

## Progress against Port Health & Public Protection key improvement objectives 2017-2018

Ref:	Objective	Progress to date
1.	Evaluate the potential impact of leaving the EU on the services provided by PH&PP. Inform central Government of these impacts and prepare appropriate mitigating actions.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• Visits have been hosted at HARC and port; meetings held with key agencies and Government departments.</li> <li>• Report commissioned from independent consultants.</li> <li>• Included on risk register.</li> <li>• A report for Committee is being prepared.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• A report was presented to PH&amp;ES Committee and key principles for negotiations were approved.</li> <li>• Further visits have been hosted, meetings attended and representation secured on groups and working parties.</li> <li>• City Corporation concerns continue to be highlighted to relevant government departments and agencies.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• A further report was presented to PH&amp;ES Committee in March.</li> <li>• Submissions have been made to relevant Government Inquiries.</li> <li>• Representation on working parties and lobbying of MPs continues.</li> <li>• The CoL is hosting a Government border coordination group for Port Health.</li> </ul>
2.	Trading Standards Team to maintain focus on protecting City residents from financial fraud.  Promote closer ties and better joint working between Trading Standards, Adult Services and City of London Police.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• The Trading Standards Manager is a member of the Safeguarding Board and the Financial Abuse Task &amp; Finish Group.</li> <li>• Partnership working with DC&amp;CS (Vulnerable Adults) and City Police (Op Broadway disrupting financial fraud) is ongoing.</li> <li>• Working with Bournemouth University and the Banking Industry on preventative measures for the vulnerable and the elderly to halt payments to rogue traders.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• All actions reported in Period One continue.</li> <li>• An extremely successful event on 'Tackling scams and financial abuse in the City of London' was held in December in partnership with DCCS, City of London Police, AgeUK, Bournemouth University and National Trading Standards' Scams Team.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• All actions reported in Periods One and Two continue.</li> </ul>

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3.	<p>Continue with the current regulatory delivery model for Commercial regulation ensuring a clear focus on risk-based priorities.</p> <p>Develop closer ties with other London local authorities and national regulators.</p> <p>Explore the most effective methods of using legislative and non-legislative tools.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>Currently working with London Food Co-ordinating Group and SE Sector Food Groups of London Local Authorities, the central London LAs on LTTC Foods (rare burgers) and the All-London Boroughs' Health &amp; Safety Liaison Group</li> <li>Ongoing development of mobile working processes to provide businesses with prompt feedback on non-compliances.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>All actions reported in Period One continue.</li> <li>Officers are now taking on additional responsibilities for leading on elements of Food Safety and Health &amp; Safety.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>All actions reported in Period One and Two continue.</li> <li>Officers have fully taken on additional responsibilities for leading on elements of Food Safety and Health &amp; Safety.</li> </ul>
4.	<p>Animal Health Service to support government and non-government organisations in their work on combating the illegal puppy trade.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>A meeting with Defra officials was held in July regarding 'options' for the Pet Travel Scheme post-Brexit.</li> <li>In regular dialogue with Defra on day to day issues.</li> <li>Assisted Dog's Trust with advice on their most recent report on the issue.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>Several meetings have been attended with Defra and their agencies this period looking at scenarios post Brexit.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>APHA is setting up a multi-agency task force, of which we will be part, to tackle illegal imports of puppies and rescue animals. APHA (Animal and Plant Health Agency), Defra, CoL and the Metropolitan Police Service attended the initial meeting.</li> <li>Continue to support Defra with changes to assistance dog processes.</li> <li>Continue to provide support to Defra on a regular basis with parliamentary questions on the Pet Travel Scheme.</li> </ul>

