



Open Spaces and City Gardens

Date: MONDAY, 22 JULY 2013

Time: 2.30pm

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

Members: Alderman Robert Hall (Chairman)
Alderman Ian Luder (Deputy Chairman)
Wendy Mead
Deputy Michael Welbank
Deputy Alex Deane
Deputy Robert Howard
Barbara Newman
Jeremy Simons
Alderman Gordon Haines (Ex-Officio Member)
Deputy Stanley Ginsburg (Ex-Officio Member)
Virginia Rounding (Ex-Officio Member)

Observers: Verderer Peter Adams (Epping Forest and Commons Committee)
Tony Ghilchik (Hampstead Heath, Highgate Wood and Queen's Park Committee)
Catherine Bickmore (West Ham Park Committee)

Enquiries: **Alistair MacLellan**
alistair.maclellan@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**

For Information

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

3. **ELECTION OF CHAIRMAN**

The election of a Chairman in accordance with Standing Order 29.

For Decision

4. **MINUTES**

To agree the public minutes and summary of the meeting held on 10 June 2013 (copy attached).

For Decision
(Pages 1 - 6)

Part A - Open Spaces

5. **REVENUE OUTTURN 2012-13 - OPEN SPACES AND CITY GARDENS**

A report of the Chamberlain and the Director of Open Spaces (copy attached).

For Information
(Pages 7 - 12)

6. **CONSOLIDATED REVENUE OUTTURN 2012-13**

A report of the Chamberlain and the Director of Open Spaces (copy attached).

For Information
(Pages 13 - 16)

7. **GREEN SPACES - THE BENEFITS FOR LONDONERS**

A report of the Director of Open Spaces (copy attached).

For Information
(Pages 17 - 18)

8. **BUSINESS PLAN - QUARTERLY PERFORMANCE UPDATE**

A report of the Director of Open Spaces (copy attached).

For Information
(Pages 19 - 26)

9. **IDENTITY PROJECT - ESTABLISHMENT OF A WORKING PARTY**

A report of the Director of Open Spaces (copy attached).

For Decision
(Pages 27 - 30)

Part B - City Gardens

10. **SUPERINTENDENT'S UPDATE**

The Superintendent of City Gardens to be heard.

For Information

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

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

Part 2 - Non-Public Agenda

13. **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:-

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
14	3

For Decision

14. **DEBT ARREARS - INVOICED INCOME FOR PERIOD ENDING 31 MARCH 2013**

A report of the Chamberlain and the Director of Open Spaces (copy attached).

For Information
(Pages 31 - 38)

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

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

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Agenda Item 4

OPEN SPACES AND CITY GARDENS Monday, 10 June 2013

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 10 June 2013 at 11.30 am

Present

Members:

Alderman Robert Hall
Deputy Michael Welbank
Deputy Alex Deane
Barbara Newman
Jeremy Simons
Alderman Gordon Haines (Ex-Officio Member)

Observers:

Verderer Peter Adams – Epping Forest and Commons Committee
Tony Ghilchik – Hampstead Heath, Highgate Wood & Queen's Park Committee
Vacancy – West Ham Park Committee

Officers:

Sue Ireland	- Director of Open Spaces
Martin Rodman	- Superintendent of West Ham Park and City Gardens
Bob Warnock	- Superintendent of City Commons
Jennifer Allott	- Departmental Business Manager, Open Spaces
Louisa Allen	- City Gardens Manager
Roger Adams	- City Surveyor's Department
Edward Wood	- Comptroller and City Solicitor's Department
Esther Sumner	- Town Clerk's Department
Jacky Compton	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Alderman Ian Luder, Wendy Mead, Deputy Stanley Ginsburg, Deputy Robert Howard and Virginia Rounding.

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

There were no declarations.

3. ORDERS OF THE COURT OF COMMON COUNCIL 25 APRIL 2013

The Order of the Court of Common Council dated 25 April 2013 appointing the Committee and approving its Terms of Reference was received.

RECEIVED

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order 29. The Town Clerk read out a list of Members who were eligible to stand and Alderman Robert Hall, being the only Member expressing his willingness to serve, was declared to be duly elected Chairman of the Committee for the ensuing year.

