

## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 18 December 2017

Minutes of the meeting of the Culture, Heritage and Libraries Committee  
held at Guildhall at 11.00 am

### Present

#### Members:

Graham Packham (Chairman)	Ann Holmes
Vivienne Littlechild (Deputy Chairman)	Deputy Wendy Hyde
Deputy John Bennett	Deputy Jamie Ingham Clark
Peter Bennett	Andrew Mayer
Deputy David Bradshaw	Jeremy Mayhew
Tijs Broeke	Wendy Mead (Chief Commoner)
Anne Fairweather	Sylvia Moys
Alderman John Garbutt	Barbara Newman
Alderman Sir Roger Gifford	Mark Wheatley
Prem Goyal	
Caroline Haines	
Graeme Harrower	
Deputy Tom Hoffman	

### In Attendance

#### Officers:

Peter Lisley	-	Assistant Town Clerk (Culture Mile Director)
Julie Mayer	-	Town Clerk's
Andrew Buckingham	-	Town Clerk's
Colin Buttery	-	Director of Open Spaces
Esther Sumner	-	Department of Open Spaces
Christopher Earlie	-	Head of Tower Bridge
Nick Bodger	-	Head of Cultural and Visitor Development
Carol Boswarthack	-	Head of Barbican and Community Libraries
Steven Chandler	-	City Surveyor's Department
Mark Jarvis	-	Chamberlain's Department
Beth Forge	-	Chamberlain's Department
Geoff Pick	-	Director of London Metropolitan Archives (LMA)
Sara Pink	-	Head of Guildhall and City Business Libraries

### 1. APOLOGIES

Apologies were received from John Absalom, Deputy Kevin Everett, Deputy Michael Cassidy, Deputy, the Reverend Stephen Haines, Judith Pleasance, Deputy Dr Giles Shilson and Jeremy Simons.

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

Wendy Mead, Chief Commoner, declared a non-pecuniary interest in respect of agenda item 12 (Decisions taken under Urgency and Delegated Authority) as she had served as a Member of the City Arts Initiative for a number of years.

3. **MINUTES**

RESOLVED, that the public minutes and non-public summary of the meeting held on 4<sup>th</sup> September 2017 be approved.

4. **CITY OF LONDON CORPORATION LIBRARY SERVICES, TOGETHER WITH AN UPDATE ON BUSINESS PLAN OBJECTIVES (2017/18) FOR LIBRARY SERVICES**

Members received a presentation of the Head of Barbican and Community Libraries in respect of the Library Service, together with an update on Business Plan Objectives (2017/18) for Library Services.

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

- The Chairman had recently attended, and thoroughly enjoyed, the Children's Reading Challenge Awards and the Deputy Chairman had also enjoyed the 'Cityread' Play Reading. The under 5's facilities generally were commended and Members suggested that the events be widely advertised.
- It is necessary to ask for 2 forms of ID (proof of identity and address) to join the Libraries as this helps protect the safety and security of both the collections and customers.
- Some glitches in the E-Audio Books App had resulted in RBdigital receiving a low rating on the App Store. The Head of the Library Service explained that the application was supplied by W F Howes, the e-Audiobook supplier. The Head of Barbican and Community Libraries advised that despite this, the application was usable and that constant improvements were being made and agreed that the negative reviews had been unfortunate.
- Members congratulated officers on the quality of their outreach work and noted that the team worked closely with the Health and Wellbeing Board, who would be receiving a report on this work at their next Board Meeting.
- In respect of the negative comments on Twitter in respect of Artizan Street's opening times, Members noted that the hours changed following public consultation but officers had been surprised at the pattern selected. The need for further change was highlighted in the recent customer survey and staff had been working with stakeholders, including the Youth Programme Board, on further improvements, noting the importance of balancing user need and cost. There would be further

consultation in the New Year, with the new opening hours in place by 1 April 2018.

In concluding, the Chairman and Members thanked and congratulated the Head of Barbican and Community Libraries for an insightful presentation and the valuable contribution that the libraries make to City residents and workers.

**5. MINUTES FROM SUB COMMITTEES**

RESOLVED, that:

1. The draft public minutes and non-public summary of the Benefices Sub Committee held on 5<sup>th</sup> October 2017 be received.
2. The draft minutes of the Keats House Consultative Committee held on 7<sup>th</sup> November 2017 be received.

**6. TERMS OF REFERENCE**

Members considered a report of the Town Clerk in respect of the Annual Review of the Committee's Terms of Reference.

RESOLVED, that:

1. The Terms of Reference of the Culture, Heritage and Libraries Committee be approved for submission to the Annual Meeting of the Court of Common Council, 2018, as set out in the appendix; with an additional point (n) in respect of the Chairman's representation on the panels for appointing the Directors of Open Spaces and Community and Children's Services and the Assistant Town Clerk (Culture Mile Director).
2. The Committee continues to meet 6 times a year.

