed from Officer initiation	Y	Member: Project developed from Member initiation	N	Corporate: Project developed as a large scale Corporate initiative	Y
Mandatory: Compliance with legislation, policy and audit	Y	Sustainability: Essential for business continuity	Y	Improvement: New opportunity/ idea that leads to improvement	Y

Project Benchmarking:

[12] What are the top 3 measures of success which will indicate that the project has achieved its aims?

<These should be impacts of the activity to complete the aim/objective, rather than 'finishes on time and on budget'>>

1) Lighting that saves money, has less impact on the wider environment and ensures movement around the estate is safe.

2) Clear signage to ensure visitors can locate buildings more easily.

3) Accessibility is improved for vulnerable and protected characteristics as part of the Corporations responsibility towards equality.
[13] Will this project have any measurable legacy benefits/outcome that we will need to track after the end of the 'delivery' phase? If so, what are they and how will you track them? (E.g. cost savings, quality etc.)
The quality of the lighting and signage will need to be monitored during the defects liability period and periodically into the future. Electrical checks on the lighting will be completed as part of the cyclical testing process.
[14] What is the expected delivery cost of this project (range values)[£]?
Lower Range estimate: £500,000 Upper Range estimate: £700,000
[15] Total anticipated on-going revenue commitment post-delivery (lifecycle costs)[£]:
Only financial commitment post delivery will be general repairs and maintenance for the lighting and signage of the estate.
[16] What are the expected sources of funding for this project?
This bid seeks approval through the annual bid process.
[17] What is the expected delivery timeframe for this project (range values)? Are there any deadlines which must be met (e.g. statutory obligations)?
Lower Range estimate: April 2020 – June 2021 Upper Range estimate: April 2020 – September 2021

Project Impact:	
[18] Will this project generate public or media impact and response which the City of London will need to manage? Will this be a high-profile activity with public and media momentum?	
There will likely be some attention from Golden Lane residents who live on or near the project site, and also passing pedestrians. It may also generate attention from Historic England and 20 th Century Society. The behaviour and performance of the contractor will need to be managed; however, the work is essential.	
[19] Who has been actively consulted to develop this project to this stage? <(Add additional internal or external stakeholders where required) >	
Chamberlains: Finance	Officer Name: Dianne Merrifield
Chamberlains: Procurement	Officer Name: Michael Harrington
IT	Officer Name: N/A
HR	Officer Name: N/A
Communications	Officer Name: TBC
Corporate Property	Officer Name: N/A
External	None appointed
[20] Is this project being delivered internally on behalf of another department? If not ignore this question. If so: Please note the Client supplier departments. Who will be the Officer responsible for the designing of the project? If the supplier department will take over the day-to-day responsibility for the project, when will this occur in its design and delivery?	
Client	Department: N/A
Supplier	Department: N/A

Supplier	Department: N/A
Project Design Manager	Department: N/A
Design/Delivery handover to Supplier	Gateway stage: <Before Project Proposal>, <Post Project Proposal>, <Post Options Appraisal>, <Post Detailed design>, <Post Authority to start work>

City of London: Projects Procedure Corporate Risks Register						
Project name: <u>Golden Lane Area Lighting & Accessibility</u>						
Unique project identifier: <u>TBC</u>						
Total est cost (exc risk) <u>£500000</u>						
<i>Corporate Risk Matrix score table</i>						
PM's overall risk rating Avg risk pre-mitigation Avg risk post-mitigation Red risks (open) Amber risks (open) Green risks (open)	Low					
	4.8	Likely	4	8	16	32
	3.8	Possible	3	6	12	24
	0	Unlikely	2	4	8	16
	2	Rare	1	2	4	8
3						
Costed risks identified (All)	£0.00	0%	<i>Costed risk as % of total estimated cost of project</i>			
Costed risk pre-mitigation (open)	£0.00	0%	<i>" "</i>			
Costed risk post-mitigation (open)	£0.00	0%	<i>" "</i>			
Costed Risk Provision requested	£0.00	0%	<i>CRP as % of total estimated cost of project</i>			
	Number of Open Risks	Avg Score	Costed impact	Red	Amber	Green
(1) Compliance/Regulatory	1	3.0	£0.00	0	0	1
(2) Financial	2	6.0	£0.00	0	1	1
(3) Reputation	0	0.0	£0.00	0	0	0
(4) Contractual/Partnership	2	4.5	£0.00	0	1	1
(5) H&S/Wellbeing	0	0.0	£0.00	0	0	0
(6) Safeguarding	0	0.0	£0.00	0	0	0
(7) Innovation	0	0.0	£0.00	0	0	0
(8) Technology	0	0.0	£0.00	0	0	0
(9) Environmental	0	0.0	£0.00	0	0	0
(10) Physical	0	0.0	£0.00	0	0	0
	Extreme	Major	Serious	Minor		
Issues (open)	0	Open Issues		0	0	0
All Issues	0	All Issues		0	0	0
Cost to resolve all issues (on completion)	£0.00			Total CRP used to date	£0.00	

