



## Open Spaces, City Gardens & West Ham Park Committee

**Date:** MONDAY, 4 FEBRUARY 2013

**Time:** 1.45 pm

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

**Members:** Alderman Robert Hall (Chairman)  
Dr Peter Hardwick (Deputy Chairman)  
Deputy Stella Currie  
Alex Deane  
Alderman Ian Luder  
Deputy Wendy Mead  
Deputy Janet Owen  
Deputy Michael Welbank  
Alderman Gordon Haines (Ex-Officio Member)  
Barbara Newman (Ex-Officio Member)  
Jeremy Simons (Ex-Officio Member)

*For Consideration of business relating to West Ham Park Only:*

Richard Gurney	- The heir-at-law of the late John Gurney
Catherine Bickmore	- Nominated by the heir-at-law of the late John Gurney
Robert Cazenove	- Nominated by the heir-at-law of the late John Gurney
Justin Meath-Baker	- Nominated by the heir-at-law of the late John Gurney
The Rev. Stennett Kirby	- Nominated by the Benefice of West Ham Park
Councillor Joy Laguda	- Nominated by the London Borough of Newham
Vacancy	- Nominated by the London Borough of Newham
<b>Observers:</b> Verderer Peter Adams	- Observer Nominated by the Epping Forest & Commons Committee
Tony Ghilchik	- Observer Nominated by the Hampstead Heath, Highgate Woods, and Queen's Park Committee

**Enquiries:** Jacky Compton  
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Jacky.Compton@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS DECLARATIONS UNDER CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held 3 December 2012 (copy attached).  

**For Decision**  
(Pages 1 - 6)
4. **CONSOLIDATED REVENUE AND CAPITAL BUDGETS - 2012/13 AND 2013/14**  
Joint report of the Chamberlain and the Director of Open Spaces (copy attached).  

**For Information**  
(Pages 7 - 20)

## Part A - West Ham Park

5. **ORDER OF THE COURT OF COMMON COUNCIL**  
Order of the Court of 6 December 2012, concerning the Post-implementation review of the Governance Arrangements (copy attached).  

**For Information**  
(Pages 21 - 24)
6. **TERMS OF REFERENCE**  
In accordance with the Order of the Court of 6 December 2012, the Committee are invited to review their terms of reference prior to their submission to the Court at its meeting in April 2013 (copy attached).  

**For Decision**  
(Pages 25 - 26)
7. **SUPERINTENDENT'S UPDATE**  
The Superintendent to be heard.  

**For Information**
8. **SPORTS CHARGES FOR WEST HAM PARK 2013/14**  
Report of the Director of Open Spaces (copy attached).  

**For Decision**  
(Pages 27 - 36)
9. **LONDON MARATHON TRUST FUNDING FOR THE REFURBISHMENT OF TENNIS COURTS AT WEST HAM PARK**  
Report of the Director of Open Spaces (copy attached).  

**For Information**  
(Pages 37 - 40)

## **Part B - Open Spaces**

- 10. ORDER OF THE COURT OF COMMON COUNCIL**  
Order of the Court of 6 December 2012, concerning the Post-implementation review of the Governance Arrangements (copy attached).  
**For Information**  
(Pages 41 - 44)
- 11. TERMS OF REFERENCE**  
In accordance with the Order of the Court of 6 December 2012, the Committee are invited to review their terms of reference prior to their submission to the Court at its meeting in April 2013 (copy attached).  
**For Decision**  
(Pages 45 - 46)
- 12. OPEN SPACES DEPARTMENT BUSINESS PLAN - THIRD QUARTER PROGRESS REPORT 2012/13**  
Report of the Director of Open Spaces (copy attached).  
**For Information**  
(Pages 47 - 54)
- 13. OPEN SPACES HEALTH & SAFETY AUDIT**  
Report of the Director of Open Spaces (copy attached).  
**For Information**  
(Pages 55 - 62)

## **Part C - City Gardens**

- 14. TERMS OF REFERENCE**  
In accordance with the Order of the Court of 6 December 2012, the Committee are invited to review their terms of reference prior to their submission to the Court at its meeting in April 2013 (previously circulated under item 11).  
**For Decision**
- 15. DECISION TAKEN UNDER URGENCY PROCEDURES**  
Report of the Town Clerk (copy attached).  
**For Information**  
(Pages 63 - 64)
- 16. SUPERINTENDENT'S UPDATE**  
The Superintendent to be heard.  
**For Information**
- 17. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 18. URGENT ITEMS**

## Part 2 - Non-Public Agenda

### 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 Part I of Schedule 12A of the Local Government Act as follows:-

**Item No.**

20

**Paragraphs in Schedule 12A**

3

### 20. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 3 December 2012 (copy attached).

**For Decision**  
(Pages 65 - 66)

### 21. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

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

# Agenda Item 3

## OPEN SPACES, CITY GARDENS & WEST HAM PARK COMMITTEE Monday, 3 December 2012

Minutes of the meeting of the Open Spaces, City Gardens & West Ham Park Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 3 December 2012 at 1.45 pm

### Present

#### Members:

Alderman Robert Hall (Chairman)  
Dr Peter Hardwick (Deputy Chairman)  
Alex Deane  
Alderman Ian Luder  
Deputy Wendy Mead  
Deputy Janet Owen  
Deputy Michael Welbank  
Catherine Bickmore  
Robert Cazenove  
Councillor Joy Laguda  
Charlotte Evans  
Alderman Gordon Haines (Ex-Officio Member)  
Barbara Newman (Ex-Officio Member)  
Jeremy Simons (Ex-Officio Member)

#### Also Present:

Catherine Bickmore	- Nominated by the heir-at-law of the late John Gurney
Robert Cazenove	- Nominated by the heir-at-law of the late John Gurney
Richard Gurney	- Nominated by the heir-at-law of the late John Gurney
Justin Meath-Baker	- Nominated by the heir-at-law of the late John Gurney
The Rev. Stennett Kirby	- Nominated by the Benefice of West Ham Park
Councillor Joy Laguda	- Nominated by the London Borough of Newham
Charlotte Evans	- Nominated by the London Borough of Newham

#### Observers:

Verderer Peter Adams	- Observer Nominated by the Epping Forest & Commons Committee
Tony Ghilchik	- Observer Nominated by the Hampstead Heath, Highgate Wood, and Queen's Park Committee

#### Officers:

Edward Foale	- Committee & Member Services Officer
Natasha Dogra	- Town Clerk's Department
Tony Halmos	- Director of Public Relations
Sophie Galasinski	- Press Officer, Public Relations Office
John Park	- Press Officer, Public Relations Office
Mark Jarvis	- Head of Finance - Citizen Services, Chamberlains
Roger Adams	- City Surveyor's Department

Melanie Charalambous	- Built Environment
Sue Ireland	- Director of Open Spaces
Denis Whelton	- Support Services Manager
Martin Rodman	- Superintendent, West Ham Park and City Gardens
Louisa Allen	- City Gardens Manager
Geraldine King	- West Ham Park Manager
Patrick Hegarty	- Open Spaces Department

1. **APOLOGIES**

Apologies were received from Deputy Stella Currie and Richard Gurney.

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

Jeremy Simons declared a non-pecuniary interest in item 16 as he was a Trustee of two of the St. Andrew Holborn charities.

3. **MINUTES**

The public minutes and summary of the meeting held on 8 October 2012 were approved as a correct record.

**MATTERS ARISING**

The Chairman informed Members that he had contacted the Greater London with respect to the Committee's concerns on the proposed National Planning Policy Framework and Neighbourhood Planning report. A report was being prepared to be submitted to the Policy and Resources Committee which will highlight the Superintendents' current use of resources on local planning matters, address issues concerning the legal status of Neighbourhood Forums' powers in relation to key legislation and make suggestions as to what the City's Open Spaces relationship with neighbourhood forums should be. It will be helpful to progress engagement with the County and District local planning authorities surrounding the City's Open Spaces.

4. **SCHEDULE OF VISITS REPORT**

Members considered a report of the Town Clerk that outlined a schedule of visits to the various open spaces Members noted that the format for the visits would be conveyed to Members in advance.

In response to a Member's query, the Town Clerk undertook to investigate the possibility of holding the City Gardens visit on 12 July 2013 instead of 19 July 2013, which was suggested in the report.

**RESOLVED:** that,

- i) all dates listed in the 2013 schedule of visits excluding 19 July, as set out in Appendix 1 to the report, be agreed; and,
- ii) the Town Clerk investigate the possibility of holding the City Gardens visit on 12 July 2012 and report to the next Committee meeting; and,
- iii) the various dates that relate to visits for each Committee be noted.

5. **OPEN SPACES, CITY GARDENS AND WEST HAM PARK: PUBLIC RELATIONS UPDATE**

Members considered a report of the Director of Public Relations updating Members on Public Relations activities in support of the services for which the Open Spaces, City Gardens and West Ham Park Committee was responsible during the period October 2011 to September 2012.

In response to a Member's query the Director advised that local press widely publicised the services for which Open Spaces was responsible, and Officers would continue to push publicity for the City of London owning and funding these Open Spaces through media activity.

**West Ham Park  
CHARLOTTE EVANS - VOTE OF THANKS**

The Committee noted that this was Charlotte Evans' last meeting and the Chairman thanked Charlotte on behalf of the Committee for her contribution over the past four years.

6. **SUPERINTENDENT'S UPDATE**

The Committee received a verbal update from the West Ham Park Manager. The following points were made:

- 60 trees were currently being planted in line with the Conservation Management Plan as coppices within the Park.
- Three staff had completed ten days mini excavator training which would now certify them to carry out operations involving digging in the Park. This training would assist with another CBT project: the removal of the tennis court hedge and replanting as it was suffering from Honey Fungus.
- The nursery had enjoyed a very busy month with the completion of floral displays for the Indonesian and Kuwait State banquets. The nursery had also completed the first delivery of bedding to Richmond, Bushy and Greenwich Park.
- The Friends of the Park held a successful building Newham's largest leaf pile day with over 70 people participating. Their next event was Park in the Dark, scheduled for Friday 7 December 2012 at 4pm.

Members thanked the Manager and staff at West Ham Park for providing the flower arrangements at the State Banquets.

**Open Spaces**

7. **TREE DISEASES - THE CURRENT POSITION AND IMPACT ON OPEN SPACES**

Members received a presentation from the Director of Open Spaces relative to tree diseases. The following points were noted:

- There is considerable variation in the makeup of the tree population across Open Spaces, with the urban parks such as City Gardens and West Ham Park

containing relatively more London plane and less ash and oak trees than the rural open spaces including of Epping Forest, Hampstead Heath, City Commons and Burnham Beeches.

- Massaria, which attacks London plane trees, is likely to have a costly impact on our sites: for example £80,000 had been spent inspecting trees in the City. Of 1,200 London plane trees inspected at West Ham Park, to date, only one was affected by Massaria. Treatment involves removing diseased limbs. At Queens Park 6 of 80 trees had been attacked. The disease was first identified in these areas in June 2012. Staff will inspect trees in the City three times a year, but it was too early to estimate a financial cost of the disease. City Commons and Hampstead Heath were on high alert for Massaria. £19,000 had been spent removing limbs attacked by Massaria in the southern areas of Epping Forest.
- Oak Processionary Moth (OPM): Although not yet identified in any of our Open spaces, it is likely that this disease may affect Highgate Wood, City Commons and Hampstead Heath due to the high number of oak trees present here.
- Ash Dieback: This was currently of less concern for Open Spaces although the long-term implications will see the loss of many trees. Any tree with Ash Dieback would only be felled if it was deemed dangerous.
- Horse Chestnut Leaf Miner: Epping Forrest and Queens Park were losing a few trees each year to this disease.