**7. CITY INFORMATION CENTRE: ANNUAL SURVEY FINDINGS 2017/18**

Members received a report of the Assistant Town Clerk (Culture Mile Director) in respect of the Annual Survey Findings (2017/18) for the City Information Centre.

RESOLVED, that – the report be noted.

**8. DRAFT DEPARTMENTAL BUSINESS PLANS 2018/19 - TOWN CLERK'S CULTURAL SERVICES; OPEN SPACES AND HERITAGE; BARBICAN AND COMMUNITY LIBRARIES**

Members received a report of the Town Clerk, Director of Open Spaces and Director of Community and Children's Services, which presented the draft high-level Business Plans for 2018/19 for those Departments which provide services for which this committee is responsible. Members noted they were receiving this report earlier than usual to align with the Budget Report, next on this agenda.

RESOLVED, that – the report be noted.

9. **REVENUE AND CAPITAL BUDGETS 2018/19**

Members considered a report of the Chamberlain, the Assistant Town Clerk (Culture Mile Director), Director of Open Spaces and Director of Community and Children's Services, which presented the annual submission of the Revenue and Capital Budgets overseen by the Department of Culture, Heritage and Libraries, prepared within the resources allocated to the three Chief Officers. Details of the Committee's Draft Capital Budgets were also provided.

The Chairman opened the discussion by making the following points:

1. The cuts being proposed by the officers are in response to a corporate wide instruction to cut budgets by 2% p.a. for the next 3 years with no allowances made for pay increases and external inflation so in real terms the cuts are circa 5% pa.
2. This follows on from the successful accomplishment of a very challenging SBR programme by the officers which have reduced Culture Heritage and Libraries (CHL) Local Risk costs by £1.35 million (circa 20%) over the last 3 years (2015/16 to 2017/18). The impact of the latest cuts on CHL is greater than a number of other cultural departments as the bulk of the finance for activities is derived from the City's funding and none of these cuts can be carried forward as reserves.
3. The Chairman stated that he fully supports a process and corporate culture to continually scrutinise costs and to make efficiency savings wherever possible and was not seeking to make a special case for the budgets under the committee's control or to ask for additional funding.
4. However, the Chairman disagreed with the current budgeting process which he described as salami slicing. As a one-off emergency exercise this approach might be defensible but not as an on-going 'Business as Usual' process.
5. He disagreed with the assertion that these cuts which in real terms are approximately 5% pa can be easily accommodated.
6. The proposed reductions will now leave some departments unable to accommodate probable unplanned changes such as drops in visitor numbers due to further terrorist incidents or even unexpected maternity leaves.
7. Despite claims that the cuts are not imposed across the board - they have been in CHL, to do otherwise when the teams have been moved into 3 separate areas is now practically impossible and in any case to try would be a distraction.

8. The Chairman suggested that a much more intelligent way of ensuring efficiency and effectiveness of spend would be to adopt a zero-based budgeting approach for revenue spending across the whole organisation – a process which is widely used outside the Corporation. The Chairman asked members for their views on the following 2 points:

A - Whether the cuts proposed for 2018/19 can be accommodated without unacceptable consequences.

B – Whether the continuation of these cuts for a further 2 years is acceptable and, if not, should we seek as a committee to get the current approach changed.

During the subsequent debate and discussion, the following points were noted. Several members spoke to agree with the points made by the Chairman.

- a) Members suggested that continual small cuts could potentially damage public services and staff morale and impact on footfall targets.
- b) Members noted new information that any redundancies would be funded centrally and not locally.
- c) It would have been helpful for the report to have highlighted the 'pinch-points' and described the consequences of the proposed cuts.
- d) The Deputy Chairman of the Finance Committee, also a Member of this Committee, reminded Members that the Efficiency Plan allowed for access to the Business Rates Pool. The Chamberlain was also working with the Chairman and Deputy Chairman of the Finance Committee, to scrutinise those forecasts and outturns which showed a surplus in the round, with an allowance for prudence.
- e) Members noted a genuine efficiency saving in respect of recent improvements in security at the Guildhall Library.
- f) The Directors present confirmed that they could accommodate the mandated budgets cuts in year 1 without damaging consequences, but in future years Members might need to accept cuts in services if the current process was continued. Members noted that they would receive further reports, should decisions require a focus on priorities.

RESOLVED, that:

1. The provisional 2018/19 revenue budget be approved for submission to the Finance Committee.
2. The Town Clerk, in consultation with the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, be authorised to agree any revisions to these budgets, to allow for any further implications arising from a pay and prices uplift being agreed at

Resource Allocation Sub Committee in January 2018, changes to Corporate Projects, other reviews and changes to the Cyclical Works Programme; subject to Members of the Culture, Heritage and Libraries Committee receiving a further report, clearly setting out the revisions made to the Budget.

3. The Draft Capital Budget be approved.
4. The Building Repairs and Maintenance asset verification exercise being undertaken by the City Surveyor be noted and any minor changes for 2017/18 latest and 2018/19 original budgets, arising from this exercise, be delegated to the Chamberlain.