City of London: Projects Procedure Corporate Risks Register

Project Name:	Golden Lane Area Lighting & Accessibility	PM's overall risk rating:	Low	CRP requested this gateway	£ -	Average unmitigated risk	4.8	Open Risks	5
Unique project identifier:	TBC	Total estimated cost (exc risk):	£ 500,000	Total CRP used to date	£ -	Average mitigated risk score	3.8	Closed Risks	1

General risk classification										Mitigation actions										Ownership & Action			
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	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification 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 Issues	Comment(s)
R1	4	(2) Financial	Additional remedial work required to electrical wiring for external lighting	Delay to works, more funding required, danger to public if left unattended to	Possible	Minor	3	£0.00	N	B - Fairly Confident	Carry out electrical condition survey prior to works procurement	£10,000.00	Rare	Minor	£0.00	1	£0.00	No	01-Jul-20	Jason Hayes	David Downing	01/12/20	
R2	5	(4) Contractual/Partnership	Covid - 19 - programme delay due further restrictions on movement	Covid restrictions delay completion of works	Possible	Minor	3	£0.00	N	B - Fairly Confident	Works are external to buildings and can be carried out in compliance with social distancing measures.	£0.00	Possible	Minor	£0.00	3	£0.00	No	05-Sep-20	Jason Hayes	David Downing		
R3	4	(2) Financial	Covid - 19 - financial uncertainty (market volatility during procurement adds uncertainty to cost estimates)	Financial uncertainty during current public health crisis may impact on procurement	Likely	Minor	4	£0.00	N	B - Fairly Confident	none identified at present	£0.00	Likely	Minor	£0.00	4	£0.00	no	05-Sep-20	Jason Hayes	David Downing		
R4	4	(2) Financial	Covid - 19 - financial uncertainty (funding priorities changing)	Loss of central funding will see project close	Rare	Extreme	8	£0.00	N	A - Very Confident	none, if funding is withdrawn this project will close	£0.00	Rare	Extreme	£0.00	8	£0.00	no	05-Sep-20	Jason Hayes	David Downing		
R5	4	(1) Compliance/Regulatory	Golden Lane Estate is Grade II Listed	Heritage constraints may increase cost or duration of works	Possible	Minor	3	£0.00	N	B - Fairly Confident	early engagement with planning authorities during specification phase	£0.00	Unlikely	Minor	£0.00	2	£0.00	No	05-Sep-20	Jason Hayes	David Downing		
R6	5	(4) Contractual/Partnership	Covid - 19/Brexit - supply chain disruption	Global events may impact on contractors supply chains or source of labour	Possible	Serious	6	£0.00	N	B - Fairly Confident	ensure robust supply chain in place during procurement phase	£0.00	Unlikely	Minor	£0.00	2	£0.00	No	05/09/20	Jason Hayes	David Downing		
R7							£0.00																
R8							£0.00																
R9							£0.00																
R10							£0.00																
R11							£0.00																
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R70							£0.00																
R71							£0.00																

City of London: Projects Procedure Corporate Issues Log

Project Name: **Golden Lane Area Lighting & Accessibility**
 Unique project identifier: **TBC**