Alderman Robert Hall was nominated as the Committee Representative to the Streets and Walkways Sub (Planning) Committee.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order 30. The Town Clerk read out a list of Members who were eligible to stand and Alderman Ian Luder, being the only Member expressing his willingness to serve, was declared to be duly elected Deputy Chairman of the Committee for the ensuing year.

6. **MINUTES**

The public minutes of the meeting held on 15 April 2013 were approved as a correct record.

Matters Arising

National Planning Policy Framework – In response to questions from the Chairman, the Director of Open Spaces reported that the Mayor's London Plan Team were likely to provide more clarity on both basement development and development affecting the skyline. A question remained over to what distance from Open Spaces these new guidelines would apply, with the Corporation arguing in favour of at least 1km. But fundamentally the London Plan Team has accepted that peripheral protection of Open Spaces from development is required. A member of the Committee noted that all London boroughs, including the Corporation, had to be in conformity with the London Plan within six months of its publication.

7. **CURRENT TOPICAL ISSUES IN OPEN SPACES - THE VALUE OF GREEN SPACES TO LONDON AND LONDONERS**

The Director of Open Spaces gave a presentation on a forthcoming research report authored by the Economic Development Office and the Public Relations Office on the value of Green Spaces to London and Londoners. The report is currently in draft form and will be finalised and circulated within the next few weeks.

The report examines the benefits of Green Spaces to London and across four themes: environmental, well-being, social and economic. Green Spaces help reduce heat retention in cities by c. 1-1.5 degrees Celsius, reduce the risk of flooding and also promote better air quality. Access to Green Spaces can also improve physical and mental well-being, with access to Green Spaces helping to combat obesity and improve cardiovascular health. Evidence from East

London suggests that they can help reduce health inequalities. Social benefits include better cognitive skills among children with easy access to Green Space.

The economic benefits of Green Spaces include savings around dealing with the impact of flooding and the reduction of pollution. Areas in close proximity to Green Space tend to have better land and property values, and there is evidence that 70% of tourists take into account Green Space when choosing their holiday destination.

The Director noted that it was difficult to assess the particular environmental benefits arising from the range of diversity in Green Spaces, and that there was limited research on economic comparisons between cities. She concluded by saying that the report confirmed the preconceptions of the Directorate of Open Spaces, particularly those around environmental benefits. The Director finished by drawing attention to two pieces of research of particular interest in the report bibliography, a report of the European Centre of Environment and Human Health entitled *Would you be happier living in a greener urban area?* and the International Federation of Park and Recreation Administration Report, *The Benefits of Urban Parks: a systematic review*.

In response to a question from the Chairman, the Director of Open Spaces said that the report would help to inform decision making when allocating resources to Open Spaces in London. She noted that the Greater London Authority had recently published a Green Infrastructure Report that identified northwest and southeast London as areas in strategic need of more Open Spaces.

In response to a Committee Observer, the Chairman confirmed that the Committee would have a further opportunity to discuss the report.

In response to comments from a Member, the Chairman noted that the report was originally envisaged as being under the aegis of the Policy and Resources Committee only, but that had now changed and he, the Chairman of Open Spaces and City Gardens, was now a co-signatory, a welcome sign of the importance of the work of this Committee.

In response to comments from a Member the Director of Open Spaces said that the reason the Committee had not seen the report at an earlier draft stage was due in part to the Policy and Resources Committee's approach to preparing reports. She will ensure that the report goes to the Health and Wellbeing Board for consideration.

8. **OPEN SPACES ANNUAL REPORT**

The Director of Open Spaces noted that the Open Spaces Annual Report had been published in the revised format first adopted the previous year, and that copies were available for Members to collect at the end of the meeting.

The Chairman called on Members to make any comments to the Director by email.

RECEIVED

9. ANNUAL REVIEW OF VOLUNTEER WORKING IN THE OPEN SPACES 2012/13

The Open Spaces Departmental Business Manager introduced the Annual Review of Volunteer Working in the Open Spaces for 2012/13. She drew attention to the scale of volunteering and the emphasis in the past year of improving quality of experience for individual volunteers.

A member noted that the figures listed on page 12 with respect to volunteering at Hampstead Heath were inaccurate and that there was a 2% increase in volunteering in 2012/13 rather than a 1% fall.

An Observer to the Committee commented that the report seemed to understate the scope for volunteering. The Chairman of the Epping Forest and Commons Committee endorsed this and noted that in some areas of the Open Spaces Directorate, the volunteers were managing themselves.

