



Markets Committee

Date: WEDNESDAY, 29 JANUARY 2014
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Hugh Morris (Chairman)	Professor John Lumley
Michael Hudson (Deputy Chairman)	Wendy Mead
Alex Bain-Stewart	Robert Merrett
Christopher Boden	Deputy Joyce Nash
Alderman Charles Bowman	Graham Packham
Deputy John Chapman	Chris Punter
Karina Dostalova	Elizabeth Rogula
John Fletcher	Adam Richardson
Deputy Stanley Ginsburg	Ian Seaton
Alderman Timothy Hailes	Deputy Dr Giles Shilson
Brian Harris	Angela Starling
Christopher Hayward	Patrick Streeter
Tom Hoffman	James Tumbridge
Ann Holmes	Deputy Michael Welbank
Deputy Alastair King	Mark Wheatley
Deputy Keith Knowles	Vacancy
Edward Lord	

Enquiries: Rakesh Hira
tel. no.: 020 7332 1408
rakesh.hira@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 THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

3. **PUBLIC MINUTES**

To agree the public minutes of the meeting held on 20 November 2013.

For Decision
(Pages 1 - 8)

4. **MARKETS BUSINESS PLAN UP-DATE PERIOD 2 2013/14**

Report of the Director of Markets and Consumer Protection.

For Information
(Pages 9 - 36)

5. **CHRISTMAS 2013 - SMITHFIELD MARKET TRAFFIC MANAGEMENT PLAN UPDATE**

Report of the Superintendent of Smithfield Market.

For Information
(Pages 37 - 40)

6. **CORPORATE GOVERNANCE - SCHEME OF DELEGATIONS AND STANDING ORDERS**

Report of the Town Clerk.

For Decision
(Pages 41 - 62)

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

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

9. **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.

Part 2 - Non-Public Agenda

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 20 November 2013.

For Decision
(Pages 63 - 68)

11. **DEBT ARREARS MARKETS - PERIOD ENDING 31.12.2013**

Report of the Director of Markets and Consumer Protection.

For Decision
(Pages 69 - 82)

12. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**

Report of the City Surveyor.

For Information
(Pages 83 - 86)

13. **SMITHFIELD MARKET - POULTRY MARKET LETTING OF STALL 203**

Joint report of the Director of Markets & Consumer Protection and the City Surveyor.

For Decision
(Pages 87 - 92)

14. **TENANCIES AT WILL GRANTED**

Report of the Director of Markets and Consumer Protection.

For Information
(Pages 93 - 96)

15. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY**

Report of the Town Clerk.

For Information
(Pages 97 - 98)

16. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

This page is intentionally left blank

Agenda Item 3

MARKETS COMMITTEE

Wednesday, 20 November 2013

Minutes of the meeting of the Markets Committee held at Guildhall, EC2 on
Wednesday, 20 November 2013 at 11.30am

Present

Members:

Hugh Morris (Chairman)	Deputy Joyce Nash
Michael Hudson (Deputy Chairman)	Graham Packham
Alex Bain-Stewart	Chris Punter
Christopher Boden	Elizabeth Rogula
Deputy John Chapman	Adam Richardson
Deputy Stanley Ginsburg	Ian Seaton
Alderman Timothy Hailes	Angela Starling
Christopher Hayward	Patrick Streeter
Tom Hoffman	James Tumbridge
Ann Holmes	Deputy Michael Welbank
Professor John Lumley	Mark Wheatley
Wendy Mead	

Officers:

Peter Lisley	- Town Clerk's Department
Rakesh Hira	- Town Clerk's Department
Andrew Buckingham	- Public Relations Office
Julie Zhu	- Public Relations Office
Paul Hickson	- Comptroller & City Solicitor's Department
Julie Smith	- Chamberlain's Department
Leyla Dervish	- Chamberlain's Department
Andrew Crafter	- City Surveyor's Department
Andrew Wild	- City Surveyor's Department
David Smith	- Director of Markets & Consumer Protection
Malcolm Macleod	- Markets & Consumer Protection
Nigel Shepherd	- Markets & Consumer Protection
Robert Wilson	- Markets & Consumer Protection
Jon Averbs	- Markets & Consumer Protection
Donald Perry	- Markets & Consumer Protection

The Chairman thanked Andrew Wild, who was soon retiring, for all his hard work and contributions as this was the last meeting he would be attending.