General issue classification							Ownership & Action							
Issue ID	Risk ID (where previously identified)	Category	Description of the Issue	Issue Impact Description	Impact Classification	Control actions	Date raised	Named Departmental Issue Manager/Coordinator	Issue owner (Named Officer or External Party)	Dependencies	Status	Cost to resolve [£] on completion	Date Closed	Comment(s)
I.01		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.02		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.03		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.04		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.05		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.06		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.07		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.08		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.09		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.10		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.11		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.12		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.13		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.14		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.15		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.16		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.17		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.18		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.19		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									
I.20		(9) Environmental	(9) Environmental	(9) Environmental	(9) Environmental									

City of London: Projects Procedure Corporate Assumptions Log

Project Name: **Golden Lane Area Lighting & Accessibility**

Unique project identifier: **TBC**

A list of any factors that you are assuming to be in place that will contribute to the successful result of your project.

Assumption ID	Category	Description of the Assumption	General assumption classification				Ownership & Action								
			Assumption Impact Description	Impact Classification	Control actions	Response type	Confidence in the estimation	Date raised	Assumption owner (Named Officer or External Party)	Assumption owner (Named Officer or External Party)	Action dependencies	Status	Date Closed	Comment(s)	
A.1															
A.2															
A.3															
A.4															
A.5															
A.6															
A.7															
A.8															
A.9															
A.10															
A.11															
A.12															
A.13															
A.14															
A.15															

City of London: Projects Procedure Corporate Dependencies Log

Project Name: **Golden Lane Area Lighting & Accessibility**

Unique project identifier: **TBC**

A list of any event or work that are either dependent on the result of your project, or your project will depend on.

Dependency ID	Category	Description of the Dependency	General dependency classification					Ownership & Action						
			Dependency Impact Description	Impact Classification	Control actions	Response type	Confidence in the estimation	Date raised	Dependency owner (Named Officer or External Party)	Dependency owner (Named Officer or External Party)	Action dependencies	Status	Date Closed	Comment(s)
D.1														
D.2														
D.3														
D.4														
D.5														
D.6														
D.7														
D.8														
D.9														
D.10														
D.11														
D.12														
D.13														
D.14														
D.15														

PT4 - Committee Procurement Report

This document is to be used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

**Introduction**

Author:	Kayleigh Rippe		
Project Title:	Golden Lane Estate Lighting & Accessibility		
Summary of Goods or Services to be sourced			
To replace all communal and emergency lighting across the estate, to reach compliance, reduce costs and improve energy efficiency			
Contract Duration:	6 -12 Months	Contract Value:	£450,000
Stakeholder information			
Project Lead & Contract Manager: David Downing	Category Manager: Kayleigh Rippe/Procurement Operations team	Lead Department: DCCS - Housing	
Other Contact		Department	
Jason Hayes		DCCS- Major Projects	

Specification Overview

Summary of the Specification:
<ul style="list-style-type: none"> Replacement of all communal light fittings within blocks with low energy LED fittings and bulbs, plus sensory, reactive hardware to improve energy efficiency.
Technical and Pricing evaluation ratio
60% (Technical) / 40% (Price)
Is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped)
Project Objectives:
<ul style="list-style-type: none"> To improve resident safety and security. To cut running and maintenance costs; To improve energy efficiency; To prolong the life of assets. To ensure compliance

Customer Requirements

Target completion date	December 2021	Target Contract award date	May 2021
Are there any time constraints which need to be taken into consideration?			
N/A			

Efficiencies Target with supporting information
To ensure that the best price is provided for the best quality of work available.

City of London Initiatives

How will the Project meet the City of London's Obligation to
Adhere to the Corporation Social Responsibility:
Yes
Take into account the London Living Wage (LLW):
Yes
Consideration for Small to Medium Enterprises (SME):
Yes
Other:

Procurement Strategy Options

Option 1: Traditional – Client Led (Single Stage)
Advantages to this Option: <ul style="list-style-type: none"> Completed design to share with the Tenderers. No additional design fees required. The Supplier is aware of their requirement from the outset.
Disadvantages to this Option: <ul style="list-style-type: none"> No contingency included in the budget, programme and design if unforeseen issues appear.
Please highlight any possible risks associated with this option: Providing a design that can be delivered may require additional works or surveys which may not be available within the programme or the budget.