In response to a question from a Member, the Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee said that he was unsure why there were no volunteer leaders on the Heath, but commented that this may be possible if RSPB provided some more training, and that there was perhaps more scope for this on the City Commons.

The Chairman noted that it was important that volunteering was not perceived as securing free labour. Instead it must be emphasised that this was an activity that sought to improve the wellbeing of those who chose to volunteer and that it provided volunteers with the opportunity to support their community.

The Director of Open Spaces said that the ideas expressed so far would be developed and that this would take time and that the Directorate was learning from its experience with volunteers thus far across all of its sites.

RECEIVED

10. TREE DISEASES IN LONDON: THE ECONOMIC, SOCIAL AND ENVIRONMENTAL IMPACT

The Open Spaces Departmental Business Manager introduced a report on tree diseases and informed the Committee that a copy would be circulated via email shortly.

In response to a request from a Member, the Director of Open Spaces agreed to draw up a concise briefing note on actions currently being taken by the Corporation to combat tree diseases, and that this would be circulated via email.

RECEIVED

11. **SUPERINTENDENT OF CITY GARDENS UPDATE**

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

Finance - City Garden's budget is in line with agreed budget profiles.

Staff - full complement of staff with a newly appointed Support Service Officer recently recruited.

Bedding

There is a two week delay for the summer bedding to be delivered to City Gardens. This is due to the late growing season due a cold winter and spring. The team have started to remove the winter schemes to ensure the summer bedding is planted as quickly as possible.

Projects

St Paul's Walk, a new landscaping scheme, funded by Network Rail is now complete. This has replaced a previously overgrown shrub bed. The landscaping consists of multi stemmed silver birches and lawn areas, making good use of the restricted area for seating and views of the river.

London and Britain in Bloom – July and August

Judging is to take place in July and early August and as mentioned in previous updates this year's theme is 'Edibles'. To celebrate this theme, one of the volunteer City Gardens guides designed an 'Edible Walk' which took place on the weekend of 8/9 June as part of the Open Squares weekend. She has reported that the walk was a great success; people were encouraged to eat Pansies Marigolds, Comfrey and Cornflowers as part of the experience.

Open Squares Weekend, 8 and 9 June

The City Gardens took part in the Open Squares this weekend, to draw attention to our gardens. The edible walk mentioned above was a new activity, as well as a treasure hunt designed and implemented by a group of corporate volunteers from the Discovery Channel. The hunt was felt to be imaginative, informative and fun, and can be a template event for future occasions.

Green Garden Lunchtimes, 17 – 21 June

A forthcoming range of free events taking place in Bunhill Fields advertised on the Corporation of London website and notice boards. Activities include Yoga, Pilates, a heritage tour, and an edible workshop, and a talk from the RSPB. All are delivered by either volunteers or businesses.

City Festival – Tree Theme

In partnership with the City festival organisers and Trees for Cities and sponsored by Bloomberg, the artist Konstantin Dimopoulos has been commissioned to colour seven trees in front of St Paul's Cathedral entrance and ten trees in Smithfield Rotunda Garden. The project has been approved by the City Arts Initiative Panel and the Culture Heritage and Libraries Committee. Corporate volunteers and the Friends of City Gardens will be invited to assist

the artist. The colouring will have no detrimental effect to the trees; the colouring is washable and will be removed at the end of the festival.

In addition, a first ever City tree walk and leaflet have been designed by Trees for Cities which will be launched during the festival period.

Friends of City Gardens and volunteer activities

During May, the friends have undertaken three clear up sessions of the roof garden of John Cass School, to enable the school and teachers to grow vegetables during the summer term.

The friends have just won their first grant of £494 from The Conservation Volunteers (TCV), to pay for tools and equipment and public liability insurance to enable them to run gardening and volunteer activities.

Growing Localities Apprenticeship Scheme

In partnership with the Royal Parks, West Ham Park and the regeneration charity, Roots for Shoots, the City Gardens team have been hosting two young people to gain skills, confidence and experience in preparation for them to apply for three apprenticeship positions to start in September.

A member of the Committee welcomed the Konstantin Dimopoulos initiative but expressed concern that it would encourage people to paint trees with inappropriate paints.

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

Cleary Gardens

In response to a query from a Member, the City Gardens Manager confirmed that works had been carried out by MITIE on the bannister in Cleary Gardens but that the works were felt to be unsatisfactory. This was being addressed by officers and the Committee would be updated in due course.