1. **APOLOGIES**

Apologies were received from Alderman Charles Bowman, Karina Dostalova, Deputy Robin Eve, Robert Merrett and Deputy Dr Giles Shilson.

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

There were no declarations.

3. **PUBLIC MINUTES**

The public minutes of the meeting held on 4 September 2013 were approved as a correct record subject to the following amendments:

- (a) Under item 4, Future of the Markets Committee, the sentence be amended in the fifth paragraph, to read, "Members discussed the possibility of a Non-Ward Markets Committee, with a smaller membership, meeting four times per annum".
- (b) Under item 4, Future of the Markets Committee, the 11th paragraph, last sentence, be amended to "meetings could be cancelled if there was insufficient business".

4. **TERMS OF REFERENCE OF THE MARKETS COMMITTEE AND FREQUENCY OF MEETINGS**

The Committee considered a report of the Town Clerk which informed Members that as part of the post-implementation review of the changes made to the governance arrangements in 2011 it was agreed that all Committees should review their terms of reference.

In response to a question by a Member on the meetings being arranged in consultation with the Chairman, Deputy Chairman and Director of Markets & Consumer Protection, the Chairman explained that this had been done to allow for flexibility in setting the number of times the Committee met in line with the work programme. Members noted the assurance given by the Chairman that the starting point for the number of meetings would continue with the present frequency which was six times per annum.

RESOLVED: That Members:

a) approve the Terms of Reference for submission to the Court, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman;

b) agree that the frequency of meetings per annum be arranged in consultation with the Chairman, Deputy Chairman and the Director of Markets & Consumer Protection, in order for them to align with the anticipated work programme for the year.

5. **REVISED REVENUE AND CAPITAL BUDGETS 2013/14**

The Committee considered a joint report of the Chamberlain and the Director of Markets and Consumer Protection which sought approval to substantial changes to the 2013/14 revenue budgets. Overall, the revised 2013-14 provisional revenue budget totalled £80,000, a decrease of (£4.852m) compared with the original budget approved by the Committee in November 2012.

The main reasons for the decrease were:

- Total income had increased by (£808,000), mainly because of the Smithfield lease renewals.
- Central Support Services and Capital Charges had decreased by (£4.025m) due to a change in the City Corporation adopting the UK Generally Accepted Accounting Practices (UK GAAP).

The Chamberlain took Members through the Markets Operating Statement (Appendix 3 to the report) and explained the impact of the proposed budget changes on each of the three markets. It was further explained that the changes to the calculations for depreciation charges for Smithfield and Billingsgate Markets were necessary for the publication of the City's Cash accounts. A document was circulated at the meeting providing details of how the depreciation charges were calculated. In response to a question by a Member, the Chamberlain undertook to circulate a note to Members on the difference and breakdown between capital charges and depreciation. A discussion took place on the costs associated with Smithfield Market and it was noted that following the lease renewals it would take five years for the full effect to be seen in the budgets.

It was noted that in future smaller meetings for Members could be arranged in order for Members to discuss the figures in more detail.

In response to a question by a Member, it was agreed that the Chamberlain would circulate a note to the Committee explaining how the costs of the Markets Directorate were split between the three Markets.

RESOLVED – That Members approve the revised revenue budget for 2013/14 for submission to the Finance Committee.