Action would be taken locally to address key issues including:

- a Risk Assessment review would be undertaken by the department to ensure resources are being effectively used and lessons learnt from current records. The need for a consistent policy across the department was highlighted.
- The introduction of increased biosecurity would be considered, including tree purchases and how staff and contractors work on site, The public would be informed about how they can also help.
- The impact of mildew on oak regeneration is not well understood and requires research.

An information report on the impact of tree diseases on trees in the Open Spaces is being prepared for circulation to all Members of the Court of Common Council.

Regional Action: The Director was working closely with the Forestry Commission and asked Members to consider hosting a Forestry Commission Conference early next year. The Director is chairing OPM Advisory Group meetings working to produce an OPM action plan. It was also suggested that the City of London should consider funding the training of volunteers to help identify these diseases in trees.

The Director was then asked by the Chairman to brief Members following her visit to Berlin, she highlighted the following:

- The Tiergarten, the central park in Berlin, did not currently have a Park Manager and the Director advised this would help by having a single person able to take responsibility for the park.
- Volunteers were not used in the Tiergarten, although it was apparent that local people wanted to volunteer. The Director hoped to work with the Berlin Senate to encourage volunteering.

Members welcomed the work undertaken by Officers, and agreed that hosting the Forestry Commission Conference would help create a more focused approach going forward. In response to a Member's query, the Director advised the Committee that biosecurity should be used to help visitors understand more



about the impact of diseases and thus take appropriate actions whilst visiting the open spaces, rather than deterring visitors.

**RECEIVED.**

8. **ANNUAL REVIEW OF FILMING IN THE OPEN SPACES**

Members considered a report of the Director of Open Spaces informing the Committee of the extent of filming activity in the Open Spaces and the income received in 2011/12. It also provided guidelines for filming charges for 2013/14. Details of the activity at each Open Space were outlined in the report. Members noted that income from filming across all the Open Spaces in 2011/12 amounted to £73,550, compared to £78,300 in the previous year, although the amount of filming in any year remains unpredictable.

In response to a query from Members, the Support Services Manager advised that damage to sites from film crews was very limited and the Superintendent held the discretion to impose restrictions on film crews when using the sites, and in extreme circumstances to suspend filming.

**RESOLVED:** That the guidelines for filming charges in the Open Spaces in 2013/14 be approved.

9. **REVENUE AND CAPITAL BUDGETS - 2012/13 AND 2013/14**

Members considered a joint report of the Chamberlain and the Director of Open Spaces that updated the Committee on its latest approved revenue budget for 2012/13 and sought approval for a provisional revenue budget for 2013/14, for subsequent submission to the Finance Committee. The budgets had been prepared within the resources allocated to the Director. Members noted that overall the provisional Original budget for 2013/14 totalled £2.901M, an increase of £34,000 compared with the latest approved budget for 2012/13.

In response to a query from Members, the Head of Finance advised that any further changes would be sent to the Committee Chairman. The Head of Finance agreed to review the tables in the report and consider including historic figures to help put the current position into context.

**RESOLVED: that Members:**

- i) approve the budget for submission to the Finance Committee;
- ii) approve the draft Capital Budget;
- iii) authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, changes to the Additional Works Programme, and implications arising from Carbon Trading Allowances.

10. **OPEN SPACES DEPARTMENT BUSINESS PLAN - SECOND QUARTER PROGRESS REPORT 2012/13**

Members considered a report of the Director of Open Spaces that updated the Committee on the progress of the Open Spaces Business Plan for 2012-2015, which the Committee approved on 25 April 2012. The report presented the second quarter review of the Plan, which showed progress on achieving the indicators for 2012/13 and a summary of financial performance. At the end of the second quarter, the overall departmental local risk budget was overspent by £63,000. However, all of the Open Spaces were expected to remain broadly in line with their local risk budgets at the end of the year.

The Director informed Members that an evaluation of Learning and Development would be undertaken every six months and the impact of courses organised would be included in the half year and end of year Business Plan progress report.

## **RECEIVED**

### **City Gardens**

#### **11. SUPERINTENDENT'S UPDATE**

The Committee received a verbal update from the City Gardens Manager. The following points were made:

- Work was being undertaken to convert 15 annual bedding areas into more sustainable planting beds using shrubs, perennials, herbaceous planting to create planting schemes that give seasonal interest as well as introducing biodiversity features. Relevant bodies had been consulted regarding how they would be affected by the works and positive responses in general were received
- The team had undertaken a tree planting programme and staff had just planted 8 new trees to replace trees that have either been diseased, damaged or died, 11 new trees with a further 12 to be planted in the New Year, linked to the 2<sup>nd</sup> year of the Green Corridors project. Further tree planting is planned subject to trial pits being identified.
- Seething Lane Gardens was now closed due to extensive works taking place at 10 Trinity House nearby. A newly landscaped garden would re-open in 2014. Information about closure and the new design has been posted on the hoarding and on our website.
- Monkswell Square tree pruning was about to take place, to lift and protect two existing trees from scaffolding which was about to be installed around the Barber Surgeons Hall, as part of refurbishment works to the building. The scaffolding would remain in place until June. Re-landscaping the garden would take place in the summer of 2013, City Gardens would undertake the planting in early autumn
- User Survey - City Gardens had commissioned ASK, a market research company to assess residents, city workers and visitors opinions and views of City Gardens. The findings from the survey would inform the Open Spaces strategy. The opportunity would be used to promote our parks and green spaces by field workers, they will give out interpretation leaflets to passers-by and to ask if people would be interested in volunteering

- Volunteering in the City of London Corporation - The Thyme Out project, based in Bromley – a horticultural training project for adults with learning disabilities was carried out in the City had refreshed 3 of our insect hotels and installed additional stag beetle loggeries in Cleary Gardens, Bunhill Fields and Postman’s Park. They also helped the team plant over 20,000 bulbs planted in Tower Hill Gardens.
- Volunteers and the City Gardeners cleaned out and checked on the City’s 48 bird boxes, 29 % occupancy slightly less than last year. The team were looking to find ways to increase this level of occupancy this coming year.
- Volunteers from the Prudential sanded down railings and undertook bulb planting in Bunhill Fields.

**RECEIVED.**

**12. PROPOSALS CONCERNING RENNIE GARDEN, LONDON BOROUGH OF SOUTHWARK**

Members received a report of the Director of Open Spaces relative to a proposal by Carlyle Investment Management LLC for a major development scheme either side of the southern approach to Blackfriars Bridge to provide a mixed commercial and residential scheme. If approved, the development would adjoin Rennie Garden. Members were asked to put forward their views on the proposal. Concerns were expressed at the net reduction of our trees on the site and the problems which can arise from split responsibility for maintenance of the sites.

In response to a Member’s query the Director advised that Southwark Council’s Planning Committee would be determining this application, however it had not yet been submitted. Members queried the maintenance regime of the trees going forward as the trees were outside of the City’s boundary. Officers advised that the maintenance plan would form a key part of their discussions with contractors, and that Officers would be robust in their discussions.

A timescale had not yet been placed on the application. Nevertheless, an update report would be considered by Members at the next meeting of the Committee.

**RECEIVED**

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

There were no questions.

**14. URGENT ITEMS**

There was no urgent business.

**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 of business on

the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act:

Item

16

Paragraph

3

16. **ISSUE REPORT - ST. ANDREW'S HOLBORN CHURCH GARDENS**  
Members received a report of the Director of the Built Environment relative to St. Andrew's Holborn Church Gardens.
  
17. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
  
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There was no urgent business.

**The meeting ended at 3.16 pm**

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Chairman

**Contact Officer: Edward Foale  
tel. no.: 020 7332 1426  
edward.foale@cityoflondon.gov.uk**

# Agenda Item 4

<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces, City Gardens, and West Ham Park Committee	4 February 2013	
<b>Subject:</b> CONSOLIDATED REVENUE AND CAPITAL BUDGETS – 2012/13 AND 2013/14		
<b>Report of:</b> The Chamberlain The Director of Open Spaces		<b>Public</b> For Information

## Summary

This report is the annual submission of the consolidated revenue and capital budgets overseen by your Committee. In particular, it updates the Committee on the latest approved revenue budget for 2012/13 and the proposed revenue budget for 2013/14, as approved by the relevant Open Spaces Committees. Details of the draft capital and supplementary revenue budgets are also provided.

Summary of Table 1 (All Committees)	Latest Approved Budget	Original Budget	Movement
	2012/13 £000	2013/14 £000	£000
Expenditure	20,512	20,446	(66)
Income	(6,301)	(6,313)	(12)
Support Services and Capital Charges	2,646	2,749	103
<b>Total Net Expenditure</b>	<b>16,857</b>	<b>16,882</b>	<b>25</b>

Summary of Table 1 (By Committee)	Latest Approved Budget 2012/13 £000	Original Budget 2013/14 £000	Movement  £000
<b><u>Open Spaces, City Gardens &amp; West Ham Park.</u></b>			
Expenditure	3,556	3,558	2
Income	(837)	(848)	(11)
Support Services and Capital Charges	148	191	43
<b>Total</b>	<b>2,867</b>	<b>2,901</b>	<b>34</b>
<b><u>Epping Forest &amp; Commons.</u></b>			
Expenditure	8,361	8,095	(266)
Income	(2,528)	(2,537)	(9)
Support Services and Capital Charges.	1,430	1,524	94
<b>Total</b>	<b>7,263</b>	<b>7,082</b>	<b>(181)</b>
<b><u>Hampstead Heath, Queens Park and Highgate Wood.</u></b>			
Expenditure	8,595	8,793	198
Income	(2,936)	(2,928)	8
Support Services and Capital Charges.	1,068	1,034	(34)
<b>Total</b>	<b>6,727</b>	<b>6,899</b>	<b>172</b>
<b>Total Net Expenditure</b>	<b>16,857</b>	<b>16,882</b>	<b>25</b>

Overall the provisional Original budget for 2013/14 totals £16.882M, an increase of £25,000 compared with the latest approved budget for 2012/13. The overall movement in net expenditure of £25,000 comprises an increase of £103,000 in Support Services & Capital Charges partially off-set by a £66,000 decrease in expenditure and a £12,000 increase in income. The main reasons contributing to this overall increase as reported to each Open Space Committee which also allow for a £143,000 total fall-out in carry forwards are :-

**Open Spaces, City Gardens, and West Ham Park:**

- An increase of £144,000 in Surveyor's Repairs & Maintenance.
- A reduction of £44,000 in employee costs in the Directorate due to the 10% savings, and a £14,000 one-off contribution in 2012/13 in respect of the July 2012 pay award.
- An increase of £43,000 in Support Services Charges relating mainly to a reduction in the Directorate's Recharge income which is a direct result of a reduction in manpower expenditure to meet corporate budget savings.

**Epping Forest and Commons:**

- A decrease of £266,000 in expenditure, the majority of which relate to a reduction in transfer to reserves (£170,000), a reduction in Supplies & Services (£158,000), and an increase in employee costs (£66,000).
- An increase of £94,000 in Capital and Support Services Charges mainly relating to higher depreciation charges.

**Hampstead Heath, Queens Park and Highgate Wood:**

- An increase of £334,000 in Surveyor's Repairs & Maintenance.
- A reduction of £104,000 in local risk budgets to achieve the remaining 10% savings.
- A £38,000 one-off contribution in 2012/13 in respect of the July 2012 pay award.
- A reduction of £34,000 in Support Services and Capital Charges.

**Recommendations**

The Committee is requested to note the latest approved revenue and capital budgets for 2012/13 and the provisional revenue and capital budgets for 2013/14 , as approved by the relevant Open Spaces Service Committees.