Procurement Strategy Recommendation

City Procurement team recommended option
For the required works, this is the only real available option. The Design is a very small amount overall, but there is a lot of repetition of work on a large scale.

Procurement Route Options

Option 1: Below OJEU Tender – Closed Tender
Advantages to this Option: <ul style="list-style-type: none"> Allows us to engage with the Selected specialist contractors with a good history of successful works. Allows the City to build the specification it requires and work to the timescales it requires. Allows us to engage with SME's as opposed to using a framework, which stereotypically have larger suppliers appointed to them.
Disadvantages to this Option: <ul style="list-style-type: none"> Will take longer to engage with the market.
Please highlight any possible risks associated with this option: <ul style="list-style-type: none"> No guarantee of the quality of responses returned. Responses could possibly be over OJEU threshold.
Option 2: Appoint via a framework supplier
Advantages to this Option: <ul style="list-style-type: none"> Quicker engagement with the market. Pre-vetted suppliers on the framework.
Disadvantages to this Option: <ul style="list-style-type: none"> Less engagement with SME's Larger Suppliers will subcontract the work as opposed to having employees working directly on the project.
Please highlight any possible risks associated with this option: <ul style="list-style-type: none"> The quality of the service and works carried out could be lower than expected.

Procurement Route Recommendation

City Procurement team recommended option
Option 1: Below OJEU Closed Tender – The City has a robust procurement code for projects below EU threshold. This ensures that we approach the market appropriately, engaging with the market. Ensure that the Most Economically Advantageous Tender is awarded, and the Corporation is confident Value for Money has been reached.

Price Mechanism

Option 1: Lump sum fixed price
Advantages to this Option: <ul style="list-style-type: none"> Once price paid for the delivery of the specification and schedule. A contractual arrangement where the fee is capped, and the supplier accepts the risk. Gives a clear cost, which aids reporting and budget management.
Disadvantages to this Option:

<ul style="list-style-type: none"> The Supplier will be looking to make efficiencies in their supply chain where they can to maximise their profit. Contract variations can be costly.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project: <ul style="list-style-type: none"> Variations to the amount of locations and requirements, maybe amended and would cause issues when variant the contract.
Option 2: Fixed price - schedule of rates
Advantages to this Option: <ul style="list-style-type: none"> This give a more granular overview on each element, identifying how much each install is for a sized property. It allows easier calculations for variation if additional properties require work or unforeseen requests. Variations require less administration to action. Allows for necessary emergency works
Disadvantages to this Option: <ul style="list-style-type: none"> Easier for the project team to become relied on the variations and add additional work to the contact.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project: <ul style="list-style-type: none"> Compliance can set in for variation and the ease in which the contract can be amended.

Pricing Mechanism Recommendation

City Procurement team recommended option
Option 2: Fixed price - schedule of rates/bill of quantities – The specification is set and the proposed works have been agreed for each property, this should not change and give us the opportunity to have a clear breakdown on spend per property and takes account of any emergency repairs required

Form of Contract

Option 1: CoL Standard amendments to JCT
Advantages to this Option: <ul style="list-style-type: none"> Commonly used form of contract with suppliers Claims are dealt with retrospectively.
Disadvantages to this Option: <ul style="list-style-type: none"> SME's may not have experience dealing with these terms. Does not support collaborative working.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project : <ul style="list-style-type: none"> There is a lack of understanding of the terms that will cause delay and increased resources to solve issues.
Option 2: CoL Standard amendments to NEC3
Advantages to this Option: <ul style="list-style-type: none"> Pro-Active approach to delivery. Using the spirit of mutual trust
Disadvantages to this Option: <ul style="list-style-type: none"> SME's may not have experience dealing with these terms. Terms favour the Supplier.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project: <ul style="list-style-type: none"> There is a lack of understanding of the terms that will cause delay and increased resources to solve issues.
Option 4: Other CC&S standard form
Advantages to this Option: <ul style="list-style-type: none"> These are well known to the Contractors and we receive minimal objections to their usage. The terms are designed for low value work, this is suited to the project and the delivery.
Disadvantages to this Option: <ul style="list-style-type: none"> None seen at this time.
Please highlight benefits and possible risks associated with this option relative to the specifics of the project: <ul style="list-style-type: none"> The Supplier may propose their own terms and conditions.