Agenda Content

In response to concerns raised by a Member, the Director of Open Spaces apologised that the majority of Committee business consisted of reports for information. This was largely due to recent staffing issues and that future business of the Committee would be geared towards decision-making.

13. URGENT ITEMS

There were no urgent items.

The meeting ended at 12.18 pm

Chairman

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

Agenda Item 5

Committee(s):	Date(s):	Item no.
Open Spaces and City Gardens Committee	22 July 2013	
Subject: Revenue Outturn 2012/13- Open Spaces and City Gardens	Public	
Report of: The Chamberlain and the Director of Open Spaces	For Information	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2012/13 with the final agreed budget for the year. In total, there was a better than budget position of £95,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget	Revenue Outturn	Increase/ (Decrease)
	£000	£000	£000
Local Risk			
Director of Open Spaces	1,645	1,616	(29)
Director of the Built Environment (City Open Spaces)	145	162	17
City Surveyor	205	118	(87)
Total Local Risk	1,995	1,896	(99)
Central Risk	40	41	1
Recharges	(154)	(151)	3
Total	1,881	1,786	(95)

The Director's underspend of £29,000 has been aggregated with budget variations on services overseen by other committees, which produces an overall worse than budget position of £39,000 (Local Risk) across all Open Spaces. This overspend will be carried forward to be met from the agreed 2013/14 budgets.

Underspend in the City Surveyor's Additional Works Programme will be available to spend in subsequent years of the scheme.

Recommendations

It is recommended that this revenue outturn report for 2012/13 and the consequential implications for the 2013/14 budget be noted.

Main Report

Budget Position for 2012/13

1. The 2012/13 Latest Approved Budgets for the services overseen by your Committee were £1.840m and were received by your Committee in December 2012, endorsed by the Court of Common Council in March 2013 and subsequently updated for approved adjustments, mainly in respect of expenditure on the Olympics and Paralympics, resulting in a Final Agreed Budget of £1.881m

Revenue Outturn 2012/13

2. Actual net expenditure for your Committee's services during 2012/13 totalled £1.786m, an underspend of £95,000 compared with the budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Summary Comparison of 2012/13 Revenue Outturn with Final Agreed Budget			
	Final Agreed Budget	Revenue Outturn	Increase/ (Decrease)
	£000	£000	£000
Local Risk			
City Open Spaces	1,084	1,055	(29)
Open Spaces Directorate	454	453	(1)
Bunhill Fields	107	108	1
Total Director of Open Spaces Local Risk	1,645	1,616	(29)
Local Risk			
Director of the Built Environment (City Open Spaces)	145	162	17
City Surveyor	30	26	(4)
Additional Works Programme	175	92	(83)
Total Local Risk	1,995	1,896	(99)
Central Risk			
City Open Spaces	40	41	1
Total Central Risk	40	41	1
Total Recharges	(154)	(151)	3
NET EXPENDITURE	1,881	1,786	(95)

Annex A provides more detail and explanations of the significant variations.

Local Risk Carry Forward to 2013/14

4. Chief Officers can request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
5. Overspends are carried forward in full and are met from the agreed 2013/14 budgets.
6. Underspend in the City Surveyor's Additional Works Programme will be available to spend in subsequent years of the scheme.

7. The Director's better than budget position of £29,000 has been aggregated with budget variations on services overseen by other committees, which produces an overall worse than budget position of £39,000 (Local Risk) across all Open Spaces. This overspend will be carried forward and met from the agreed 2013/14 budgets.

Chris Bilsland
Chamberlain

Sue Ireland
Director of Open Spaces

Contact:

Derek Cobbing

020 7332 3519

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Open Spaces and City Gardens**Comparison of 2012/13 Revenue Outturn with Final Agreed Budget**