## **Main Report**

### **Introduction**

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Epping Forest, City Commons, Burnham Beeches, Stoke Common, Hampstead Heath, Queens Park, Highgate Wood, and West Ham Park, which are all registered charities and are funded from City's Cash. They are run at no cost to the communities that they serve as they are funded principally by the City, together with donations, sponsorship, grants, and trading income. City Gardens is funded from the City Fund as part of the City Corporation's local authority functions, whilst the Open Spaces Directorate which is funded from City Cash, co-ordinates the management of the department and works in co-operation with other departments on cross service projects and corporate initiatives.
2. This report sets out the proposed revenue budget and capital budgets for 2013/14. The Revenue Budget management arrangements are to:
  - Provide a clear distinction between local risk, central risk, and recharge budgets.
  - Place responsibility for budgetary control on departmental Chief Officers.
  - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.

### **Business Planning Priorities**

5. The key Projects for each Open Space for the next three years were included in the Open Spaces Department Business Plan for 2012-2015 which was approved in April 2012. These include :-
  - Continue to support the Flood Management and Water Quality project (Hampstead Heath).
  - Implement the East Heath Car Park extension to help achieve efficiency savings (Hampstead Heath).
  - Undertake the Conservation Management Plans (Highgate Wood & Queens Park).
  - Monitor long term Woodland Management (Highgate Wood).



- Seek improvements to City Gardens through Section 106 funding and the Community Infrastructure Levy and, where possible, address deficiencies highlighted in the City of London Open Space Strategy (City Gardens).
- Provide input to and participate in strategic planning and activities led by the London Borough of Newham and other borough organisations such as the Police and Schools, in order to seek opportunities for shared services (West Ham Park).
- Deliver approved actions set down in the Biodiversity Action Plan in order to protect and enhance Sites of Local Importance for Nature Conservation (City Gardens).
- Regeneration of Ancient Pollards and Heathland Regeneration (Burnham Beeches & Stoke Common).
- Visitor Surveys, Consultation & Communication Strategy, and Biodiversity Conservation Plans (City Commons).
- Development of the Epping Forest Management Plan and further phases of the ‘Branching Out’ project (Epping Forest).

### **Proposed Revenue Budget for 2013/14**

6. The proposed Revenue Budget for 2013/14 is shown in Table 1 below 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 outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. 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.
7. The provisional 2013/14 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets. The 2% efficiency savings to be achieved by 2014/15 comprise 1% saving in 2013/14 and a further 1% saving in 2014/15. An allowance towards any potential pay and price increases of 1% for 2013/14 has been included, with 2% to be included for 2014/15. The budget has been prepared within the resources allocated to the Director.

TABLE 1 OPEN SPACES SUMMARY – ALL FUNDS						
Analysis of Service Expenditure	Local or Central Risk	Actual 2011-12 £'000	Latest Approved Budget 2012-13 £'000	Original Budget 2013-14 £'000	Movement 2012-13 to 2013-14 £'000	Paragraph Reference
<b>EXPENDITURE</b>						
Employees	L	11,590	12,113	12,132	19	
Redundancy costs	C	160	0	0	0	
Premises Related Expenses	L	1,760	1,745	1,736	(9)	
R & M (City Surveyor's Local Risk)	L	2,413	3,407	3,827	420	10/11
Transport Related Expenses	L	718	596	561	(35)	
Supplies & Services	L	3,400	2,254	2,004	(250)	13
Third Party Payments	L	148	125	81	(44)	
Transfer to Reserves – Capital	C	2,443	2	5	3	
Transfer to Reserve	L	446	270	100	(170)	14
<b>Total Expenditure</b>		<b>23,078</b>	<b>20,512</b>	<b>20,446</b>	<b>(66)</b>	
<b>INCOME</b>						
Government Grants	L	(688)	(482)	(483)	(1)	
Other Grants, Reimbursements and Contributions – (Grant By Metropolitan Police, & Section 106)	L	(420)	(579)	(481)	98	15
Other Grants, Reimbursements and Contributions – (City Bridge Trust & Capital Grants)	C	(3,266)	(1,001)	(1,001)	0	
Customer, Client Receipts	L	(2,828)	(2,639)	(2,691)	(52)	16
Recharges to Capital Projects	L	0	(40)	(40)	0	
Investment Income	L	(1)	0	0	0	
Investment Income	C	(1,229)	(1,229)	(1,218)	11	
Transfer from Reserves	L	(325)	(74)	0	74	17
Transfer from Reserve – Capital & Nursery	C	(462)	(257)	(399)	(142)	18
<b>Total Income</b>		<b>(9,219)</b>	<b>(6,301)</b>	<b>(6,313)</b>	<b>(12)</b>	
<b>TOTAL EXPENDITURE/ (INCOME) BEFORE SUPPORT SERVICES AND CAPITAL CHARGES</b>		<b>13,859</b>	<b>14,211</b>	<b>14,133</b>	<b>(78)</b>	
<b>SUPPORT SERVICES AND CAPITAL CHARGES</b>						
Central Support and Capital Charges		2,754	2,994	3,087	93	19
Recharges within Fund		(154)	(151)	(151)	0	
Recharges Across Funds		(106)	(89)	(79)	10	
Recharges to Finance Committee (Corporate & Democratic Core)		(108)	(108)	(108)	0	
Recharges to Capital Projects		(8)	0	0	0	
<b>Total Support Services and Capital Charges</b>		<b>2,378</b>	<b>2,646</b>	<b>2,749</b>	<b>103</b>	
<b>TOTAL NET ENDITURE/(INCOME)</b>		<b>16,237</b>	<b>16,857</b>	<b>16,882</b>	<b>25</b>	

8. Income and favourable variances are presented in brackets. An analysis of this Revenue Expenditure by Service Managed is provided in Appendix 1. Only significant variances (generally those greater than £50,000) have been commented on.
9. Overall there is an increase of £25,000 in the overall budget between the 2012/13 latest approved budget and the 2013/14 original budget. This movement is explained by variances in the following paragraphs.
10. Following the implementation of the MITIE contract in July 2012, budgets have been re-aligned to reflect the tendered cost of the new contract. The 2012/13 latest approved budgets and 2013/14 Original budgets, therefore reflect these changes. The increase of £420,000 in the Repairs & Maintenance budget for the City Surveyor's Local Risk is an increase of £537,000 in the additional works programme due to changes in the composition and phasing of the work, partially off-set by a decrease of £117,000 in Planned & Reactive Works.
11. Furthermore, budgets have provisionally been included for the 2013/14 additional works programme based on the bids considered by your Committee in May 2012 and the Corporate Asset Sub Committee in June 2012. These figures were agreed in principle by the Resource Allocation Sub Committee in December subject to a more detailed report being submitted in January. See Table 2 below.

<b>TABLE 2 - CITY SURVEYOR LOCAL RISK</b>	<b>Latest</b>	<b>Original</b>
<b>Repairs and Maintenance</b>	<b>Approved</b>	<b>Budget</b>
	<b>2012/13</b>	<b>2013/14</b>
	<b>£'000</b>	<b>£'000</b>
<b>Additional Works Programme</b>		
West Ham Park	134	291
Bunhill Fields	117	131
City Gardens	58	53
Burnham Beeches	58	73
Epping Forest	993	992
City Commons	276	299
Hampstead Heath	969	1,203
Queens Park	44	48
Highgate Wood	20	189
	<b>2,669</b>	<b>3,279</b>
<b>Planned &amp; Reactive Works (Breakdown &amp; Servicing)</b>		
West Ham Park	53	33
Bunhill Fields	16	16
Nursery	6	5
City Gardens	13	13
Open Spaces Directorate	1	0
Burnham Beeches	55	32
Epping Forest	239	188
City Commons	49	28
Hampstead Heath	258	193
Queens Park	17	15
Highgate Wood	31	25
	<b>738</b>	<b>548</b>
<b>Total City Surveyor</b>	<b>3,407</b>	<b>3,827</b>

12. Analysis of the movement in manpower and related staff costs are shown in Table 3 below. The main reason for the Epping variance (£53,000) is due to a 2 year fixed term post (Executive assistant) being introduced from 2013/14.

Table 3 - Manpower statement	Latest Approved Budget 2012/13		Original Budget 2013/14	
	Manpower Full-time Equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Directorate	7	385	5	336
City Gardens/Bunhill Fields	34.17	1,046	33	1,049
West Ham Park/Nursery	22.50	741	22.50	758
Epping	85.41	2,873	86.41	2,926
Burnham Beeches/Stoke Common	13.07	479	12.67	477
City Commons	22.91	772	22.91	787
Hampstead Heath	131.90	5,005	129.9	5,002
Queens Park	13.40	474	12.40	452
Highgate Wood	8.6	338	8.6	345
<b>TOTAL</b>	<b>338.96</b>	<b>12,113</b>	<b>333.39</b>	<b>12,132</b>

13. The decrease of £250,000 in Supplies & Services relates mainly to a reduction of £160,000 at Epping to re-align budgets.
14. The £170,000 reduction in transfer to reserves (local risk) represents the funds received from the police for using Wanstead Flats as a muster station during the Olympics/Paralympics. The contribution has been transferred to reserves until it is required as funding for the Jubilee Pond relining project.
15. The reduction of £98,000 in Other Grants & Contribution income is mainly due to the £170,000 received by the police for use of the muster station as mentioned in paragraph 14 in 2012/13 which was a one-off contribution.
16. The £52,000 increase in Customer & Client receipt Income relates mainly to the projected additional income as part of the new East Heath car park extension in order to meet the 10% savings target.
17. The £74,000 reduction in transfer from reserve (Local Risk) is due to carry forward City Bridge Trust budgets from 2011/12.
18. The £142,000 increase in transfer from reserve Capital & Nursery (Central Risk) relates mainly to the £127,000 increase in income transferred from the Capital Reserve Account to cover the depreciation charges for HLF 'Branching Out' projects at Epping.

19. The increase of £93,000 in Central Support & Capital Charges is mainly due to the increase in depreciation charges on HLF 'Branching Out' Capital schemes at Epping, partially offset by a reduction in support services and the Recharge from the Open Spaces Directorate.
20. The breakdown representing the £97,000 overall reductions in Epping (Appendix 1) are as follows:-
  - A £23,000 overall reduction in Local Risk, mainly due to the fall-out of the 'carry forward'.
  - A £127,000 additional income in Central Risk (Transfer from Reserves)
  - An increase of £102,000 in Recharges (Mainly Capital Charges)
  - A decrease of £49,000 Repairs & Maintenance (City Surveyor local risk)
21. The £50,000 reduction in Burnham Beeches (see Appendix 1) is mainly due to the fall-out of the £26,000 carry forward and a £11,000 reduction from the 10% savings exercise.
22. The £173,000 increase in Highgate Wood (see Appendix 1) is mainly due to an increase in the City Surveyor's Additional Work Programme and Planned & Reactive Works .
23. The £126,000 overall increase in West Ham Park (Appendix 1) mainly relates to an increase (£137,000) in Repairs & Maintenance by the City Surveyor.
24. The £104,000 reduction in City Gardens (Appendix 1) is mainly due to the fall-out of the £83,000 carry forward and a reduction in Third Party Payments and Supplies & Services.
25. The overall increase of £140,000 in Capital Charges relate mainly to Capital Charges (Depreciation on HLF 'Branching Out' Capital Schemes at Epping).

### **Potential Further Budget Developments**

26. The provisional nature of the 2012/13 and 2013/14 revenue budgets recognises that further revisions may be required, including in relation to:
  - budget reductions to capture savings arising from the on-going PP2P reviews;

- budget adjustments relating to the implementation of the City of London Procurement Service; and
- decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee.

Any further revisions will be agreed in consultation with the Director of Open Spaces.

### **Revenue Budget 2012/13**

27. The forecast outturn for the current year is in line with the latest approved budget of £16.857M.

### **Draft Capital Budget**

28. No new bids were submitted recently by the Committee to the Policy and Resources Committee for resources to evaluate new capital or supplementary revenue projects.