Sign Off

Date of Report:	04/12/ 2020
Reviewed By:	David Downing
Department:	DCCS - Housing

Reviewed By:	Kayleigh Rippe
Department:	Chamberlain's Department

Committee:	Dated:
Community and Children's Services	29/01/2021
Subject:	Public
Implementation of Lateral Flow Testing in the City of London	
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£NA
What is the source of Funding?	Grant funding from DHSC for COVID contingencies
Has this Funding Source been agreed with the Chamberlain's Department?	Y
Report of:	For Information
Director of Community and Children's Services	
Report author:	
Nicole Klynman, Consultant in Public Health	

Summary

In early December, it was announced that a number of local authorities including Hackney and the City of London Corporation would be receiving a stock of lateral flow devices in order to carry out mass testing of asymptomatic residents. Directors of Public Health will determine how to prioritise the allocation of these new tests, based on the specific needs of their communities, and will determine how people in the local area are tested. Lateral flow testing (LFT) testing in the community has support from the key political leaders and executive staff in the City of London Corporation.

Recommendation

- Members are asked to note the report.

Main Report

Background

1. We know that one in three people who have coronavirus never show any symptoms however that does not mean they are not infectious. Lateral flow devices (LFDs) are one of the newly developed tools that are being used to help detect and fight the virus. These LFD devices can help identify people who have high levels of virus who do not have symptoms and would not otherwise be coming forward for a test. They are fast acting and do not require processing in a laboratory unlike PCR tests, they are therefore very useful in community settings to enable key workers to continue

working in their roles while minimising the risk of transmitting infection if they are asymptomatic.

2. The key aims of these LFT testing sites include mitigating against the significant impact Covid-19 is having on key workers in a range of settings and to provide rapid testing. The testing will prioritise key workers within the Square Mile, who are essential to keeping the Square Mile a place to live and work. Key groups within this will include social care, children's services, court, schools, libraries, markets and consumer protection staff, cleaners, carers and volunteers, etc. The key aim of LFT testing is to ensure that the City of London is able to service its resident population and keep key services maintained for its worker populations.

Evidence Base for LFT testing

3. Evaluations from Public Health England and the University of Oxford show LFD tests are accurate and sensitive enough for specific case uses within the community setting.
4. Preliminary data from the University of Liverpool¹ which showed a sensitivity of 48.9% was reassessed through re-categorisation by cycle thresholds which led to a sensitivity improvement of circa 10%. This means a more accurate estimate of the sensitivity from the Liverpool pilot is around 58.9%. In addition, the difference between expert reviewers administering the test and other non-clinical testers administering the test disappeared over the 2-week period – which suggests training is a key factor in ensuring higher sensitivity from the LFDs. While further work is undertaken to understand the evidence on sensitivity, it is important that LFD is used in conjunction with other infection control measures.

How Lateral Flow Device Testing Works

5. Lateral flow tests are self-administered. The following is a step-by-step description of how the tests are carried out and subsequently deliver a result (source: PHE):
 1. A swab sample is taken by the user from the nose and/or mouth.
 2. The swab is then mixed with a buffer solution. This release and breaks up the virus fragments.
 3. Some of the solution is then dropped onto the lateral flow device where the solution containing the virus fragments is drawn down onto an absorbent strip.
 4. The virus fragments then move along the strip and they reach a set of labelled antibodies. The labelled antibodies recognise specific parts of the viral fragments and bind strongly to them.