6. **REVENUE AND CAPITAL BUDGETS - 2013/14 AND 2014/15**

The Committee considered a joint report of the Chamberlain and the Director of Markets and Consumer Protection which sought approval to the provisional revenue budget for 2014/15, for subsequent submission to the Finance Committee. Overall, the 2014/15 provisional revenue budget totalled £367,000, an increase of £287,000 compared with the latest approved budget for 2013/14 of £80,000.

The main reasons for the increase were:

- An increase in City Surveyor's repairs and maintenance costs of £277,000 and additional works programme of £400,000. A total increase of £677,000.

- Total premises related costs have increased by £463,000
- Total employee costs had increased by £95,000.
- Increase in the waste and cleaning contract at Spitalfields market of £37,000.
- Small adverse variances totalling £8,000.
- Increased income of (£948,000), which related to additional costs that were recoverable through the service charges.
- Reduction in support services and capital charges of (£45,000).

In response to a question by a Member, the Director explained that if revisions to the budget varied by more than 10% a further report would be submitted to this Committee.

RESOLVED – That Members:

- Approve the provisional 2014/15 revenue budget to ensure that it reflects the Committee's objectives and approve the budget for submission to the Finance Committee.
- Approve the draft capital budget.
- Authorise the Chamberlain to revise these budgets to allow for further implications arising from potential budget developments including any changes from Markets service reviews, City of London procurement initiative savings, changes to the Additional Works Programme, implications arising from carbon trading allowances and changes in respect of recharges. If the revisions vary by more than 10% of total net expenditure, a further report would be submitted to this committee for approval.

7. ENFORCEMENT ACTIVITY AT SMITHFIELD MARKET

The Committee considered a report of the Director of Markets and Consumer Protection advising Members of the Enforcement Activity carried out by the Smithfield Enforcement Team within the Department, and the Food Standards Agency, at Smithfield Market during the four month period from 1 June 2013 to 30 September 2013.

A letter from the Chairman of the Smithfield Markets Tenants Association (SMTA) was tabled, the Committee noted the situation and the sentiments highlighted in the letter.

8. CHRISTMAS 2013 - SMITHFIELD MARKET TRADING HOURS AND TRAFFIC MANAGEMENT PLAN

The Committee considered a report of the Superintendent of Smithfield Market which sought approval to the proposed Christmas trading and traffic arrangements for Smithfield Market.

RESOLVED – That Members agree that:

a) the Market trading hours be varied as follows:

Saturday 14 December 2013	-	open 3 am to 10 am
Sunday 15 December 2013	-	open 3 am to 10 am
Saturday 21 December 2013	-	open 3 am to 10 am
Sunday 22 December 2013	-	open 3 am to 10 am
Wednesday 25 December 2013	-	Market closed
Thursday 26 December 2013	-	Market closed
Wednesday 1 January 2014	-	Market closed

b) the traffic plan shown as Appendix A of the report be approved.

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

Matters of General Interest to the Committee taking place at the Markets

In response to a question by a Member, the Director explained that the various activities taking place at the three Markets were included within the periodic report which was circulated to every other Committee meeting.

10. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Red Cross Christmas Market

The Director reported that he had been asked by a Past Master and the Master Elect of the Worshipful Company of Fruiterers to relay their praise to the Committee for the generosity of the traders at New Spitalfields Market for their donation of the excellent quality and wide variety of fruit to the stand at the recent Red Cross Christmas Market, held in Guildhall, which had been jointly manned by the Market and the Fruiterers Company.