29. The Committee's draft capital and supplementary revenue project budgets are summarised in the Tables below. Estimated expenditure is analysed as follows:

- Committed – Projects which are contractually committed.
- Uncommitted – Projects which have been the subject of an options appraisal report but are not yet contractually committed.
- Options Appraisal costs – The costs of evaluating all other schemes approved to proceed to that stage.

	Exp. Pre 01/04/12	2012/13	2013/14	2014/15	2015/16	2016/17	Later Years	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Evaluated schemes</b>								
- Committed								
Epping Forest Land - Warlies Park		270						270
Highams Park Lake		100	1,420	345				1,865
Branching Out	3,096	1,300	208					4,604
- Uncommitted								
Hydrology improvements	82	612	1,177	6,581	6,386			14,838
<b>Total</b>	<b>3,178</b>	<b>2,282</b>	<b>2,805</b>	<b>6,926</b>	<b>6,386</b>	<b>0</b>	<b>0</b>	<b>21,577</b>

	Exp. Pre 01/04/12	2012/13	2013/14	2014/15	2015/16	2016/17	Later Years	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<u>Evaluated schemes</u>								
- Committed								
Safety improvements	82	12						94
<b>Total</b>	<b>82</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</b>

	Exp. Pre 01/04/12	2012/13	2013/14	2014/15	2015/16	2016/17	Later Years	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<u>Evaluated schemes</u>								
- Committed								
St Botolph churchyard improvements	35	53						88
Playbuilder, Peter's Hill	40	7						47
- Uncommitted								
Blackfriars Station garden		70						70
<b>Total</b>	<b>75</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>205</b>

30. The latest updated information on the capital project budgets was submitted in a progress monitoring report to the Finance Committee on 11 December 2012. Summaries of these budgets will subsequently be used to determine overall financing, with the full capital and supplementary revenue project budgets being presented to the Court of Common Council for approval in March 2013.



## APPENDIX 1

Analysis by Service Managed	Actual 2011-12 £'000	Latest Approved Budget 2012-13 £'000	Original Budget 2013-14 £'000	Movement 2012-13 to 2013-14 £'000	Paragraph(s) Reference
<b><u>CITY CASH</u></b>					
DIRECTORATE*	0	0	0	0	
BUNHILL FIELDS	182	304	316	12	
WEST HAM PARK	1,092	1,027	1,153	126	23
CBT**	0	0	0	0	
NURSERY***	0	0	0	0	
EPPING FOREST	4,155	4,623	4,526	(97)	20
EPPING FOREST – CBT**	0	0	0	0	
HLF	13	3	3	0	
CHINGFORD GOLF COURSE	(40)	(60)	(64)	(4)	
WANSTEAD FLATS	150	190	175	(15)	
WOODREDON & WARLIES****	0	0	0	0	
BURNHAM BEECHES	679	733	683	(50)	21
STOKE COMMON	1	22	22	0	
CITY COMMONS	1,582	1,752	1,737	(15)	
HAMPSTEAD HEATH	5,762	5,590	5,616	26	
HAMPSTEAD HEATH – CBT**	0	0	0	0	
QUEENS PARK	711	700	673	(27)	
QUEENS PARK – CBT**	0	0	0	0	
HIGHGATE WOOD	466	437	610	173	22
HIGHGATE WOOD – CBT**	0	0	0	0	
<b>TOTAL</b>	<b>14,753</b>	<b>15,321</b>	<b>15,450</b>	<b>129</b>	
<b><u>CITY FUND</u></b>					
CITY GARDENS	1,313	1,391	1,287	(104)	24
CITY OPEN SPACES (ENV SERVICES)	171	145	145	0	
<b>TOTAL</b>	<b>1,484</b>	<b>1,536</b>	<b>1,432</b>	<b>(104)</b>	
<b>TOTAL (ALL FUNDS)</b>	<b>16,237</b>	<b>16,857</b>	<b>16,882</b>	<b>25</b>	

Reasons for zero budget lines:-

- \* The Directorate expenditure is recharged to all the Open Spaces and nets to zero.
- \*\* City Bridge Trust (CBT) expenditure is funded from a Central Risk restricted fund which nets to zero.
- \*\*\* The Nursery is a trading account where any surplus or shortfall go to reserve and nets to zero.
- \*\*\*\* Woodredon and Warlies are fully rechargeable.

## APPENDIX 2

Support Services & Capital Charges to/from Open Spaces Committees.	Actual 2011-12 £'000	Latest Approved Budget 2012-13 £'000	Original Budget 2013-14 £'000	Movement 2012-13 to 2013-14 £'000	Paragraph Reference
<b>Support Services &amp; Capital Charges</b>					
<b>Central Recharges-</b>					
City Surveyor's Employee Recharge	601	595	597	2	
Admin Buildings	54	60	60	0	
Insurance	318	338	350	12	
I.S.Recharges - Chamberlain	212	529	520	(9)	
Capital Charges	293	308	448	140	25
<b>Support Services-</b>					
Chamberlain	472	406	381	(25)	
Comptroller and City Solicitor	203	176	168	(8)	
Town Clerk	351	316	298	(18)	
City Surveyor	192	202	202	0	
Other Services*	58	64	63	(1)	
<b>Total Support Services &amp; Capital Charges</b>	<b>2,754</b>	<b>2,994</b>	<b>3,087</b>	<b>93</b>	
<b>Recharges Within Fund</b>					
Directorate Recharges	0	0	0	0	
Corporate and Democratic Core	(262)	(259)	(259)	0	
<b>Total Recharges Within Fund</b>	<b>(262)</b>	<b>(259)</b>	<b>(259)</b>	<b>0</b>	
<b>Recharges Across Funds</b>					
Recharges Across Funds	(109)	(98)	(92)	6	
Woodredon & Warlies	3	9	13	4	
<b>Total Recharges Across Funds</b>	<b>(106)</b>	<b>(89)</b>	<b>(79)</b>	<b>10</b>	
<b>Total Recharges to Capital Projects</b>	<b>(8)</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total Support Services &amp; Capital Charges</b>	<b>2,378</b>	<b>2,646</b>	<b>2,749</b>	<b>103</b>	

\* Various services including central heating, corporate printing, occupational health, union costs, environmental and sustainability section.

Gifford, Mayor



A Court of Common Council holden in the Guildhall of the City of London on Thursday, the sixth day of December, 2012.

## Post-implementation Review of the Governance Arrangements

At its meeting on 3 March 2011 the Court agreed a number of changes to the City Corporation's Governance. In approving the new arrangements it was also agreed that a post-implementation review should be undertaken after a year of operation to take stock and to ensure that the revised arrangements were operating effectively. To this end, a Working Party was established by the Court to conduct the post-implementation review.

A consultation exercise on the revised arrangements was subsequently carried out over the summer recess on behalf of the Working Party with both Members and City Corporation Committees. The Working Party has considered the responses in detail and concluded that overall the new arrangements are operating well but that there were one or two areas that required modification.

Whilst the various conclusions and recommendations of the Post-implementation Review of Governance are set out within the Working Party's report, the principal changes recommended are as follows:-

- An increase from 10 to 15 in the number of elected Members on the Establishment Committee, two of whom shall have less than 5 years' service on the Court.
- The Chief Commoner should be elected in October rather than September; should take office at the first Court meeting after the wardmotes and the current arrangement whereby there is an expectation that Aldermen will not vote in the election of that office should be dispensed with.
- The West Ham element of the Open Spaces, City Gardens and West Ham Park Committee should be reconstituted as a separate committee but with the same Court-elected Members on each committee.
- The Corporate Asset and Energy and Sustainability Sub Committees be transferred from the Policy and Resources Committee to the Finance Committee and the Planning and Transportation Committee respectively.
- The Policy & Resources Committee should, in future, elect three Deputy Chairmen with the "chairman-in-waiting" being electing one year before the expected date of an election for Chairman.

We submit for consideration and **recommend** approval of, a printed and circulated report containing the various conclusions and recommendations of the Post-implementation Review of Governance Working Party.

Read.

Of particular relevance to your Committee:-

(Extract from the report)

1. The management of the City Corporation's open spaces is now maintained by three Non-Ward Committees, namely, the Open Spaces, City Gardens and West Ham Park Committee; Hampstead Heath, Highgate Wood and Queen's Park Committee; and the Epping Forest and Commons Committee.
2. Since the new arrangements were introduced in 2011, the Open Spaces, City Gardens and West Ham Park Committee has been concerned over the operation of the Committee in terms of its governance, particularly the speaking and voting rights of various constituent groups, eligibility for Chairmanship, quorum and local observer members. These issues arise in part from the need to comply with the terms of the 1874 Conveyance relating to the management of West Ham Park. Whilst officers have presented potential resolutions to these issues the Committee feels that proposed solutions are overly complex and do not really address the difficulties.
3. In light of this the Committee proposed that its business should be split and a separate West Ham Park Committee established. Further, to ensure a continued link with the Open Spaces & City Gardens Committee, it proposed that the same eight Court of Common Council Members be elected by the Court to serve on both Committees.
4. The Working Party considered this matter in detail and was mindful of the Open Spaces, City Gardens and West Ham Park Committee's dissatisfaction with the current situation. On balance it was felt that the work of the Committee should be split and two separate committees with the same Court of Common Council membership be established.
5. In addition, the Open Spaces, City Gardens and West Ham Park Committee raised the issue of responsibility for future management of the City of London Cemetery and Crematorium. The Working Party noted that the management arrangements would be reviewed in twelve months' time.

**Recommendation:** That:-

- i) the work currently undertaken by the Open Spaces, City Gardens and West Ham Park Committee be split and a new committee be established for the purposes of the management of West Ham Park to be known as the West Ham Park Committee; that Committee to have the following terms of reference:-
  - a) to have regard to the overall policy laid down by the Open Spaces and City Gardens Committee;
  - b) to be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20<sup>th</sup> July 1874 and in accordance with the Licence in

Mortmain dated 22<sup>nd</sup> May 1874 and the management of a Nursery; and

c) authorising the institution of any criminal or civil proceedings arising out of the exercise of its functions.

ii) the remaining elements of the work of the Open Spaces, City Gardens and West Ham Park Committee be undertaken by an Open Spaces and City Gardens Committee; that Committee to have the following terms of reference:-

*Open Spaces*

a) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (eg. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and

b) the appointment of the Director of Open Spaces.

*City Open Spaces*

c) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;

d) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;

e) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and

f) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

iii) the same eight, elected, Court of Common Council Members should serve on the two Committees.

iv) that Standing Order No 22 be amended to ensure that the service of any Member on the Open Spaces and City Gardens Committee and the West Ham Park Committee should count as

one Committee.

- v) that Standing Order No 29 (3)(b) be amended to include the Open Spaces and City Gardens Committee, and the West Ham Park Committee. This is so that Members are eligible to chair both Committees at the same time.

*Motion* – ‘To agree the recommendations set out in the report relating to the Open Spaces Committees?’

*Resolved* – That the recommendations set out in the report relating to the Open Spaces Committees be agreed to.

## Terms of Reference

### Current

#### **West Ham Park**

- (g) the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20<sup>th</sup> July 1874 and in accordance with the Licence in Mortmain dated 22<sup>nd</sup> May 1874 and the management of a Nursery.

### Revised

- a) to have regard to the overall policy laid down by the Open Spaces and City Gardens Committee;
- b) to be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20<sup>th</sup> July 1874 and in accordance with the Licence in Mortmain dated 22<sup>nd</sup> May 1874 and the management of a Nursery; and
- c) authorising the institution of any criminal or civil proceedings arising out of the exercise of its functions.