¹ <https://www.gov.uk/government/publications/innova-lateral-flow-sars-cov-2-antigen-test-accuracy-in-liverpool-pilot-preliminary-data-26-november-2020>

5. The virus fragments, bound by the labelled antibodies, will then reach the test zone of the device where a line of fixed antibodies also recognise and bind the virus fragments.
6. After about 5 minutes a coloured band will appear at the control zone telling the user that the test has worked.
7. A positive result is shown by a coloured band at the test zone which indicates that the virus is present. The result will be ready 10-30 minutes later.

Clinical governance

6. A clinical standard operating procedure (SOP) for LFT testing has been adapted for north east London in consultation with borough leads, NHS Partners, Hub Logistics. This is an adaption of the national SOP and ensures a high standard of clinical governance across each test centre within each borough.

Site set-up

7. A NEL lateral flow group was established very quickly with the remit to set up one site per borough and complete a 'bid' in the form of Annex A - the turnaround time was less than 5 days, which left very little room for negotiating sites, costing the sites and providing an adequate epidemiological case for siting the test centre.
8. Annex A bids were agreed for all borough sites in NEL and boroughs quickly worked to pull logistic teams together, only to be informed that we were required to use Hub Logistics as our sole provider for staff and equipment.
9. The NEL Lateral Flow Delivery Group has agreed for each site to be inspected by Hub Logistic leads with borough leads, and, once a site was approved as suitable for a LFT test centre, the borough conducts a risk assessment of the site and Hub Logistics completes the full site set up. Any issues which arise at this stage were brought to the NEL Lateral Flow Deliver Group.
10. Clinical compliance was assured with strict adherence to the clinical SOP and using a train the trainer approach for training.

Golden Lanes Site

11. In terms of the required timeframe and resources available, a decision was made to site the City of London lateral testing site at the Golden Sports Hall / Badminton Court. Unlike other authorities the Golden Lane Sports Centre is the only local authority commissioned sports centre within the Square Mile. No other immediately available and viable locations were identified at the time.
12. A process of ongoing risk assessment and risk management is taking place in relation to the Golden Lane site. As long as appropriate social distancing is maintained, lockdown requirements are complied with, clinical waste is

appropriately disposed of, hands, face and space guidance followed, then no additional public health risk has been identified in relation to the location of the testing site at the Golden Lane Sports Hall.

13. A 'soft launch' of the in the run up to Christmas to allow officers to evaluate and adapt its operation while keeping numbers low.
14. There has been some reported anxiety amongst Golden Lane residents about the location of the site with direct contact with DCCS having been made by less than 5 residents.
15. Local members have assisted with the development of signage to the site using public routes. A video has been made to aid users in finding the centre and following the social distancing requirements.
16. The site is due to move from the Golden Lane in order to increase the number of tests that can be offered and provide better geographical access to keyworkers and targeted residents (keyworkers, volunteers and carers) across the City.

Alternative Sites

17. A number of alternative sites have been looked at re: lateral flow testing, including:
 1. **Guildhall** – sites within the Guildhall complex were looked at for lateral flow testing but were / are not viable due to the inability to have symptomatic and asymptomatic testing on the same site.
 2. **Barbican Exhibition Halls** – both halls were considered but would require up to 3 months work to be viable. The approximate cost of bring one of the halls back into operation is £250K.
 3. **Chartered Institute of Insurance Building (CII)** – discussions have taken place with City Surveyors re: the possibility of using the CII for lateral flow testing. However, these are limited by a potential tenant having already been identified for the CII.
 4. **Museum of London** – an approach has been made to the Museum of London re: possible use of space there for lateral flow testing.
 5. **80 Leadenhall** – discussions are at an advanced stage re: repurposing the sexual health clinic to provide lateral flow testing.

Nicole Klynman

Consultant in Public Health

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Committee(s)	Dated:
Residents Consultation Committee Barbican Residential Committee Barbican Centre Board Community and Children’s Services Planning and Transportation Committee	30 th November 2020 14 th December 2020 27 th January 2021 29 th January 2021 16 th February 2021
Subject: Barbican and Golden Lane Conservation Area Character Summary and Management Strategy – draft Supplementary Planning Document	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	12.
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Director of the Built Environment	For Decision
Report author: The Chief Planning Officer	

Summary

A draft Character Summary and Management Strategy has been prepared for the Barbican and Golden Lane conservation area. This provides an understanding of the significance of the conservation area by analysing its principal characteristics, and sets out proposals for the preservation and enhancement of the special architectural and historic interest of the conservation area.