11. EXCLUSION OF THE PUBLIC

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

Item	Paragraph
12-18	3
19-20	-

12. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 4 September 2013 were approved as a correct record.
13. **PROGRESS REPORT - INFILL DEVELOPMENT CHISWICK GAP, NEW SPITALFIELDS MARKET**
A report of the City Surveyor was received.
14. **POULTRY MARKET LETTINGS**
A joint report of the City Surveyor and Director of Markets and Consumer Protection was considered and approved.
15. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**
A report of the City Surveyor was received.
16. **PROGRESS AND IMPROVEMENTS AT SMITHFIELD MARKET FOLLOWING COMPLETION OF THE NEW LEASES**
A report of the Director of Markets and Consumer Protection was received.
17. **BILLINGSGATE LEASES - WEST & SUN FOODS LTD/BRITEX FOODS LTD**
A report of the Director of Markets and Consumer Protection was considered and agreed.
18. **CONCESSIONARY PARKING AT SMITHFIELD MARKET DURING THE CHRISTMAS PERIOD 2013**
A report of the Superintendent of Smithfield Market was considered and agreed.
19. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
Two questions were raised in relation to the Billingsgate Market car park charges and the Billingsgate debt levels.
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 1.11pm

Chairman

**Contact Officer: Rakesh Hira
tel. no.: 020 7332 1408
rakesh.hira@cityoflondon.gov.uk**

This page is intentionally left blank

Agenda Item 4

Committee:	Date:
Markets	29 January 2014
Subject: Markets Business Plan Up-date Period 2 2013/14 (August – November)	Public
Report of: Director of Markets and Consumer Protection	For Information
Summary	
<p>This report provides an update on progress against the Business Plan of the Markets Department for Period 2 (August-November) of 2013-14 against key performance indicators (KPIs) and objectives outlined in the Business Plan.</p> <p>It is in a revised format with a view to making a clearer relationship with the actual Business Plan, rather than the previously narrative driven reports.</p> <p>The report consists of:</p> <ul style="list-style-type: none">• Performance against the key performance indicators (KPIs) and progress report on the business plan – Appendix A• Matters of general interest to the Committee – Appendix B• Markets Risk Register – Appendix C• Financial information – Appendix D• Sickness statistics – Appendix E• Tonnage information – Appendix F <p>Key points from the report are:</p> <ul style="list-style-type: none">- Crossrail- Promotional activities at the markets- Improving the material state of the markets- Achieving greater value for money- Sickness absence <p>Recommendation(s)</p> <p>It is recommended that your Committee notes the content of this report and its appendices.</p>	

Main Report

Background

1. To ensure that your Committee is kept informed of progress against the current business plan, it has been agreed that progress against key performance indicators (KPIs), key objectives, key risks and a financial summary will be reported on a periodic (four-monthly) basis. This approach allows Members to ask questions and have a timely input on areas of particular importance to them.

It is in a revised format with a view to making a clearer relationship with the actual Business Plan, rather than the previously narrative driven report.

Financial and Risk Implications

2. The end of November 2013 monitoring position for Department of Markets & Consumer Protection services covered by Markets Committee is provided at Appendix D. This reveals a net underspend to date for the Department of £169k (15.8%) against the overall local risk budget to date of £1.1m for 2013/14.
3. Overall the Director of Markets & Consumer Protection is currently forecasting year end underspend position of £130k (8.1%) for his City Fund and City Cash services under his control. The table below details the summary position by Fund.

Local Risk Summary by Fund	Latest Approved Budget £'000	Forecast Outturn £'000	Variance from Budget +Deficit/(Surplus)	
			£'000	%
City Fund	49	12	(37)	(75.5%)
City Cash	1,555	1,462	(93)	(6.0%)
Total Markets Services Local Risk	1,604	1,474	(130)	(8.1%)

4. The reasons for the significant budget variations are detailed in Appendix D, which sets out a detailed financial analysis of each individual division of service relating to this Committee, for the services the Director of Markets & Consumer Protection supports.
5. The better than budget position at the end of November 2013 is largely due to balancing charges being less than originally projected for Citigen costs (combined heat & power) for the years 2010-2013. This underspend will be subsumed within the capped service charge income at Smithfield Market.

6. The Director of Markets & Consumer Protection anticipates this current better than budget position will continue until year end for the reason stated above in paragraph 5, subject to income activity achieving projected levels.