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# Agenda Item 8

<b>Committee(s):</b>	<b>Date(s):</b>
Open Spaces, City Gardens and West Ham Park	4 <sup>th</sup> February 2013
<b>Subject:</b> Sports Charges for West Ham Park 2013/14	<b>Public</b>
<b>Report of:</b> <b>Director of Open Spaces</b>	<b>For Decision</b>
<b>Summary</b>  In line with the City's financial regulations and departmental policies, sports charges are set to recover costs at a minimum. This year most prices have increased in line with inflation. Tennis Court prices have been held at the same level as last year, whereas prices for cricket nets have been held for two years, and have been subject to a 50p increase for cash handling purposes.  <b>Recommendation(s)</b>  Members are asked to: <ul style="list-style-type: none"><li>• Approve the proposed schedule of charges (attached at Appendix A) for sports facilities in West Ham Park for the 2013/14 financial year.</li></ul>	

## Main Report

### Background

1. Charges for the wide range of sporting facilities that are provided in the City's Open Spaces are traditionally reviewed annually. The current charges for West Ham Park were approved by your Committee in February 2012.

### Current Position

2. While the overall aim is to increase the income received from the sports facilities in the Open Spaces, it has been accepted that charges should aim

to recover relevant costs as a minimum. For some activities, charges strive to maximise income but there is a controlled subsidy to promote the activity. Charges should also be related to the market price and local comparators. As a result, the blend of options that has been adopted provides a flexible approach to charging that can be applied to each activity as appropriate.

3. Where concessionary charges apply, it has been agreed that they should generally be set at 50% of the full price for the facility and apply to: young people under 17; students in full time education; people aged 60 or over; unemployed people and schools/youth organisations. Concessions are granted on the production of any appropriate identification.
4. The Superintendent has delegated authority to carry out trials for limited periods in order to encourage off-peak use, to see whether demand increases as a result of different charging arrangements and to closely monitor such trials, so that they can be halted if a beneficial outcome is not achieved. The Superintendent may also consider not charging for facilities at certain times, if the cost of supervising the facility is much higher than the amount of income received.

#### **Charging Proposals for 2013/2014**

5. The overall charging policy has been taken into account when formulating the proposed West Ham Park sports charges for 2013/14, which are attached as Appendix A to this report. The Superintendent will continue to monitor closely the usage of the sports facilities and the income received. It is proposed that most charges for the coming year will generally be increased in line with inflation, although rounding up has been applied in some cases to ease cash handling.
6. The proposed charges for 2013/14 take into account the current VAT charges of 20%. The charges for block booking of football are not subject to VAT as more than ten games are booked each season (subject to HMRC conditions being met). The current inflation rate (January 2013) of 2.7% has also been applied to all sports charges. The charges relating to the tennis courts have been held at the same level as last year whilst refurbishment takes place to some of the courts this season. Cricket net hire have been rounded up to assist with cash handling. It should be noted that these latter charges have been held for the last two years.
7. The proposed charges for schools have been directly increased in line with inflation, as these are invoiced directly to the schools and do not

have cash handling implications. The University of East London and Stratford Colleges have requested the use of the tennis courts, cricket nets, football and cricket pitches during term time, to accommodate their sports clubs and physical education programmes. The Superintendent proposes to implement the same fees as charged for the schools.

8. A summary of income received from sports charges 2010/11 and 2011/12 is attached as Appendix B to this report. There has been an overall increase of £7,038. Temperatures on average throughout the year were warmer than 2010 which resulted in increased income from play on the tennis courts and in the cricket nets. Cricket 'general' showed no significant change in income. Income received from the football pitches increased as a result of two additional teams playing in the Park. Schools sports bookings also increased as a result of many schools hiring the athletics track and requests for additional six lane 100m tracks.
9. Provision of tennis coaching for children was provided free by the Tessa Sanderson Foundation & Academy and the Richard Krajicek Foundation. This enabled over 400 children to participate in tennis over the spring and summer months. Newham Sports department provided free cricket coaching throughout the summer and this has replaced the previous West Ham Park Cricket clinic run by Essex County Cricket club.
10. Officers continue to consult with local users and neighbouring boroughs about their local sports strategies to ensure that the objectives for sports provision in West Ham Park is in line with local needs. The feasibility of extending concessionary charges to include specific local groups and to offer other discounts, possibly in association with Newham Council and the Tessa Sanderson Foundation & Academy, will continue to be considered in the future.

## **Corporate & Strategic Implications**

11. The proposed sports charges support four of the five community strategy themes:

- Supports our communities – by encouraging well-being and participation in volunteer activities
  - Protects, promotes and enhances our environment – by encouraging use and enjoyment of City open spaces
  - Is vibrant and culturally rich – by promoting and encouraging activities for all
  - Is safer and stronger – evidence suggests increasing legitimate use in open space creates a safer environment
12. The proposed sports charges link to the following two of the five aims identified in the Open Spaces Department Business Plan 2012-15:
- Inclusion: Involve communities and partners in developing a sense of place through the care and management of our sites
  - Promotion: Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living.

### **Implications**

13. The City’s Financial Regulations require all departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
14. Any shortfall in income, from the budgeted level, would need to be met by offsetting reductions elsewhere in the Chief Officers’ local risk budgets or from new income sources. In light of the current financial situation it is desirable that, where appropriate, income generated from fees and charges should be maximised, where this can be achieved within individual Committees’ pricing policies.
15. The majority of the increases in fees and charges proposed in this report have been set in line with inflation and should produce additional income in line with the City’s budget management policy.

### **Conclusion**

16. The City seeks to maximise the use of the sporting activities in its Open Spaces and encourage active participation from all sections of the community. The approach to charging for sports facilities in West Ham Park will continue to be reviewed annually, in the light of market conditions, user requirements and the implementation of local sports strategies.

## **Appendices**

- Appendix A – Schedule of proposed sports charges for 2013/14
- Appendix B – Sports Income 2010/11 and 2011/12

### **Geraldine King**

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## Appendix A

	Current	Proposed	Newham
	2012/13	2013/14	2012/13
	£	£	£
<b><u>Cricket</u></b>			
Adult Cricket - 7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	<b>487.62</b>	<b>500.79</b>	N/A
Adult Cricket - Single match	<b>70.77</b>	<b>72.68</b>	N/A
Youth Cricket - 7 games, plus free use of 1 practice net, 1 evening per week & free use of dressing rooms	<b>327.60</b>	<b>336.45</b>	N/A
Youth Cricket – Single match	<b>48.30</b>	<b>49.60</b>	N/A
Cricket Nets - per hour	<b>8.00</b>	<b>8.50</b>	N/A
Cricket Nets – Concessionary per hour	<b>4.00</b>	<b>4.50</b>	
<b><u>Football</u></b>	<b>420.00</b>	<b>431.34</b>	<b>In Borough Team £530</b>
Saturdays: (16 games plus free use of dressing rooms)			<b>Out of Borough £635</b>
Sundays: (16 games plus free use of dressing rooms)	<b>597.45</b>	<b>613.58</b>	<b>In Borough Team £530</b>
Single Match	<b>72.45</b>	<b>74.41</b>	<b>Out of Borough £635</b>
			<b>In Borough Team £74</b>
			<b>Out of Borough £86</b>
<b><u>Tennis Courts</u></b>	<b>4.50</b>	<b>4.50</b>	N/A
Per hour			
Per half hour	<b>3.50</b>	<b>3.50</b>	N/A
Concessionary rate – per hour	<b>3.50</b>	<b>3.50</b>	N/A
Concessionary rate – per half hour	<b>1.50</b>	<b>1.50</b>	N/A
(Youngsters under 17, students, older people aged 60 or over, and the unemployed)			
<b>Rounders / Soft Ball – per pitch</b>	<b>38.68</b>	<b>39.72</b>	N/A
<b>5-side Football</b>	<b>44.37</b>	<b>45.57</b>	N/A

\* At the time of going to print Newham Council had not agreed their sports charges for 2013/2014, therefore their current charges for 2012/2013 have been provided.

**WEST HAM PARK (Cont)**

	Current	Proposed	
	2012/13	2013/14	
<b><u>Fees for Schools</u></b>	<b>£</b>	<b>£</b>	
Cricket – Single Match	33.00	33.89	
Cricket Nets – per hour	4.00	4.11	
Football – per game	33.00	33.89	
Football – five aside per pitch	17.07	17.53	
Practice Grid – per session	23.90	24.55	
Rounders – per game	14.78	15.18	
Running Track – per week			
	400m	23.90	24.55
	100m	17.64	18.12
Tennis courts – per hour	3.15	3.24	



**WEST HAM PARK****Appendix B**

	West Ham Park Income 2010/2011	West Ham Park Income 2011/2012
<b><u>Cricket Nets</u></b>	<b>£2,520</b>	<b>£4,668</b>
<b><u>Cricket General</u></b>	<b>£2,250</b>	<b>£2,322</b>
<b><u>Football Pitches</u></b>	* <b>£258.19</b>	* <b>£1,828</b>
<b><u>Tennis Courts</u></b>	<b>£8,288</b>	<b>£10,458</b>
<b><u>School Sports</u></b>	<b>£2,895</b>	<b>£3,973</b>
<b><u>Total Income</u></b>	<b>£16,211</b>	<b>£23,249</b>

\* The provision of these facilities are charged as block bookings and are not subject to VAT

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# Agenda Item 9

<b>Committee(s):</b>	<b>Date(s):</b>
Open Spaces, City Gardens and West Ham Park	4 <sup>th</sup> February 2013
<b>Subject:</b> <b>London Marathon Trust Funding for the Refurbishment of Tennis Courts at West Ham Park</b>	<b>Public</b>
<b>Report of:</b> <b>Director of Open Spaces</b>	<b>For Information</b>
<b>Summary</b> <p>This report provides an update on funding received by the Tessa Sanderson Foundation and Academy from The London Marathon Trust of £100,000 towards the refurbishment of tennis courts at West Ham Park at no cost to the City of London Corporation.</p> <p>Through guidance and expertise provided by the Lawn Tennis Association, a tender package has been produced and five companies have been invited to bid for the work. The works will commence in early spring 2013.</p> <b>Recommendation(s)</b> <p>Members are asked to:</p> <ul style="list-style-type: none"><li>• Note the report.</li></ul>	

## Main Report

### Background

1. For two years, the Tessa Sanderson Foundation and Academy (TSFA) has provided free tennis coaching to the young people of Newham using the tennis courts at West Ham Park. There are 24 active tennis courts within the Borough and West Ham Park houses half of these.
2. In December 2011, TSFA was successful in bidding for funds from the London Marathon Trust (LMT); a grant of £100,000 was received towards the refurbishment of tennis courts at West Ham Park.
3. In July 2012, the Lawn Tennis Association (LTA) on behalf of the TSFA and in consultation with the City of London Corporation appointed a company called Sports Facility Planning and Design Ltd (SFPD Ltd) to undertake a condition survey of the tennis courts. A site inspection report was produced at

a cost of £1,000 which was borne by the LTA.

4. The survey identified technical recommendations and budget options that would allow the refurbishment of between three and six courts, depending on the condition of their sub base, to bring the courts in line with LTA compliance for the provision of tennis facilities.

### **Current Position**

5. As part of the funding received from the LTA, SFPD Ltd produced a tender package to obtain suitable quotations for the necessary works. The requirements of the City Surveyor and local site policies have been taken into consideration when preparing the tender documentation. The tender package was released on the 7<sup>th</sup> January with a deadline for returns of 5.00pm on the 18<sup>th</sup> January 2013. Five companies have been invited to tender and are all members of the Sports and Play Construction Association.