	Final Agreed Budget	Revenue Outturn	Increase/ (Decrease)	Reasons
	£000	£000	£000	
SUMMARY				
Local Risk	1,645	1,616	(29)	
Central Risk	40	41	1	
Recharges	(154)	(151)	3	
TOTAL (Excluding City Surveyor & Director of the Built Environment Local Risk)	1,531	1,506	(25)	
City Surveyors Local Risk	30	26	(4)	1
Additional Works Programme Director of the Built Environment Local Risk	175	92	(83)	1
	145	162	17	2
TOTAL NET EXPENDITURE	1,881	1,786	(95)	
LOCAL RISK				
Open Spaces Directorate	454	453	(1)	
City Gardens	1,084	1,055	(29)	
Bunhill Fields	107	108	1	
TOTAL LOCAL RISK	1,645	1,616	(29)	
CENTRAL RISK				
West Ham Park	40	41	1	
TOTAL CENTRAL RISK	40	41	1	
RECHARGES				
Central Recharges	615	610	(5)	
Recharges Within Funds	(670)	(659)	11	
Recharges Across Funds	(99)	(102)	(3)	
TOTAL RECHARGES	(154)	(151)	3	

Reasons for Significant Variations

Local Risk

1. The City Surveyor's underspend of £87,000 relates mainly to the Additional Works Programme projects being rephased over the future years of the schemes. The phasing of these projects is reported to the Corporate Asset Sub Committee on a quarterly basis.
2. The Director of the Built Environment's Local Risk overspend relates to a rise in unmetered electricity charges.

Agenda Item 6

Committee(s):	Date(s):	Item no.
Open Spaces and City Gardens Committee	22 July 2013	
Subject: Consolidated Revenue Outturn 2012/13		Public
Report of: The Chamberlain and the Director of Open Spaces		For Information

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2012/13 with the final agreed budget for the year. In total, there was a better than budget position of £1,377,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Revenue Outturn £000	Increase/ (Decrease) £000
Local Risk			
Director of Open Spaces	13,038	13,077	39
City Surveyor	3,736	2,274	(1,462)
Director of the Built Environment (City Open Spaces)	145	162	17
Total Local Risk	16,919	15,513	(1,406)
Central Risk	(2,424)	(2,453)	(29)
Recharges	3,931	3,989	58
Total	18,426	17,049	(1,377)

The Director's overspend of £39,000 will be carried forward to be met from the agreed 2013/14 budgets.

Underspends in The City Surveyor's Additional Works Programme will be available to spend in subsequent years of the scheme.

Recommendations

It is recommended that this consolidated revenue outturn report for 2012/13 and the consequential implications for the 2013/14 budget are noted.

Main Report

Budget Position for 2012/13

1. The 2012/13 consolidated latest approved budgets for all the Open Spaces services were received by you in February 2013 and endorsed by the Court of Common Council in March 2013. For information, the Cemetery and Crematorium has also been included in this report, to show the overall position for the Department, although it is reported to Port Health & Environmental Services Committee.

Revenue Outturn 2012/13

2. Actual net expenditure for your Committee's services during 2012/13 totalled £17.049m. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

Summary Comparison of 2012/13 Revenue Outturn with Final Agreed Budget

Director of Open Spaces Local Risk	Final Agreed Budget £000	Revenue Outturn £000	Increase/ (Decrease) £000
Open Spaces Directorate	454	453	(1)
City Open Spaces	1,084	1,055	(29)
Bunhill	107	108	1
West Ham Park	631	619	(12)
West Ham Park - CBT	75	75	0
The Nursery	(60)	(73)	(13)
Epping Forest	2,649	2,764	115
Epping - CBT	366	365	(1)
HLF – Branching Out	3	3	0
Chingford Golf Course	(91)	(11)	80
Wanstead	134	125	(9)
Woodredon & Warlies	(25)	(25)	0
Burnham Beeches	485	469	(16)
Stoke Common	22	20	(2)
City Commons	1,164	1,121	(43)
Hampstead Heath	4,965	4,948	(17)
Hampstead Heath – CBT	480	480	0
Queen’s Park	552	554	2
Queens Park - CBT	30	30	0
Highgate Wood	332	334	2
Highgate Wood - CBT	50	50	0
City Cemetery & Crematorium	(369)	(387)	(18)
Total Director of Open Spaces Local Risk	13,038	13,077	39
<i>City Surveyor Local Risk</i>	877	864	(13)
<i>Additional Works Programme</i>	2,859	1,410	(1,449)
<i>Director of the Built Environment (City Open Spaces) Local Risk</i>	145	162	17
Total Local Risk	16,919	15,513	(1,406)
Central Risk	(2,424)	(2,453)	(29)
Recharges	3,931	3,989	58
Overall Totals	18,426	17,049	(1,377)

3. Each Open Spaces Committee has previously received an outturn report relating to the services it oversees including explanations of the significant variations. Port Health & Environmental Services Committee has received a similar report in respect of the Cemetery & Crematorium.