Strategic Implications

7. The monitoring of performance indicators across the Division links to all three Corporate Plan Strategic Aims (To support and promote 'The City', To provide modern, efficient and high quality local services for the Square Mile; and, To provide valued services to London and the nation).

Consultees

8. The Town Clerk and the Chamberlain have been consulted in the preparation of this report.

Appendices

Appendix A - Performance against the key performance indicators (KPIs) and progress reports on the business plan

Appendix B - Matters of General Interest to the Committee.

Appendix C – Markets Risk Register

Appendix D – Financial Information

Appendix E – Sickness statistics

Appendix F – Tonnage figures

Contact:

Donald.perry@cityoflondon.gov.uk
T: 020 7332 3221

Billingsgate Market
Superintendent – Malcolm Macleod
T: 020 7332 3067
E: Malcolm.macleod@cityoflondon.gov.uk

Smithfield Market
Superintendent – Robert Wilson
T: 020 7332 3747
E: Robert.wilson@cityoflondon.gov.uk

New Spitalfields Market
Superintendent – Nigel Shepherd
T: 020 8518 7670
E: nigel.shepherd@cityoflondon.gov.uk

Simon Owen (Financial information –
Department of Markets and Consumer
Protection)
020 7332 1358
simon.owen@cityoflondon.gov.uk

This page is intentionally left blank

2013-2014 Progress against Markets Business Plan

This Report aims to bring Members up to date on progress in achieving the objectives set out in the annual Business Plan for the 2nd period in 2013/14 (August– November inclusive).

		Target	Period 2 (August – November)	
KPI 1	Achieve 90% occupancy of all lettable space at Billingsgate and New Spitalfields Markets.	90%	Billingsgate	96%
			(excluding Satellite Unit)	
			New Spitalfields	100%
KPI 2	85% of debt to be less than 60 days. ¹	85%	Billingsgate	88%
			Smithfield	99%
			New Spitalfields	98%
KPI 3	Divert 90% of waste from landfill at the Markets.	90%	Billingsgate	100%
			Smithfield	100%
			New Spitalfields	95%
KPI 4	All accidents reports to be completed within 3 days following the notification of an incident.	100%	Billingsgate	100%
			Smithfield	100%
			New Spitalfields	100%

Notes on KPIs

KPI 1 – expressed as a percentage of total space at each market by area (m² or ft²) occupied over the reporting period.

KPI 2 – expressed as the percentage of total debt outstanding that is settled within 60 days.

KPI 3 – expressed as a percentage of total waste from each market by weight that is diverted from landfill.

KPI 4 - when City of London staff are first notified of an accident, this must be reported to the City's Health & Safety Incident Helpline at the earliest opportunity and, in any case, must also be reported to the M&CP Safety Manager not more than three days after first notification. This indicator expresses the percentage of accident reports that have met these criteria.

¹ Source – Chamberlain's Debt Report

1	Customer and Stakeholder Focus. <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i>	
Page 14		August – November 2013 progress update
	Promote the markets.	<ul style="list-style-type: none"> ● The Director of Markets and Consumer Protection, David Smith, attended the National Fruit Show that is dedicated to showcasing the best of British fruit with tenants from Spitalfields market in October; he also gave a presentation to delegates at the National Fruit Show Dinner that was well received. <p>Billingsgate</p> <ul style="list-style-type: none"> ● The BBC have commissioned a 3 part documentary series to be shown on BBC2 in Summer or Autumn 2014 featuring Billingsgate trader, Roger Barton, visiting and working in three of the world's largest wholesale markets. The programmes will look at how each Market functions and their relative importance to their local economy. Mexico City was the first Market visited and filming took place over 3 weeks in October/November; the documentary will have Roger being hands on, undertaking the range of different roles at each Market. The other two Markets are likely to be from a pool of 3 - Fulton Market New York City, a Market in India and also China. Filming of these other 2 markets will take place early in 2014 with again Roger spending up to 3 weeks working in each Market. Billingsgate should gain good collateral publicity from this series. ● The London Fish Merchants Association have a new website www.billingsgatefishmarket.org which it is hoped will become a useful communications tool for Billingsgate traders. <p>New Spitalfields</p> <ul style="list-style-type: none"> ● The Superintendent and the Director of Markets and Consumer Protection attended the NABMA Summer Forum that was held in Bradford this year. The Superintendent attended the National Fruit and Restaurant Show in support of the markets tenants. The Market was the venue of the launch event for Popadeli's website, which entailed 30 school children attending the market hall and conference room for games and presentation of a prize. Reporters from the local press and Dame Kelly Holmes attended the event to help launch the website and children's healthy eating campaign. ● The Superintendent received the Governor from a second region of Kenya in continued support of SACOMA to increase throughput of produce from small subsistence farmers to help reduce poverty.