### **Proposals**

6. The tender returns will be assessed by SFPD Ltd, who will advise the TSFA and the City Corporation on which contractor provides the best value for money for carrying out the refurbishment of the courts. Although ideally we would seek to maximise the benefit to the park by spreading the available funds over six courts, given the age of the courts and the likely state of repair of the sub-base (as yet unknown), it is more likely that the funds available will cover only three courts to the required standard.
7. Work will commence at the end of February 2013 (subject to weather conditions) and are envisaged to take approximately six weeks. Whilst the work is being carried out, six courts will remain available for use by the public.
8. As the funding has been provided to the TSFA from the LMT, a draft license agreement has been drawn up between the City Corporation, the TSFA and the contractor (to be appointed) which states that all works are to be carried out solely at the expense of TSFA.
9. The licence will be finalised once the contractor has been appointed and will cover details including access arrangements, health and safety requirement and reinstatement provisions to protect the City's interests. Whilst on site, City officers in partnership with the TSFA staff will ensure that the appointed contractor complies with the terms of the license agreement. In addition to daily monitoring, formal partnership meetings will take place on a weekly basis throughout the duration of the works.
10. At the end of 2012, the TSFA produced a business plan, formalising its vision for more structured tennis coaching provision in partnership with West Ham Park. The plan looked at the potential hire of a set number of courts at set

times with the aim of expanding the current coaching provision to include older players and those with physical impairments. Such an approach is welcomed but the plan is not yet finalised and officers have offered a number of constructive suggestions to help complete the plan. When in a suitable format, the proposal will be the subject of a separate report to this committee.

11. Whilst it is the City's intention to enter into formal tennis coaching partnership with the TSFA following approval of their business plan, it should be noted that the receipt of funding capital for refurbishment is not conditional on entering into a future partnership agreement.

### **Corporate & Strategic Implications**

12. The refurbishment of the courts supports four of the five community strategy themes:
  - Supports our communities – by encouraging well-being and participation in volunteer activities
  - Protects, promotes and enhances our environment – by encouraging use and enjoyment of City open spaces
  - Is vibrant and culturally rich – by promoting and encouraging activities for all
  - Is safer and stronger – evidence suggests increasing legitimate use in open space creates a safer environment
13. The refurbishment of the courts links to the three of the five aims identified in the Open Spaces Department Business Plan 2012-15:
  - Quality: Provide safe, secure and accessible open spaces and services for the benefit of London and the Nation
  - Inclusion: Involve communities and partners in developing a sense of place through the care and management of our sites
  - Promotion: Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living

### **Financial Implications**

14. In his 20-year maintenance plans for West Ham Park, the City Surveyor has budgeted for £111,000 in 2014/15 and a further £80,000 in 2015/16 for refurbishment works to the tennis courts and associated structures. Although these sums are substantial, it is unlikely that they will be sufficient for the full structural works necessary to all 12 courts.

The additional £100,000 funding from the TSFA is therefore a welcome contribution to assist with the future planned preservation of the Tennis Courts.

15. Structural maintenance and repairs of the tennis courts will continue to be carried out by the City Surveyor from his existing revenue budgets, but short to medium term costs are likely to be reduced because of the additional investment in structural quality as a result of this project. Day to day maintenance costs (cleansing, etc) will continue to be provided by West Ham Park staff, as at present.

### **Corporate Property Implications**

16. Providing the refurbishment is to a suitable standard, there are not considered to be any additional asset maintenance implications.

### **Conclusion**

17. The partnership that West Ham Park has with the TSFA has enabled us to benefit from a welcome contribution of funding to maintain our assets at no additional expense to the City of London Corporation, and to improve our facilities for the future provision of sport in the park.

### **Appendices**

None

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Gifford, Mayor



A Court of Common Council holden in the Guildhall of the City of London on Thursday, the sixth day of December, 2012.

## Post-implementation Review of the Governance Arrangements

At its meeting on 3 March 2011 the Court agreed a number of changes to the City Corporation's Governance. In approving the new arrangements it was also agreed that a post-implementation review should be undertaken after a year of operation to take stock and to ensure that the revised arrangements were operating effectively. To this end, a Working Party was established by the Court to conduct the post-implementation review.

A consultation exercise on the revised arrangements was subsequently carried out over the summer recess on behalf of the Working Party with both Members and City Corporation Committees. The Working Party has considered the responses in detail and concluded that overall the new arrangements are operating well but that there were one or two areas that required modification.

Whilst the various conclusions and recommendations of the Post-implementation Review of Governance are set out within the Working Party's report, the principal changes recommended are as follows:-

- An increase from 10 to 15 in the number of elected Members on the Establishment Committee, two of whom shall have less than 5 years' service on the Court.
- The Chief Commoner should be elected in October rather than September; should take office at the first Court meeting after the wardmotes and the current arrangement whereby there is an expectation that Aldermen will not vote in the election of that office should be dispensed with.
- The West Ham element of the Open Spaces, City Gardens and West Ham Park Committee should be reconstituted as a separate committee but with the same Court-elected Members on each committee.
- The Corporate Asset and Energy and Sustainability Sub Committees be transferred from the Policy and Resources Committee to the Finance Committee and the Planning and Transportation Committee respectively.
- The Policy & Resources Committee should, in future, elect three Deputy Chairmen with the "chairman-in-waiting" being electing one year before the expected date of an election for Chairman.

We submit for consideration and **recommend** approval of, a printed and circulated report containing the various conclusions and recommendations of the Post-implementation Review of Governance Working Party.

Read.

Of particular relevance to your Committee:-

(Extract from the report)

1. The management of the City Corporation's open spaces is now maintained by three Non-Ward Committees, namely, the Open Spaces, City Gardens and West Ham Park Committee; Hampstead Heath, Highgate Wood and Queen's Park Committee; and the Epping Forest and Commons Committee.
2. Since the new arrangements were introduced in 2011, the Open Spaces, City Gardens and West Ham Park Committee has been concerned over the operation of the Committee in terms of its governance, particularly the speaking and voting rights of various constituent groups, eligibility for Chairmanship, quorum and local observer members. These issues arise in part from the need to comply with the terms of the 1874 Conveyance relating to the management of West Ham Park. Whilst officers have presented potential resolutions to these issues the Committee feels that proposed solutions are overly complex and do not really address the difficulties.
3. In light of this the Committee proposed that its business should be split and a separate West Ham Park Committee established. Further, to ensure a continued link with the Open Spaces & City Gardens Committee, it proposed that the same eight Court of Common Council Members be elected by the Court to serve on both Committees.
4. The Working Party considered this matter in detail and was mindful of the Open Spaces, City Gardens and West Ham Park Committee's dissatisfaction with the current situation. On balance it was felt that the work of the Committee should be split and two separate committees with the same Court of Common Council membership be established.
5. In addition, the Open Spaces, City Gardens and West Ham Park Committee raised the issue of responsibility for future management of the City of London Cemetery and Crematorium. The Working Party noted that the management arrangements would be reviewed in twelve months' time.

**Recommendation:** That:-

- i) the work currently undertaken by the Open Spaces, City Gardens and West Ham Park Committee be split and a new committee be established for the purposes of the management of West Ham Park to be known as the West Ham Park Committee; that Committee to have the following terms of reference:-
  - a) to have regard to the overall policy laid down by the Open Spaces and City Gardens Committee;
  - b) to be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of the conveyance of the Park by John Gurney, Esq., to the City of London Corporation dated 20<sup>th</sup> July 1874 and in accordance with the Licence in



Mortmain dated 22<sup>nd</sup> May 1874 and the management of a Nursery; and

c) authorising the institution of any criminal or civil proceedings arising out of the exercise of its functions.

ii) the remaining elements of the work of the Open Spaces, City Gardens and West Ham Park Committee be undertaken by an Open Spaces and City Gardens Committee; that Committee to have the following terms of reference:-

*Open Spaces*

a) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (eg. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and

b) the appointment of the Director of Open Spaces.

*City Open Spaces*

c) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;

d) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;

e) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and

f) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

iii) the same eight, elected, Court of Common Council Members should serve on the two Committees.

iv) that Standing Order No 22 be amended to ensure that the service of any Member on the Open Spaces and City Gardens Committee and the West Ham Park Committee should count as

one Committee.

- v) that Standing Order No 29 (3)(b) be amended to include the Open Spaces and City Gardens Committee, and the West Ham Park Committee. This is so that Members are eligible to chair both Committees at the same time.

*Motion* – ‘To agree the recommendations set out in the report relating to the Open Spaces Committees?’

*Resolved* – That the recommendations set out in the report relating to the Open Spaces Committees be agreed to.

## Terms of Reference

### *Open Spaces*

- a) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (eg. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and
- b) the appointment of the Director of Open Spaces.

### *City Open Spaces*

- c) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
- d) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
- e) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and
- f) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

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<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces, City Gardens and West Ham Park Committee	4 February 2013	
<b>Subject:</b> Open Spaces Department Business Plan - Third quarter progress report 2012/13		
<b>Report of:</b> Director of Open Spaces		<b>Public</b> <b>For information</b>
<p style="text-align: center;"><b><u>Summary</u></b></p> <p>The Open Spaces Business Plan for 2012-2015 was approved by this Committee on 25 April 2012. This report presents the third quarter review of the Plan, which shows progress on achieving the indicators for 2012/13 and a summary of financial performance.</p> <p>At the end of the third quarter, the overall departmental local risk budget is underspent by £140,000, of which £58,000 relates to the City of London Cemetery and Crematorium. However, all of the Open Spaces are expected to remain broadly in line with their local risk budgets at the end of the year.</p> <p style="text-align: center;"><b><u>Recommendation</u></b></p> <p>I recommend that Members note the progress made in implementing the Business Plan and receive the report.</p>		

## **Main Report**

### **Background**

1. The Business Plan for the Open Spaces Department for 2012-2015 was considered by the different service Committees earlier this year, before being approved by this Committee on 25 April 2012, when the targets and performance indicators were agreed. This is the third quarterly progress report on the implementation of the current Plan.

## **Current Position**

2. The Plan identified the strategic aims for the Department for the next three years, as follows:
  - *Provide safe, secure and accessible Open Spaces and services for the benefit of London and the Nation.*
  - *Involving communities and partners in developing a sense of place through the care and management of our sites.*
  - *Deliver sustainable working practices to promote the variety of life and protect the Open Spaces for the enjoyment of future generations.*
  - *Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living.*
  - *Manage, develop and empower a capable and motivated work force to achieve high standards of safety and performance.*

## **Departmental Objectives**

3. Progress on achieving the departmental objectives is being monitored. Many of the actions relating to these objectives are programmed for the final quarter of the year and any significant changes will be reflected in the new Business Plan which will be presented to the next meeting of this Committee.

## **Performance Indicators**

4. A number of performance indicators for the Open Spaces were included in the Plan and each Open Space has local measures in place to address these indicators. Appendix A shows progress to date on the 2012/13 indicators and generally these indicators are on target.
5. It was reported in the last progress report that for the year ending June 2012 average days sick per Open Spaces employee were 8.5 days, compared to the City Corporation average of 7 days. Figures have now been released for the year ending December 2012, which show that Open Spaces employees had an average of 5.82 days sick compared to the corporate average of 6.93 days. This was mainly due to the resolution of some longterm sickness cases. Appropriate action continues to be taken to address sickness issues throughout the Department and the latest figures show that absence levels are improving.

## **Service Response Standards**

6. The Open Spaces Department supports the corporate Service Response Standards and progress is being monitored. Under the Standards, telephone calls should be picked up within five rings or twenty seconds and it is now possible to monitor call response times across the Department, as all sites are linked to the Guildhall switchboard. Figures are available for October and November 2012 and in this period 90.41% of calls met this standard across the Department, compared to 90.31% of calls in the previous quarter.
7. For all written correspondence received, a full response is required within 10 days. For the third quarter, the average response time was 2.41 days, compared to 3.79 days in the previous quarter.

## **Key Projects**

8. The Plan also contains a number of key projects which were agreed for the next three years, at an individual Open Space level. The key projects which are listed in the Plan for 2012/13 generally remain on target for completion in the current financial year.
9. Most of the projects listed for completion in the third quarter were achieved, with the following exceptions. A new contract has been let for a further year at Chingford Golf Course, to allow more time for the management arrangements to be reviewed. The Constabulary Policing Plan for Hampstead Heath will now be presented in April 2013. The advice of external catering consultants is being sought on the Queen's Park café licence and it is anticipated that the licence should also be renegotiated by April 2013.
10. Work has also continued on a number of ongoing projects and the remaining key projects for 2013/14 and 2014/15, as identified in the overall Plan, generally remain on target.