Members are asked to agree the draft Barbican and Golden Lane Conservation Area Character Summary and Management Strategy and agree to it being made available for public consultation as part of the process of adoption as a Supplementary Planning Document (SPD) and submitted to a public meeting.

Recommendation(s)

Members approve the draft text of the Barbican and Golden Lane Conservation Area Character Summary and Management Strategy SPD, appended as Appendix A to this report, and agree to it being issued for public consultation for 6 weeks from March 2021.

Main Report

Background

1. Following a proposal from the Barbican and Golden Lane Residents’ Associations that the area be designated as a conservation area, the City of London Corporation undertook an assessment in 2017 in accordance with the

National Planning Policy Framework (NPPF), Historic England Guidance and City Local Plan policy. The Barbican and Golden Lane conservation area was designated by the City of London Corporation in October 2018.

2. Local authorities are required to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas (S.71 Listed Building and Conservation Areas Act 1990). SPDs must be prepared in accordance with procedures set out in relevant regulations and public consultation must be in accordance with the City's Statement of Community Involvement (SCI), adopted in 2016. The draft SPD has been prepared having regard to the matters specified in Section 19(2)&(3) of the Planning and Compulsory Purchase Act 2004 and prescribed in the Town and Country Planning (Local Planning) (England) Regulations 2012.

Current Position

3. The draft Barbican and Golden Lane Conservation Area Character Summary and Management Strategy for consultation is attached to this report as Appendix A.
4. It is intended that the Character Summary and Management Strategy will be adopted as an SPD.

Proposals

5. Publish the draft text for formal public consultation for a period of 6 weeks. Consultation is proposed to take place in Spring 2021. Following consultation, the text will be reviewed in response to comments received. Any proposed amendments to the document will be reported back to your Committee for approval and approval sought to adopt the document as an SPD.

Corporate & Strategic Implications

Sub-headings

- Strategic implications

The London Plan, adopted 2016, encourages the identification and recording of heritage assets through character appraisals or conservation plans. The draft SPD will contribute to fulfilling this aspiration within the City of London.

The City Corporation has prepared character summaries for conservation areas, under the umbrella document '*Conservation Areas in the City: A General Introduction to Their Character*' (1994). Combined Character Summary and Management Strategy Supplementary Planning Documents (SPDs) have been adopted for 18 conservation areas and will be prepared for the remainder.

The Local Development Scheme (LDS) sets out the planning policy documents to be prepared and the timetable for preparing them. The most recent update of the LDS was approved by your Committee in June 2017 and includes a programme to complete Character Summaries and Management Strategies for the remaining conservation areas, and to revise and update existing character summaries. These are being prepared in line with current Historic England guidance on the appraisal and management of conservation areas.

The City Corporation's Local Plan was adopted by Court of Common Council in January 2015. Policy CS12: 'Historic Environment' seeks to preserve and enhance the distinctive character and appearance of the City's conservation areas, while allowing sympathetic development within them. The draft SPDs are consistent with the approach outlined in the Local Plan

This document will aid current and future building proposals and management impacting on the Conservation Area needed to sustain the Barbican and Golden Lane and the development around it. This supports Corporate Plan objective 12 (Our spaces are secure, resilient and well-maintained)

- There are no Financial or Resource implications arising from this report.
- There are no Legal implications.
- There are no Risk implications.
- Equalities implications:
An Equality Impact Assessment has been carried out for the draft SPD and no equality issues were identified. This can be found in Appendix B.
- Climate implications and Security implications:
A Sustainability Appraisal/Strategic Environmental Assessment Screening Report has been carried out for the draft SPD, which has concluded that a full Sustainability Appraisal/Strategic Environmental Assessment is not required, subject to statutory consultees' confirmation. The Screening report can be found in Appendix C.