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5.	Pollution Team to implement the Action Plan for the Noise Strategy 2016-2026.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• The City's Draft Code of Construction 2017 was subject to external consultation with 37 respondents who provided over 170 individual comments. The Code is being amended and will be presented to PHES Committee in September 2017.</li> <li>• Recruitment is underway for the TfL funded post 'Environmental and Liaison Officer' to reduce environmental impacts of works on the TfL road network.</li> <li>• Work is underway to refresh the evidence base related to noise and sound including the design of a social survey.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• A TfL Environmental Liaison Officer has been recruited to work jointly with the CoL, Camden, Westminster and TfL on the Traffic Lane Rental Network (TLRN). The project is in data gathering stage.</li> <li>• This post is being wholly funded by TfL for two years. Overall progress is partly being affected by TfL's failure to recruit and staffing issues at Westminster City Council, but City's side of the work is progressing.</li> <li>• The MoU with TfL will not be formally signed due to contractual issues between TfL and its contractor.</li> <li>• The draft MoU is in place and is being utilised de facto in the meantime.</li> <li>• The Pollution Team presented the City's Soundscape work in relation to the Bank Junction project to TfL and representatives of the Welsh Government.</li> <li>• Procurement has been successful for carrying out a Social Survey of noise impact in the City. The contract has been awarded to AFR and the project is now in planning for 2018 implementation.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• A consultation on Saturday morning construction works has been drafted with the assistance and advice of Comptrollers and Counsel. The consultation is due to be launched in April 2018.</li> <li>• A 'Sounds of the City' social survey has been designed and piloted and will be conducted in June 2018 to gather a current evidence base of the perception of how the City sounds.</li> <li>• There has been continued engagement with LUL regarding operational and construction noise from London Underground. The potential for an independent expert report has been scoped.</li> <li>• The City's infrastructure projects are progressing well with the Pollution Team working hard to ensure the environmental impacts of Crossrail, Thames Tideway Tunnel and Bank Station Capacity Upgrade are being continuously monitored and managed by the numerous contractors.</li> <li>• The Construction Monitoring Levy outlined in the Code of Construction Practice has been written into standard planning conditions and these have been applied since January 2018, so fees will be paid once works commence.</li> </ul>

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6.	<p>Ensure compliance with the new statutory requirements for London Local Air Quality Management (LLAQM).</p> <p>Mitigate the risk associated with potential fines for non-compliance with air quality limit values.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• New systems established for recording the data required by the new LLAQM requirements.</li> <li>• The Annual Report for 2016 was submitted to the GLA and Defra on time.</li> <li>• The outcome of Clean Air Borough Status determination is awaited.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• The outcome of Clean Air Borough Status determination is still awaited.</li> <li>• All construction sites inspected for compliance with new non-road mobile machinery requirements</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• The outcome of Clean Air Borough Status determination is still awaited.</li> <li>• The amount of air quality monitoring in the City has significantly increased.</li> <li>• Work is underway to assess options for using local legislation to assist in improving air quality.</li> <li>• In 2017, air quality in the playground at Sir John Cass school reached levels below health-based limits for the first time since monitoring began.</li> <li>• The CoL is supporting the Port of London Authority Air Quality strategy with air quality monitoring.</li> </ul>
7.	Implement a Low Emission Neighbourhood (LEN) in the City.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• Progress made and action taken during Period One includes: <ul style="list-style-type: none"> <li>◦ Air Quality and Cycling Pop-up Event, Fann Street.</li> <li>◦ Air Quality Champions Business Workshop.</li> <li>◦ City in Bloom Clean and Green in Seventeen campaigns – various sites.</li> <li>◦ City of London School for Girls LEN presentation: Dr Ian Mudway, King's College London.</li> <li>◦ Moor Lane Pop-up Garden.</li> <li>◦ Feasibility study to assess impact of scenarios for reducing air pollution in Beech Street.</li> <li>◦ Power supply upgrades for Barbican estate car parks for electric vehicle charge points.</li> <li>◦ Secure cycle parking spaces in the Barbican Estate and Golden Lane Estate.</li> </ul> </li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• Secure cycle parking installed on the Barbican Estate, including a new cycle cage and hub in Breton House car park.</li> <li>• Air Quality Champions Grant: eight businesses and organisations have been awarded air quality improvement grants.</li> <li>• The City Air business engagement scheme hosted a workshop on air quality monitoring.</li> <li>• A celebration event was held for volunteers and businesses involved in the creation and development of 19 'Clean Air Gardens' around the City throughout 2017 as part of 'City in Bloom'.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• Electric charge points have been installed in Barbican Estate car parks.</li> <li>• A cargo bike trial around Smithfield Market was carried out over the Christmas period</li> <li>• A survey of vehicles was conducted around Smithfield Market to assess compliance with ULEZ.</li> <li>• Work is underway to assess options for a ULEZ street in the LEN area.</li> </ul>