**10. OPEN SPACES DEPARTMENT BUSINESS PLAN 2017-2018 - Q2 MONITORING REVIEW**

Members considered a report of the Director of Open Spaces, which provided the Q2 Monitoring Review of the Open Spaces Department Business Plan 2017-18. The Director of Open Spaces was pleased to announce the appointment of a new Curator for Keats House.

RESOLVED, that:

1. The Quarter 2 progress against Key Objectives, KPI's and Corporate Service Response Standards be noted.
2. The current schedule of charges be maintained, pending the outcome of a price review in Spring 2018.

**11. A RESOLUTION FROM THE POLICY AND RESOURCES COMMITTEE IN RESPECT OF THE CITY OF LONDON CORPORATION POCKET BOOK**

Members received a resolution from the Policy and Resources Committee, in respect of the draft public minutes of the Members Privileges Sub Committee meeting held on 21 September 2017, which resolved that the Culture, Heritage and Libraries Committee be requested to reconsider the quality of the material used to produce the sleeve for the Pocket Book.

Members noted that the Town Clerk was considering options and pricing for this proposal and Members would receive a report at their next meeting in January 2018.

RESOLVED, that – the Resolution of the Policy and Resources Committee of 19 October 2017, in respect of the quality of material used to produce the sleeve for the pocket book, be noted.

**12. DECISIONS TAKEN SINCE THE LAST MEETING UNDER DELEGATED AUTHORITY/URGENCY PROVISION**

Members received a report of the Town Clerk in respect of two decisions taken under urgency provisions, in accordance with Standing Order Nos 41A, as follows

**Claim for Restitution of ‘The Oyster Meal’ by Jacob Ochertvelt**

The Town Clerk, acting under urgency powers, in consultation with the Chairman of the General Purposes Committee of Aldermen and the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee, authorised the restitution of The Oyster Meal, by Jacob Ochertvelt, to the heirs of Dr. J. H. Smidt van Gelder; Dr Smidt van Gelder’s daughter, now being of 96 years of age, pursuant to:

- (i) Standing Order 41(a) of the Standing Orders of the Court of Common Council; and
- (ii) Standing Order 30 of the Standing Orders of the Court of Aldermen
- (iii) The Terms of Reference of the Culture, Heritage and Libraries Committee

**Paddington Pop Up Book: A proposal by Cake Media in partnership with STUDIOCANAL**

Given that the Chairman and Deputy Chairman of the Culture, Heritage and Libraries Committee also serve on the City Arts Initiative; the Town Clerk, in consultation with the two most senior Members of the Culture, Heritage and Libraries Committee, agreed to:

Ratify the City Arts Initiative’s recommendation in relation to the Paddington Pop Up Book and a temporary artwork installation on St Peter’s Hill, subject to planning permissions and licenses being obtained.

RESOLVED, that – the report be noted.

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

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

**15. EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

**Item No.**

**Paragraph No.**

16 - 27

3

**16. NON- PUBLIC MINUTES**

RESOLVED, that – the non-public minutes of the meeting held on 4<sup>th</sup> September 2017 be approved.

17. **NON- PUBLIC MINUTES OF THE BENEFICES SUB COMMITTEE**  
RESOLVED, that – the Non-Public Minutes of the Meeting held on 5<sup>th</sup> October 2017 be approved.
18. **REPLACEMENT MODEL FOR THE CITY OF LONDON FESTIVAL AND THE 2017/19 OUTDOOR ARTS PROGRAMME, WITH AN UPDATE ON BUSINESS PLAN OBJECTIVES (2017/18) FOR CULTURAL AND VISITOR DEVELOPMENT**  
Members received a presentation in respect of a replacement model for the City of London Festival and the 2017/18 Outdoor Arts Programme, together with an update on Business Plan Objectives (2017/18) for Cultural and Visitor Development.
19. **ANNUAL REPORT ON WAIVERS**  
Members received a report of the Chamberlain.
20. **CITY INFORMATION CENTRE: STATUS REPORT AND ANNUAL SURVEY**  
Members received a non-public appendix in respect of the City Information Centre: Annual Survey Findings (2017/18), which also appeared at agenda item 7 on this agenda.  
  
RESOLVED, that – the report be noted.
21. **THE SALE OF TWO CARRIAGES - PROGRESS REPORT**  
Members received a report of the City Surveyor.
22. **LORD MAYOR'S STATE COACH - CONSERVATION AND REPAIR**  
Members received a report of the City Surveyor.
23. **TOWER BRIDGE AND THE MONUMENT PERFORMANCE REPORT APRIL - SEPTEMBER 2017**  
Members received a report of the Director of Open Spaces.
24. **TOWER BRIDGE AND THE MONUMENT PRICING REVIEW FOR 2018/19**  
Members considered and approved a report of the Director of Open Spaces.
25. **THE MONUMENT VISITOR CENTRE**  
Members received a report of the Director of Open Spaces.
26. **NON- PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
27. **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 13:05**

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Chairman

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