Local Risk Carry Forward to 2013/14

4. Chief Officers can request under spends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the under spending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
5. Overspends are carried forward in full and are met from the agreed 2013/14 budgets. Thus the Director's overspend of £39,000 will be carried forward and met from the agreed 2013/14 budgets.

City Surveyor

6. Underspends in The City Surveyor's Additional Works Programme will be available to spend in subsequent years of the scheme.

Chris Bilsland

Chamberlain

Sue Ireland

Director of Open Spaces

Contact:

Derek Cobbing

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Agenda Item 7

Committee(s):	Date(s):	Item no.
Open Spaces and City Gardens Committee	22 July 2013	
Subject: Green Spaces: The Benefits for London	Public	
Report of: Director of Open Spaces	For Information	
<u>Summary</u>		
<p>A report entitled ‘Green Spaces: The Benefits for London’ was published by the City of London Economic Development Office and Public Relations Office on the 8th of July. The report, a review of the literature, found compelling evidence that a range of benefits were delivered by green spaces.</p>		
Recommendation		
That this report is received for information.		

Main Report

1. Background

The Economic Development Office commissioned BOP Consulting to carry out a literature review of the research relating to the benefits to residents, workers, businesses and visitor of green spaces.

The report found compelling evidence for the benefits of green spaces. These were classified as environmental benefits, physical and mental health benefits, economic value and social benefits.

2. Current Position

The report was published on the 8th July 2013 and will be available at the committee meeting. It is being promoted by Open Spaces through channels such as the website and social media. A video was made at Hampstead Heath promoting the findings of the report which is available on line.

The contents of the report will inform our continued promotional work. It will also inform future business plans for the directorate and local management plans.

3. Conclusion

The report provides useful evidence to demonstrate the crucial role the open spaces maintained by the City of London play in provide a range of benefits to London and the surrounding areas.

Contact:

Jennifer Allott
Departmental Business Manager
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jennifer.allott@cityoflondon.gov.uk

Agenda Item 8

Committee(s):	Date(s):	Item no.
Open Spaces and City Gardens Committee	22 July 2013	
Subject: Business Plan: Quarterly Performance Update	Public	
Report of: Director of Open Spaces	For Information	
<u>Summary</u>		
<p>A quarter of the way through the reporting year good progress is being made on delivering the 2013/14 Business Plan. The report contains details of key projects delivered, achievement against the Key Performance Indicators and a review of the department risks.</p>		
Recommendation		
That this report is received for information.		

Main Report

Background

1. The Open Spaces Department Business Plan 2013-16 was received by this committee on the 15th April. The Business Plan detailed the aims and objectives of the department. Twenty-one key performance indicators (KPIs) were developed to measure delivery of the plan. Reports are produced at the end of each quarter of the financial year tracking progress. While the value of information about budgets and progress made against the business plan at the end of the first quarter is limited, early indications are that the business plan will be successfully delivered.

Current Position

Key Performance Indicators

2. Good progress has been made. A table showing performance for each KPI is included at Appendix 1. One Key Performance Indicator has been revised. Following review of the reductions needed to meet the corporate energy reduction target of a 15% reduction on the baseline year of 2008/9

by 2015, the target for 2013/14 has been revised upwards from 2% to 2.5%.

3. Data is not available or is only available in provisional form for several indicators. The remaining indicators have been classified using the rating system below:

Green	Good progress to the target has been made
Amber	Minor corrective action required to meet target
Red	Major corrective action required to meet target

4. Three indicators are measured at amber or red. KPI 4 *Reduce Energy Consumption* is judged to be at amber, given the adjustment to the target. The additional saving required in year will be challenging, particularly given the unseasonably cold and wet weather in April, May and early June.
5. KPI 7 *Improve take up of training course programme* is also measured at amber as the number of training courses missed by Open Spaces staff members has not fallen. A message is being sent to all staff to remind them to attend booked training and ensure sessions are scheduled and booked when staff are available.
6. KPI3 *Efficient receipting of invoices* is measured at red due to changes in the process for checking invoices. Previously a member of the Chamberlain's staff played a key role providing support to members of staff involved in processing invoices. The member of staff will no longer be carrying out this work, or checking invoices on receipt. This change presents a risk to achievement of the KPI. Mitigating action is already well underway. The member of the Chamberlain's staff has provided training to OS staff and further sessions are planned.