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8.	Reduce the status of the corporate air quality risk by implementing a range of agreed measures as set out in the Air Quality Strategy 2015-2020.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• Air quality remains a red risk.</li> <li>• Air Quality Strategy actions are on track. A report on progress with the actions was submitted to the July PHES Committee.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• Air quality remains a red risk.</li> <li>• The Air Quality Team's business plan was presented to September's PH&amp;ES Committee detailing action to be taken.</li> <li>• Two additional members of staff have been appointed to assist with delivery of actions and reporting.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• Air quality remains a red risk.</li> <li>• Air Quality Strategy actions are on track.</li> <li>• An Air Quality Team business plan for 2018/19 has been developed.</li> <li>• Regular air quality newsletter now produced and distributed to subscribers.</li> <li>• A 'micro scale' assessment of air quality in the City commenced.</li> <li>• Work is underway to assess options for minimising emissions of pollutants from combustion plant in the City.</li> </ul>
9.	Produce an updated Port Health Authority Order to ensure that the Port Health Service is authorised to take formal action within the boundary under the relevant legislation.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• GIS plotting of boundaries is now complete and will undergo a final review. The legislation which the London Port Health Authority has at its disposal has also been reviewed. Once agreed, formal consultation will take place.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• Informal consultation meetings have taken place with the port operators. Further informal meetings with other interested parties are planned for the New Year. Formal consultation will take place following this.</li> <li>• The GIS boundaries review is now complete.</li> <li>• The Remembrancer has completed a full appraisal of legislative requirements.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• An informal consultation meeting is due to take place with Thurrock Council.</li> <li>• London Gateway Port and the Port of Tilbury have been kept up to date with developments.</li> <li>• Boundary changes and amendments have been finalised for incorporation into the new Order.</li> <li>• A meeting has been held with the Remembrancer to agree an approach to the legal issues that have been raised.</li> <li>• The next step is a more formal consultation.</li> </ul>

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10.	<p>Evaluate the increased potential for Primary Authority work including the feasibility of establishing a new Primary Authority Unit. This will include a programme of engagement with City businesses.</p> <p>Implement the findings of the evaluation.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• A specification is being drafted to commission a research project into the potential for new Primary Authority Unit.</li> <li>• Carry-forward monies have been confirmed for this purpose.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• Consultation has been undertaken with Regulatory Delivery (Department for Business, Energy &amp; Industrial Strategy).</li> <li>• New requirements of Primary Authority Partnerships have been incorporated into a specification, and a tender document has been prepared.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• Further Primary Authority Partnerships have been agreed.</li> <li>• An approach has been made to Welsh Authorities for reciprocal arrangements.</li> <li>• The tender has been awarded and the future approach is under consideration.</li> </ul>
11.	HARC: investigate and implement new income generation proposals.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• Consultants have been engaged to review accommodation requirements and scope a case for change for service delivery.</li> <li>• The consultant's draft accommodation report has been received and is being reviewed. The second consultant's report should be finalised during September.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• An accommodation report has been received that gives options for HARC remaining at existing and or moving to a new site.</li> <li>• Final report regarding the case for change for service delivery has been received and is being reviewed.</li> <li>• A meeting with Heathrow Airport Ltd has been arranged to discuss the proposals.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• Discussions have commenced with key airlines about additional services and an outline costed proposal has been submitted.</li> <li>• A report will be submitted to the July PH&amp;ES Committee.</li> </ul>

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12.	Complete the formal annual review of our property holdings with City Surveyors Department to ensure that we do not occupy buildings and land in excess of our identified operational need, in accordance with Standing Order 55.	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Currently working with the City Surveyor to dispose of the lease of the Tilbury Office. Currently pursuing extensions to the leases for offices at Charlton and Denton (expires Jun 2019).</li> <li>• HARC: Negotiations commenced with Heathrow Airport re potential relocation of Animal Reception Centre.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Preparations have been made for sub-letting the Tilbury Office – agreed by PH&amp;ES Committee</li> <li>• PORT HEALTH: Still pursuing extensions to the leases for offices at Charlton and Denton (expires Jun 2019).</li> <li>• HARC: Negotiations commenced with Heathrow Airport re potential relocation of Animal Reception Centre.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Interest in the lease of the Tilbury office has been shown by several parties.</li> <li>• PORT HEALTH: Negotiations continue regarding Charlton. An informal approach has been made to the landlord regarding Denton.</li> <li>• HARC: A final agreement regarding the potential relocation is awaited but draft plans have been finalised.</li> </ul>