## **Risk Register**

11. An update on the departmental Risk Register was provided in the first quarter report to this Committee in July. A further review of the departmental Register has taken place and the status of one risk has changed. For risk no.10, in view of the recent publicity relating to tree diseases, the likelihood has been revised from likely to almost certain.

## **Corporate & Strategic Implications**

12. The Business Plan details how the Open Spaces Department's activities and key projects support the five themes in the City Together Strategy and contribute to the City's Corporate Plan. The Business Plan also considers the financial, HR, sustainability and property implications of the Department's work.

## **Financial Implications**

13. In order to simplify and streamline the reporting of financial performance, the monitoring of local risk budgets under each Chief Officer's control is fully integrated into the quarterly Business Plan progress reports.
14. Appendix B shows a comparison of revenue budget with actual income and expenditure for the first three quarters of 2012/13. Commitments as well as actual spend have also been considered, where appropriate, and at the end of the third quarter, the overall departmental local risk budget is underspent by £140,000, of which £58,000 relates to the City of London Cemetery and Crematorium. However, all of the Open Spaces are expected to remain broadly in line with their local risk budgets at the end of the year.

## **Conclusion**

15. Good progress has been maintained in the third quarter in meeting the departmental objectives and carrying out the key projects in the current Business Plan. The key elements of the Plan continue to be discussed at the monthly senior management team meetings and a more detailed quarterly review is carried out, to assess performance and consider any new priorities. Monthly financial reports are also produced for all sites, to ensure that all local risk budgets are monitored closely and the Director continues to hold regular budget review meetings with each Superintendent.

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KEY PERFORMANCE INDICATORS						Appendix A
Ref.	Measure Name	Linked to Departmental Objective	Target: 2011-2012	Performance: 2011-2012	Target: 2012 - 2013	Progress at end of third quarter
1.	Effective budget management and make efficiency savings	Quality	Make further savings of 12.5% to meet corporate reduction target	Achieved	Ensure net expenditure is within local risk budget.	On target. See financial implications section in the main report.
2.	Increase departmental income	Quality	Raise by a further 5% compared to the original 2010/11 budget	Achieved	Raise by a further 5% compared to the original 2011/12 budget	On target
3.	Efficient receipting of invoices	Quality	Maintain 99% target and also receipt 70% of SME invoices in 10 days	Achieved	Maintain 99% target and also receipt 70% of SME invoices in 10 days	On target
4.	Respond to written complaints and general correspondence within 10 working days	Quality	Achieve this and other Service Response Standards	96.5% Achieved	Achieve this and other Service Response Standards	On target
5.	Respond to Freedom of Information Act enquiries within 20 working days.	Quality	100%	Achieved	100%	On target
Page 53	Minimise working days lost through sickness	People	Below both the average for the City Corporation and for operational departments	Summary included in end of year report	Below both the average for the City Corporation and for operational departments	See paragraph 5 in the main report
	Improve take up of training course programme	People	Reduce the number of lost training days by a further 5%	Not achieved, further review measures put in place for 12/13	Reduce the level of training days lost.	On target - new monitoring arrangements introduced
8.	Achieve external accreditation (1)	Quality	Maintain or improve Green Flag ratings	All 15 Open Spaces maintained their Green Flag Awards	Maintain or improve Green Flag ratings	All Green Flag Awards maintained
9.	Achieve external accreditation (2)	Quality	Retain Green Heritage award for 7 sites	8 sites now hold this status, including the Cemetery	Retain Green Heritage award for 8 sites	One additional award received for Kenley Common
10.	Carry out a sustainability audit	Environment	Complete phase 2 of the audit at the remaining sites	Achieved	Complete the audit at selected sites.	On target
11.	Increase the accuracy of customer satisfaction measures	Inclusion	A further 200 completed GreenSTAT questionnaires received	Position explained in end of year report	Develop a rolling programme of site surveys.	On target
12.	Expand volunteer working	People	Achieve a further 3% increase in volunteer hours worked	Achieved	Increase the level of volunteer hours worked.	Being monitored and will be fully measured at the end of year
13.	Improve learning services	Promotion	Maintain the number of sessions held in 2010/11	Achieved	Maintain the number of sessions held in 2011/12	See above
14.	Reduce Energy Consumption	Environment	Achieve a further reduction of 2.5%	11% Achieved	Achieve a further reduction of at least 2.5%	See above

Ref.	Measure Name	Linked to Departmental Objective	Target: 2011-2012	Performance: 2011-2012	Target: 2012 - 2013	Position at end of third quarter
15.	Reduce accidents reported	People	New indicator for 12/13.	N/A	Reduce the number of reported accidents resulting in injuries by 5%.	On target
16.	Prepare strategic presentations for meetings of the Open Spaces, City Gardens and West Ham Park Committee.	Quality	New indicator for 12/13.	N/A	Make a presentation to each Committee meeting during the year and identify future strategic projects.	On target
17.	Maintain our market share of burials.	Quality	Market share of burials to be above 7%.	8.5% Achieved	Achieve 8% market share of burials.	7.5% achieved (after 8 months)
18.	Maintain our market share of cremations.	Quality	Market share of cremations to be above 24%.	22.8% Achieved	Achieve 23% market share of cremations.	22.8% achieved (after 8 months)
19.	Percentage of income for the Cemetery & Crematorium compared with the target income of £3.95m.	Quality	Achieve 100%.	Achieved	Achieve an income target of £4.05m.	On target
20.	Increase the number of cremations using the new fully abated cremator.	Quality	Carry out 50% of cremations using the new cremator.	61% Achieved	Carry out 60% of cremations using the new cremator.	64.8% achieved (after 8 months)

## Chief Officer :- Director of Open Spaces

Quarter 3	Latest Approved Budget for full year 2012/13	3 months to 30 June 2012			3 months to 30 Sept. 2012			3 months to 31 Dec 2012			9 months to 31 December 2012			Forecast for the Year 2012/13			Comment
		Budget for Q1	Actual plus commitments for Q1	Variance for Q1	Budget for Q2	Actual plus commitments for Q2	Variance for Q2	Budget for Q3	Actual plus commitments for Q3	Variance for Q3	Budget for YTD	Actual plus commitments YTD	Variance YTD	Latest Approved Budget for Year	Forecast Outturn for Year	Forecast Over(Under) spend for Year	
		Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	
<b>Local Risk</b>																	
<b>CITY FUND</b>																	
City Open Spaces	1,084	322	325	3	290	309	19	345	334	(11)	957	968	11	1,084	1,084	0	
City of London Cemetery & Crematorium	(1,390)	(410)	(433)	(23)	(656)	(580)	76	24	(87)	(111)	(1,042)	(1,100)	(58)	(1,390)	(1,390)	0	
<b>Total City Fund</b>	<b>(306)</b>	<b>(88)</b>	<b>(108)</b>	<b>(20)</b>	<b>(366)</b>	<b>(271)</b>	<b>95</b>	<b>369</b>	<b>247</b>	<b>(122)</b>	<b>(85)</b>	<b>(132)</b>	<b>(47)</b>	<b>(306)</b>	<b>(306)</b>	<b>0</b>	
<b>CITY'S CASH</b>																	
Open Spaces Directorate	433	120	118	(2)	243	238	(5)	(25)	(20)	5	338	336	(2)	433	433	0	
Epping Forest	2,651	825	837	12	799	820	21	477	473	(4)	2,101	2,130	29	2,651	2,651	0	
Heritage Lottery Fund	3	130	131	1	56	58	2	51	55	4	237	244	7	3	3	0	
Chingford Golf Course	(91)	85	90	5	(59)	(78)	(19)	(31)	(36)	(5)	(5)	(24)	(19)	(91)	(91)	0	
Wanstead Flats	134	70	76	6	(75)	(68)	7	103	96	(7)	98	104	6	134	134	0	
Woodredon and Warlies	(25)	6	6	0	(35)	(30)	5	(4)	(14)	(10)	(33)	(38)	(5)	(25)	(25)	0	
Burnham Beeches	485	165	161	(4)	75	85	10	189	182	(7)	429	428	(1)	485	485	0	
Stoke Common	22	15	18	3	5	24	19	7	(4)	(11)	27	38	11	22	22	0	
City Commons	1,164	380	386	6	302	308	6	355	334	(21)	1,037	1,028	(9)	1,164	1,164	0	
Epping Forest - CBT	366	74	77	3	77	63	(14)	66	67	1	217	207	(10)	366	366	0	
Hampstead Heath	4,751	1,275	1,226	(49)	105	102	(3)	1,960	2,007	47	3,340	3,335	(5)	4,751	4,751	0	
Hampstead Heath - CBT	480	113	106	(7)	113	116	3	164	94	(70)	390	316	(74)	480	480	0	
Queens Park	557	125	118	(7)	109	105	(4)	280	282	2	514	505	(9)	557	557	0	
Queens Park - CBT	30	7	7	0	4	4	0	11	7	(4)	22	18	(4)	30	30	0	
Highgate Wood	337	88	85	(3)	64	79	15	100	92	(8)	252	256	4	337	337	0	
Highgate Wood - CBT	50	12	17	5	11	5	(6)	15	6	(9)	38	28	(10)	50	50	0	
Bunhill Fields	107	28	26	(2)	26	30	4	25	28	3	79	84	5	107	107	0	
West Ham Park	632	180	175	(5)	135	122	(13)	149	163	14	464	460	(4)	632	632	0	

Nursery	(60)	65	72	7	14	14	0	(134)	(139)	(5)	(55)	(53)	2	(60)	(60)	0
West Ham Park - CBT	75	13	13	0	24	15	(9)	11	15	4	48	43	(5)	75	75	0
<b>Total City's Cash</b>	12,101	3,776	3,745	(31)	1,993	2,012	19	3,769	3,688	(81)	9,538	9,445	(93)	12,101	12,101	0
<b>Total Local Risk</b>	11,795	3,688	3,637	(51)	1,627	1,741	114	4,138	3,935	(203)	9,453	9,313	(140)	11,795	11,795	0

<b>Central Risk</b>																
<b>CITY FUND</b>																
City Open Spaces	0	0	0	0	0	0	0	0	40	40	0	40	40	40	40	0
<b>Total City Fund</b>	0	0	0	0	0	0	0	0	40	40	0	40	40	40	40	0
<b>CITY'S CASH</b>																
Epping Forest	(133)	0	0	0	0	0	0	0	0	0	0	0	0	(133)	(133)	0
Epping Forest - CBT	(366)	0	0	0	0	0	0	(366)	(366)	0	(366)	(366)	0	(366)	(366)	0
City Commons	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hampstead Heath	(1,293)	(1)	(1)	0	0	0	0	0	0	0	(1)	(1)	0	(1,293)	(1,293)	0
Hampstead Heath - CBT	(480)	0	0	0	0	0	0	(480)	(480)	0	(480)	(480)	0	(480)	(480)	0
Queens Park	(16)	0	0	0	0	0	0	0	0	0	0	0	0	(16)	(16)	0
Queens Park - CBT	(30)	0	0	0	0	0	0	(30)	(30)	0	(30)	(30)	0	(30)	(30)	0
Highgate Wood - CBT	(50)	0	0	0	0	0	0	(50)	(50)	0	(50)	(50)	0	(50)	(50)	0
West Ham Park	(11)	0	0	0	0	0	0	0	1	1	0	1	1	(11)	(11)	0
West Ham Park - CBT	(75)	0	0	0	0	0	0	(75)	(75)	0	(75)	(75)	0	(75)	(75)	0
Nursery	1	0	0	0	0	0	0	0	3	3	0	3	3	1	1	0
<b>Total City's Cash</b>	(2,453)	(1)	(1)	0	0	0	0	(1,001)	(997)	4	(1,002)	(998)	4	(2,453)	(2,453)	0
<b>Total Central Risk</b>	(2,453)	(1)	(1)	0	0	0	0	(1,001)	(957)	44	(1,002)	(958)	44	(2,413)	(2,413)	0

<b>Total Local and Central Risk</b>	9,342	3,687	3,636	(51)	1,627	1,741	114	3,137	2,978	(159)	8,451	8,355	(96)	9,382	9,382	0
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Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park Committee	4th February 2013	
Subject: Open Spaces Health & Safety Audit	Public	
Report of: Director of Open Spaces	For Information	
<p><b><u>Summary</u></b></p> <p>The annual audit of Health and Safety (H&amp;S) in the Open Spaces Department was carried out in the second half of 2012 and found overall improvements in the management of H&amp;S. Whilst there is good safety practice evident throughout the Department, actions have been identified for continued improvements over the next twelve months and beyond.</p> <p><b>Recommendation</b></p> <p>That Members receive this report.</p>		

## **Main Report**

### **Background**

1. Annual H&S audits are carried out across the Open Spaces Department to monitor existing arrangements under twelve H&S indicators which are described in Appendix 1. The aims of the process are to assure the effectiveness of our H&S management system and support managers in carrying out their H&S roles.
2. During the summer and autumn of 2012 self-assessments were carried out across the Department. Five divisions were then selected to have their self-assessments fully validated, as shown in Table 1. (The divisions are validated in alternate years and the other three sites were visited in 2011.) This involved visits by staff from other Divisions to look at management practices, procedures and the safety culture on the ground. This report is a summary of points which arose through the process and reports significant developments in H&S management across the Department in 2012.