Conclusion

Members are recommended to approve the appended draft text for formal public consultation from March 2021. The responses to the consultation and the public meeting shall be reported back to this Committee.

Appendices:

<http://democracy.cityoflondon.gov.uk/ieListDocuments.aspx?CId=153&MId=20306&Ver=4>

Appendix A – draft Barbican and Golden Lane Conservation Area SPD

Appendix B – Barbican Golden Lane EQIA test of relevance

Appendix C – SEA Screening Barbican and Golden Lane CA SPD

Report author

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Department of Built Environment

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Town Clerk

City of London
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London EC2P 2EJ

Direct line
0207 332 1410

To:
Chair and Deputy Chairman -
Policy and Resources Committee
Chairman and Deputy Chairman -
Health and Wellbeing Board

25th January 2021

From: Julie Mayer – Town Clerk's

COMMUNITY AND CHILDREN'S SERVICES, POLICY AND RESOURCES COMMITTEES AND THE HEALTH AND WELLBEING BOARD: PAN-LONDON COMMISSIONING SUPPORT

URGENT DECISION UNDER STANDING ORDER NO. 41 (A)

Background

The initial response to the Covid-19 pandemic in London saw an unprecedented effort to accommodate those sleeping rough in the capital. To address the complex needs of this cohort, a pan-London Homeless Drug and Alcohol Service was commissioned to co-ordinate and provide support for substance misuse issues.

In October 202, you gave approval for the City Corporation to be named as the lead commissioner for pan-London drug and alcohol services in a number of bids to Public Health England (PHE). The services would include in-patient detox (IPD) provision for those with complex drug and health needs. You noted that legislation prevents the GLA from commissioning health services and there would be no cost burden to the City of London Corporation (as set out in Appendix 2 to the report dated 9th October 2020). The Corporation is recognised as having a track record in the successful delivery of pan-London services and, subsequently, the bids were successful and work is now underway to commission these vital services.

On 21 January 2021, Public Health England's Regional Team asked the City of London Corporation to consider an extension to the remit originally approved. As part of a wider funding announcement by government, they are seeking an expansion of the IPD provision. This supply would be linked to crime reduction and not specifically rough sleeping. The intention is to allocate an additional £1m to the City Corporation, which includes funding for any costs we may incur to deliver this role.

Reason for urgency

Agreement to the extension of City Corporation’s remit in relation to this service is being sought by PHE by Friday 29th January 2021 and the Policy and Resources Committee and Health and Wellbeing Board are not scheduled to meet again until 18th and 19th February, 2021 respectively. *NB. The Community and Children’s Services Committee will consider the proposal at its meeting on 29th January 2021.*

Implications

The delivery is relatively straightforward in that it is the same specified service, same governance and same market that would be developed in relation to our existing agreed role. The procurement will be subject to the Corporation’s Procurement Code and an external governance board will be accountable for oversight of delivery and responding to issues. The full implications in respect of financial, risk legal and equalities were set out in the request for an urgent decision dated 9th October 2020..

Proposals

Subject to the approval of Community and Children’ Services Committees on 29th January 2021, the Town Clerk, in consultation with the Chairmen and Deputy Chairmen of the Policy and Resources Committee and the Health and Wellbeing Board, is asked to agree to an extension to the original remit approved on 9th October 2020, as set out in Appendix A, in order to expand the IPD provision, as part of a wider funding announcement by government. *NB -This supply would be linked to crime reduction and not specifically rough sleeping.*

The intention to allocate an additional £1m to the City Corporation be noted, which includes funding for any costs we may incur in delivering this role

Background documents:

- A - Request for an urgent decision dated 9th October 2020
- B - Covering report and appendices dated 9th October 2020

Chairman/Deputy Chairman

In the light of the information in the attached emails the Town Clerk, I approve/do not approve the proposed action.

Comments

Date.....

Signed.....

Chairman/Deputy Chairman

In the light of the information in the attached emails from the Chairman and Deputy Chairman, I approve/do not approve the proposed action.

Date.....

Signed.....

Town Clerk

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