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13.	<p>Continue to develop the use of technology and Mobile Working solutions.</p> <p>Complete the implementation of PHILIS software at the HARC.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Continued development of the mobile working solutions in place. Connectivity issues at some of our office and inspection facilities need to be addressed. The IT transformation project will hopefully resolve this.</li> <li>• PUBLIC PROTECTION: Work has now been merged with the M3/Uniform System Rationalisation Project in order to seek a single application which is accessible from any browser-enabled device.</li> <li>• Food EHOs continue to use 'iAuditor' to develop inspection processes which incorporate electronic data capture.</li> <li>• HARC continues to work with Suffolk Coastal Port Health Authority on the implementation of PHILIS software. It is expected to go live by October.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Further development of applications is being undertaken to streamline processes relating to dealing with electronic communications. Connectivity issues at the Port Health office and the Tilbury inspection facility still need to be addressed. It is hoped that the IT transformation project will resolve these.</li> <li>• PUBLIC PROTECTION: The System Rationalisation Project for M3/Uniform had its Gateway 1/2 Project Report endorsed by PH&amp;ES Committee at the end of Period 2 and will now proceed through Planning &amp; Transportation; Projects Sub Committee and then towards the Gateway 3/4 stage during Period 3.</li> <li>• ANIMAL HEALTH: The HARC is currently trialling PHILIS alongside the old software and plans to switch during the next period.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Further development of applications continues in an attempt to streamline processes relating to dealing with electronic communications.</li> <li>• PORT HEALTH: Connectivity issues at the Tilbury inspection facility still need to be addressed.</li> <li>• PORT HEALTH: Live displays have been commissioned at the London Gateway offices, which ensure that decisions are made based on current information.</li> <li>• PUBLIC PROTECTION: The System Rationalisation Project for M3/Uniform (now known as the PRSCMS project) and which includes support for extensive mobile/agile working capabilities had its Gateway 1/2 report endorsed by Projects Sub-Committee in January and is currently at Gateway 3/4 stage. It is intended to submit the Gateway 3/4 Options Appraisal report to PH&amp;ES and P&amp;T Committees in May and then Projects Sub-Committee in June.</li> </ul>



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14.	<p>Implement a strategic Learning and Development Plan to ensure we have the necessary skills and capabilities and training to undertake our work and deliver the corporate strategy.</p> <p>Refresh the Workforce Plan to include upcoming proposed staff changes.</p> <p>Fully implement the Port Health HR Plan.</p> <p>Reorganise staff at the HARC as recommended in an independent external report.</p> <p>Actively support the development and use of Apprentices across the City Corporation.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Specific Development and Succession plan now in place. HR Plan is currently being delivered although the progress has been slow due to delays in the HR process.</li> <li>• HARC: Reorganisation implemented and new posts have been filled. All bar one apprentice is now in place.</li> <li>• Seven new apprentices were recruited across the division under the Apprenticeship Levy. They have joined four existing apprentices and two graduate interns. Several more apprentices will be taken on in the coming months as part of the second cohort of the Apprenticeship Levy.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH – The Development and Succession Plan still being implemented. Progress has been made on a number of actions contained in the HR Plan in relation to Job Evaluations and grading. The Service is currently recruiting another apprentice (Apprentice Marine Officer, Launch Service).</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• PORT HEALTH: Development and Succession Plans have been updated along with the HR Action Plan.</li> <li>• PORT HEALTH: A new Graduate Port Health Assistant and an Apprentice Marine Officer have been recruited on a Fixed Term Contract.</li> <li>• PORT HEALTH: A survey of the Port Health Assistants has been undertaken to define their role further, understand their concerns and improve their wellbeing.</li> <li>• PORT HEALTH: Induction programmes for new and returning Port Health Assistants and Port Health Officers have been developed. A future resourcing plan has been developed.</li> <li>• PUBLIC PROTECTION - Two Graduate Environmental Health Trainees are to be recruited in early 2018/2019.</li> </ul>
15.	<p>Deliver the second iteration of the M&amp;CP Leadership Development Programme.</p>	<p><b>Period One</b></p> <ul style="list-style-type: none"> <li>• This is underway with a new group of candidates from across the Department.</li> </ul> <p><b>Period Two</b></p> <ul style="list-style-type: none"> <li>• The Chief Commoner awarded ILM Level 7 Certificates and hosted a reception for the 2016 cohort.</li> <li>• The 2017 programme has been completed; results are awaited.</li> </ul> <p><b>Period Three</b></p> <ul style="list-style-type: none"> <li>• The 2017 programme was completed during Period Two and the results have now been received.</li> </ul>