1	Customer and Stakeholder Focus. <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i>	
Page 15	Improve communication between the markets, all the tenants and stakeholders.	August – November 2013 progress update Smithfield <ul style="list-style-type: none"> The Superintendent and Chairman of the Smithfield Market Tenants' Association are continuing their weekly early morning "walk rounds" of the Market to monitor compliance with the Commitments entered into under the terms of their new leases. There is a continuing improvement in the removal of litter and general waste from common part areas of the Market and greater use of refuse bins and recycling cages. For example, in the case of the latter 4 double size recycling cages have been distributed to tenants on a trial basis which are proving to be a success and will now be offered to other tenants to compliment the 19 single sized cages. These measures have resulted in an increase in volume of recycled waste being extracted from the general waste stream. Overall these measures are continuing to improve the material state and visual appearance of the Market. <p>Members will recall from the previous periodical up-date report that there has been an overall reduction in the level of obstructions within the Buyers Walks, pavements and public highways around the perimeter of the Market buildings and this still continues to be the case. However, it became necessary to serve a Section 146 Notice under the Law of Property Act 1925 against one tenant for persistent obstruction of the pavement and public highway adjoining their premises which has resulted in a marked improvement in the company's compliance with their lease terms, as well as a personal apology from their managing director. However, recently the Superintendent has issued verbal warnings to two traders for obstructions and these will be escalated to written warnings if required.</p> New Spitalfields <ul style="list-style-type: none"> A health and safety newsletter is produced quarterly to inform tenants and traders of key issues. Various consultation meetings with the SpMTA have taken place to discuss, Fork Lift Truck operations, fire risk, waste management, and finance .The Public Address (PA) system is also used to inform tenants and users of the market of current issues. The Superintendent has engaged with other markets (Covent Garden, Bradford and Manchester) over issues concerned with FLT operations and public roads, and waste management.

1	Customer and Stakeholder Focus. <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i>	
Page 16	Ensure that the Crossrail project does not prejudice the continued uninterrupted, safe, effective, and hygienic operations at Billingsgate and Smithfield.	August – November 2013 progress update Billingsgate <ul style="list-style-type: none"> • There continues to be no significant issues at Billingsgate during the Crossrail construction project. It is anticipated that the Canary Wharf development on top of the Crossrail station, comprising of shops and restaurants, will open late spring 2014. Upper Bank Street, which has been closed for most of the last 2 years, will re-open at the same time. Smithfield <ul style="list-style-type: none"> • Construction work is continuing 24 hours a day 7 days a week on the Eastern Ticket Hall to the east of Lindsey Street and the main contractor continues to utilise part of the lower level of the Rotunda car park. Continuing areas of concern are the long term closure to northbound traffic of St Johns Street, which will continue into 2014, and trench works which have closed half of the northern carriageway of Grand Avenue at its junction with Charterhouse Street, Crossrail have recently submitted a proposal to completely close Charterhouse Street at that junction for approximately one month in early 2014 to complete repairs to Thames Water's 12 and 16 inch water mains. Meetings have already been held between Crossrail and their main contractor with representatives from the City and the SMTA in order to look at possible alternatives to a complete road closure.