### **Findings of the 2012 Audit**

3. H&S continues to have a high priority at all levels of the Department and there was continued improvement overall in the management of H&S.
4. Some examples of good practice identified across the Department include:
  - Very good operational guidance on H&S which is well communicated through site manuals at West Ham Park;
  - Good system for recording and acting on near miss incidents at Burnham Beeches;

- Clearer and more robust processes for the control of contractors following a review of local procedures and roles at City Commons;
  - Excellent procedures in place for inspection and assessment of monuments at the Cemetery and Crematorium;
  - Comprehensive equipment inspection regime in place at West Ham Park;
  - Very good recording and analysis of training needs for staff at City Commons.
5. This was the first year that the Cemetery & Crematorium had been subject to this audit and the process assisted in the Cemetery's further integration into the Department. Staff found it a useful experience and it identified where we can assist one another through, for example, providing advice on tree risk management to the Cemetery or Cemetery staff advising on managing the safety of memorials in Bunhill Fields.
  6. Overall the audit showed improvement in H&S (Table 1). There are an increased number of ticks representing a 'Good to Very Good' performance and there are no sites falling into the lowest category 'Needs Developing'.
  7. Each division has a H&S improvement plan to carry out actions identified in the audit. These tasks are integrated in work programmes and Superintendents are responsible for developing and delivering the action plans.
  8. The 'Top X' risks, i.e. the most significant H&S risks in the Open Spaces Department, receive a particular focus at departmental level. These risks and plans to mitigate them are reported to the Town Clerk's Department at six monthly intervals. The Top X risks are currently identified as:
    - Working near underground services
    - Managing contractors and other third parties on site
    - Working at height;
    - Working with the public;
    - Working near to the Roadside;
    - Controlled use of firearms;
    - Unsafe memorials.

### **Improvements during 2012**

9. A group of Open Spaces staff, representing all divisions, have been developing generic risk assessments and safe systems of work for operations carried out in the department to improve quality and consistency in this area. The group have produced over fifty standardised documents to date and these have been made available through new H&S pages on the

Open Spaces section of the corporate intranet along with many other H&S guidance documents.

10. The appointment of a Technical Officer at Epping Forest with a H&S remit has been a positive contribution to H&S at Epping and across the Department as he has provided additional expertise through active participation in cross-divisional work.
11. Particular focus has been given during the last year, in the City Gardens Section, to the risks associated with safe working on raised beds in areas such as the Barbican. Issues had been identified to do with the inspection and operational procedures associated with fall arrest equipment. A detailed investigation identified improvements to be put in place, such as improved testing regimes for the fixings, emergency procedures and training.
12. During the year analysis of accidents and near misses has helped identify underlying causes and trends. A new performance indicator has been added to the Open Spaces Business Plan to reduce the number of accidents resulting in injuries by 5% in 2012/13 and we are on target to achieve this.
13. We have continued to receive much support from the City's central H&S services. The corporate HR Manager for H&S and representatives of the City Surveyor's Department attended Departmental and Divisional H&S meetings on a regular basis. The Occupational Health Section continued to provide a health referral service and guidance as well as assisting in the monitoring of staff health in relation to occupational risks.
14. There have been significant improvements in access to H&S information through the improved corporate H&S intranet pages with ready access to high quality guidance. In addition the corporate Safety Managers Forum meets on a quarterly basis and continues to aid communication between lead safety personnel across the City of London. The central H&S Committee, chaired by the Deputy Town Clerk, also meets twice a year to provide strategic management of H&S. The Open Spaces Department actively participates in both these groups.
15. The City Surveyor continues to play a significant H&S role through the maintenance and development of buildings and infrastructure to ensure safe conditions on our sites. Open Spaces staff and senior managers have worked to integrate the new Mitie repairs and maintenance contract and to maintain a high level of service.
16. Challenges for the year ahead include:
  - Continued efforts to ensure the new repairs and maintenance contract provides the required level of service;

- Further work on common standards of risk assessments and safe systems of work;
  - Updating Fire Risk Assessments;
  - Developing a consistent approach to controlling employee exposure to harmful level of vibration when using plant and equipment;
17. The Audit fulfils the performance and legal obligations of the Director and the City of London Corporation to monitor H&S in the Department through an Annual Certificate of Assurance to the Town Clerk for Health and Safety in the Open Spaces Department.

### **Corporate & Strategic Implications**

18. The audit supports Strategic Aims 2 and 3.
- SA2 Provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors with a view to delivering sustainable outcomes.
  - SA3 Provide valued services to London and the nation.
19. The Audit also links to the Departmental Business Plan through Departmental Objective 5 which seeks to “manage, develop and empower a capable and motivated work force to achieve high standards of safety and performance”.

### **Conclusion**

20. The Audit supports the Department’s H&S policy and measures performance against it, while supporting Managers in maintaining a positive safety culture in the Department.
21. There is a high level of commitment to good H&S practice in the Department and whilst there is an overall improvement we are not complacent and have identified appropriate actions throughout the Department to ensure a balance is made between taking the precautions required and providing accessible and enjoyable open spaces.

### **Contact:**

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**Table 1.**  
**Findings of the 2012 Audit for West Ham Park, Burnham Beeches, City Commons, the Directorate and the Cemetery & Crematorium** (with former years for comparison)

**Key:**

Good – Very good

✓

Work in Progress

↑

Needs Developing

✗

1	2	3	4	5	6	7	8	9	10	11	12
Organisation, Implementation and Communication	Risk Management	Training	Volunteers, Contractors, Suppliers	Accident and Near Miss Reporting	Central Support	Checklists, Inspections and Maintenance Records	Policies	First Aid	Emergency Action Plans	Fire Safety	Monitoring and Review

**2012 Audit**

<b>Parks and Gardens</b>	West Ham Park	✓	↑	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Burnham Beeches</b>		✓	↑	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>City Commons</b>		✓	↑	✓	✓	✓	✓	✓	✓	✓	↑	✓
<b>Directorate</b>		✓	↑	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Cemetery &amp; Crematorium</b>		✓	↑	✓	✓	✓	✓	✓	✓	✓	✓	✓

**2010 Audit**

<b>Parks and Gardens</b>	West Ham Park	✓	↑	✓	✓	✓	✓	↑	✓	✓	✓	✓
<b>Burnham Beeches</b>		✓	↑	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>City Commons</b>		✓	↑	✓	✓	✓	✓	↑	✓	✓	✓	✓
<b>Directorate</b>		✓	↑	✓	✓	✓	✓	✓	✓	✓	✓	✓

## Appendix 1

### The Open Spaces H&S Audit Indicators

**Indicator 1: Organisation, Implementation and Communication.** Each Division must have a local Health & Safety Plan and statement, and ensure that is regularly updated, clearly communicated and understood by all staff.

**Indicator 2: Risk Management.** Each Division should have Risk Assessments and Safe Systems of Work in place that cover all activities, operations and premises and adhere to current legislation and City Codes of Practice.

**Indicator 3: Training.** All staff shall receive a thorough health & safety induction followed by regular recorded and evaluated training determined by legislation, risk assessments and duties.

**Indicator 4: Volunteers, Contractors and Suppliers.** Each Division should have local arrangements to ensure that all third parties are working in accordance with health & safety legislation.

**Indicator 5: Accident and Near Miss Reporting.** Each Division must have procedures to ensure the reporting, investigation and analysis of accidents, incidents and near misses in accordance with City and Departmental Codes of Practice.

**Indicator 6: Central Support.** Each Division should have arrangements in place with the City Surveyors Department, the Occupational Health Section and the central Health and Safety Section to ensure central support according to the schedules defined in the Open Spaces Health & Safety Policy.

**Indicator 7: Checklists, Inspections and Maintenance Records.** Each Division should ensure that all statutory tests and inspections are undertaken in accordance with current legislation and that infrastructure is regularly inspected according to an accurate asset inventory.

**Indicator 8: Policies.** Based on Departmental guidance, each Division should define site specific policies (as applicable) on Water Safety, Tree Safety, Play Equipment, Vehicle Safety, Events and Lone Working.

**Indicator 9: First Aid.** Each Division should have appropriate first aid arrangements relating to training and provision according to current legislation and local risk assessments.

**Indicator 10: Emergency Action Plans.** Each Division should have plans and procedures to deal with emergencies and disasters.

**Indicator 11: Fire Safety.** Each Division should have appropriate fire safety equipment, training and procedures based on local fire risk assessments.

**Indicator 12: Monitoring and Review.** Each Division should review their local Health & Safety Plan on an annual basis, advising the Open Spaces Health & Safety Committee of any key issues arising from this process.

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<b>Committee:</b>	<b>Date:</b>
Open Spaces, City Gardens & West Ham Park Committee	4 February 2013
<b>Subject:</b>	<b>Public</b>
Decision Taken Under Urgency Procedures	
<b>Report of:</b> Town Clerk	<b>For Information</b>
<p><b><u>Summary</u></b></p> <p>This report provides details of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman of this Committee, in accordance with Standing Order No. 41(a).</p> <p><b>Recommendations:-</b></p> <p>That the action taken since the last meeting be noted.</p>	

## **Main Report**

### **Background**

1. Standing Order No. 41(a) provide mechanisms for decisions to be taken between scheduled meetings of the Hampstead Heath, Highgate Wood & Queen's Park Committee where it is urgently necessary that a decision be made.

### **Decisions Taken Under Urgency Procedures**

2. The following action has been taken under urgency in accordance with Standing Order No. 41(a), since the last meeting of the Committee:

#### **Lucid Space Arts Application**

An application has been received for a temporary arts installation in Postman's Park as part of the Chelsea Fringe Festival 2013 for a period of three weeks. The application proposes to use a series of light weight fabric panels hung from the trees to create a sensory journey through an enclosed landscape.

3. In line with our established procedures for public art applications, the proposal was considered by the City Arts Initiative group who resolved to recommend the proposal to your Committee. As part of the process, the City Gardens team were consulted.

### **Reason For Urgency**

4. To enable the project to be included in the promotional material for the Chelsea Fringe Festival approval is required by the end of the year.

### **Conclusion**

5. Members are asked to note to contents of this report.

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# Agenda Item 20

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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