Key Projects

7. Three key projects were due to be completed in the first quarter. Security improvements have been made to the sports areas at West Ham Park, including replacement of the perimeter fencing around the tennis courts, store and cricket nets.
8. City Gardens completed a review of the City Gardens fleet, which delivered significant cost savings and resulted in a more environmentally-friendly fleet. This is due to be considered by the Planning and Transportation Committee this month.

9. The final project is work at Jubilee Pond in Epping Forest, including complete pond lining, landscaping, construction of an all-ability access trail and a volunteer led planting scheme. This was scheduled in the business plan to be completed in June. However, the timetable has slipped, and work began only on the 10th June and is scheduled to run for three months.

Financial and risk implications

10. At the end of 2012/13 the Open Spaces local risk budget was overspent by £39,000. The Director of Open Spaces has agreed to make equivalent savings within the budget for the financial year 2013/14. Internal monitoring systems have been amended in the light of the over-spend. Whereas previously the Director and Departmental Business Manager met quarterly with Superintendents to monitor the budget, from this financial year meetings will take place monthly during the final quarter.
11. The Risk Register agreed as part of the Business Plan was reviewed at the end of the first quarter. The status of one risk was amended in light of this review. Risk number 4 – *Unavoidable reduction in income* is judged to have a declining direction. This reflects significant uncertainty reflecting the reform of the Common Agricultural Policy and the potential changes to the Single Payment Scheme (SPS), which accounts for an income stream of £120,000 for Epping Forest. While an EU settlement was reached at the end of June, there is no clarity as to the implementation of the scheme in England.
12. On-going action is being taken to lessen or mitigate key risks to the department. The top risk, *Extreme weather or changing environmental conditions having an effect onsite operations and usage*, was discussed by all Superintendents at a recent meeting to ensure that all possible actions are being considered and taken.

Conclusion

13. Progress in delivering the business plan will continue to be monitored and the remedial action described above will be taken. A report on second quarter performance is planned for the committee meeting on the 25th November 2013.

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OPEN SPACES PERFORMANCE DASHBOARD – QUARTER ONE 2013-14

Key Performance Indicators	Target 2013-14	Performance Q1	Comment
Effective budget management and make efficiency savings	Ensure net expenditure is within local risk budgets	Green	Early trends good
Increase departmental income	Raise by a further 2% compared to the original 2011/12 budget	Green	Early trends good
Efficient receipting of invoices	Maintain 99% target and also receipt 70% of SME invoices in 10 days	Red	Target achieved in Apr, Mar, missed in Jun and declining trend. Additional training delivered and more planned; increased monitoring and chasing
Respond to written complaints and general correspondence within 10 working days	Achieve all Corporate Service Response Standards	Green	Achieved in quarter one
Respond to Freedom of Information Act and Environmental Information Regulation Requests within 20 working days	Meet target in 100% cases	Green	Achieved in quarter one

OPEN SPACES PERFORMANCE DASHBOARD – QUARTER ONE 2013-14

Minimise working days lost through sickness	Below the average for the City Corporation of seven days per annum	Green	0.5 working days lost per employee for the first quarter
Improve take up of training courses	Reduce the level of training days lost	Amber	28 in quarter one - no reduction on Q4 of 2012/13; message reminding staff to avoid missing courses
Achieve external accreditation (1)	Maintain or improve Green Flag passes	[Hatched]	In progress
Achieve external accreditation (2)	Retain Green Heritage Award for nine sites	[Hatched]	In progress
Deliver Sustainability Audits across the Open Spaces - year two of the Departmental Sustainability Improvement Plan (DSIP)	Complete year 2 of the current DSP, Develop SAS for two other departments	Green	Presentation given to all departments 23rd May; follow up work with departments taking place
Increase the accuracy of customer satisfaction measures	Implement a rolling programme of site surveys	[Hatched]	In progress
Expand volunteer working	Increase the level of volunteer hours worked	[Hatched]	

OPEN SPACES PERFORMANCE DASHBOARD – QUARTER ONE 2013-14

Improve Learning Services	Maintain the number of sessions held in 2012/13		
Reduce Energy Consumption	Achieve corporate target of 2.5% reduction	Amber	Data incomplete - targets for Apr and May not met
Reduce accidents reported	Reduce the number of reported accidents resulting in injuries (2012-50)	Green	15 accidents reported
Prepare strategic presentations for meeting of the Open Spaces, City Gardens and West Ham Park Committee	Make a presentation to each Committee meeting during the year and identify future projects	Green	Achieved in quarter one
Increase of Open Spaces websites	Increase traffic by 10% on previous year	Green	April and May figures showing increases of well over 10%
Maintain our market share of burials	Achieve 8% market share of burials	Green	Data available only for Apr/May – average 7.7% (first two quarters of the year expected to be lower)
Maintain our market share of cremations	Achieve 23% market share of cremations	Green	Data available only for Apr/May – average 23.4% (first two quarters of the year expected to be lower)

OPEN SPACES PERFORMANCE DASHBOARD – QUARTER ONE 2013-14

Percentage of income for the Cemetery & Crematorium compared with the target income of £3.95m	Achieve an income target of £4.1m		In progress
Increase the number of cremations using the new fully abated cremator	Carry out 60% of cremations using the new cremator	Green	Data for Apr and May - average 61%

Committee(s):	Date(s):	Item no.
Open Spaces and City Gardens Committee	22 July 2013	
Subject: Identity Project: Establishment of a Working Party		Public
Report of: Director of Open Spaces		For Decision
<u>Summary</u>		
<p>To support the promotion of the City’s open spaces, a project has been initiated to develop a portfolio of identities for the City’s open spaces. To ensure that Members are full engaged in the process of development, it is proposed that a Working Party is created to consider the proposals before they are presented to Committee in November.</p>		
Recommendation		
It is recommended:-		
<ol style="list-style-type: none"> 1. That a working party is convened to consider the development of a new visual identity for Open Spaces and to report back to the Open Spaces & City Gardens Committee 2. That the Chairman, Deputy Chairman and a minimum of two further members of the Committee be appointed to serve on the Working Party 		

Main Report

1. Background

The Open Spaces sites have a range of design materials used in written and online publications, uniforms and vehicle liveries and information boards and signs located on sites. The design has begun to look dated and there is little uniformity in the designs. This can lead to confusion and represents a missed opportunity for City of London to effectively and proactively communicate its work in protecting and maintaining green spaces.

A project has been initiated to develop a portfolio of identities for the City of London's green spaces that fits within, and promotes, the City of London brand and charity status.

2. Current Position

A design agency, Evolve Design, has been engaged to create an Identity toolkit for each open space, which meets their needs and promotes the City of London and the charitable status of some of the spaces. The agency is currently completing a schedule of visits to each space where they have toured the sites, engaged with staff and users of the sites. They will shortly begin work on producing concepts for departmental and member consultation.

The engagement of members in this process is vital to its success. To this end, it is proposed that two meetings of a working party are held. The terms of reference and constitution of the proposed working party are contained in appendix 1. It is suggested that working party would be formed of the Chairman, Deputy Chairman and a minimum of two further Members. The proposed weeks for these meetings are: w/c 16 September 2013 and w/c 4 November 2013.

3. Corporate and strategic implications

The purpose of the identity project is not to create a new brand. The brand for the open spaces will remain the City of London Corporation and will continue to use the City's crest as its logo. The management of the City of London brand is carried out by the Public Relations Office (PRO), members of which are closely involved in the development of this project.

4. Financial and risk implications

A budget of £38,000 has been committed to this work by the Superintendents of the sites. This budget does not include the cost of implementation, including producing new literature or installing new signs and infrastructure. It is planned that these costs will come from local risk budgets and the transition will occur as and when existing stocks are run down or when new signs are required.

5. Conclusion

The final proposal will be presented to the committee on the 25th November 2013 for decision following this consultative process. We would like to ask for volunteers for the working group who will be available on the dates indicated above.

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Appendix 1**Open Spaces Visual Identify Working Party – Proposed Terms of Reference****Constitution**

- The Chairman and Deputy Chairman of Open Spaces & City Gardens Committee
- A minimum of two further Members appointed by the Open Spaces & City Gardens Committee

Terms of Reference

- To consider proposals for a new visual identity for the City's Open Spaces and to make recommendations to the Open Spaces & City Gardens Committee

Quorum

- The quorum consists of any three members

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Agenda Item 14

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

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