2	<p>Operations and Finance. <i>Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.</i></p>	<p>August – November 2013 progress update</p>
	<p>Better Management of business risks and improved contingency plans.</p>	<ul style="list-style-type: none"> •The Markets are engaged in an on-going process of risk identification and analysis which feeds into our departmental risk tracker. Emergency and Contingency plans are also currently under review. Risk management will have a higher profile in 2014/15. Key Risks are shown in Appendix C.
Page 17	<p>Continue with the improvement of the markets' health and safety performance and accident reductions.</p>	<p>Billingsgate</p> <ul style="list-style-type: none"> •Billingsgate Market starts trading at 4am and ahead of that there is a dedicated site unloading team employed by the London Fish Merchants Association who commence work at 8pm the previous evening. The unloading operation which involves fork lifts and other handling equipment takes place in an area close to the Market Hall and the East & North Canopy bulk storage areas. With minor exceptions traders and their staff commence work from 2am onwards while the unloading operation continues often until 4am due mainly to vehicles carrying supplies from the North of Scotland being unable to arrive any earlier given the traders desire to source the freshest possible fish. From 2 am until the unloading operation is complete there is a risk of a serious accident due to other staff entering the unloading area to check fish supplies rather than waiting for the unloading team to place these supplies within each trader's bulk storage areas in the East or North Canopy buildings. •To address this risk, the unloading team will be required to "down tools" and stop work should anybody other than unloading team members enter the unloading area during vehicle unloading operations. This is in response to recommendations arising from a safety audit carried out by the Fishmongers Company. Any unauthorised entry to the unloading area will result in delaying the unloading operations, which will inconvenience the majority of tenants. It is hoped that this will discourage further offending behaviour. The Market Constabulary will be on hand during unloading operations to help monitor and manage the unloading area.

2	<p>Operations and Finance. <i>Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.</i></p>		
Page 18	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;"></td> <td style="width: 65%;"> <p>August – November 2013 progress update</p> <p>Smithfield</p> <ul style="list-style-type: none"> ●Members will recall from the report to the November 2013 Committee on progress and improvements at Smithfield Market following completion of the new leases, that following the transfer of banksmen duties from the City to the tenants in July 2013, there were serious safety concerns about the performance of the tenants’ shopmen carrying out these duties. ●To address these concerns a meeting was arranged in the autumn between the Corporate H&S Manager and the SMTA, following which guidance was issued to the SMTA on how these operations should be managed. ●The Corporate Health & Safety Manager then carried out an audit at the market during the night of the 17 December 2013, after which he requested that the SMTA provide information on safe management systems and risk assessments for the banksman operations, and evidence of the training that has been given to tenants’ staff in order to carry out these operations. <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> ●Throughout this period the prevention of accidents caused by slips, trips and falls has been a priority. The Superintendent has met with the SpMTA and the waste contractor, Countrystyle, as well as making improvements to management systems and carrying out audits. ●Following further consultation with the SpMTA, an agreement on numerous fire risk related matters such as charging electric fork lift trucks, fire extinguishers, fire detection systems & alarms and smoking within the market building was reached. A new management approach will be adopted within the coming period to educate tenants in understanding the risks fire can pose. This will happen after further consultation with all the tenants throughout December and January. ●Visitors to the Market are reminded by staff that smoking is not allowed and are advised on pedestrian safety through leaflets and PA announcements. </td> </tr> </table>		<p>August – November 2013 progress update</p> <p>Smithfield</p> <ul style="list-style-type: none"> ●Members will recall from the report to the November 2013 Committee on progress and improvements at Smithfield Market following completion of the new leases, that following the transfer of banksmen duties from the City to the tenants in July 2013, there were serious safety concerns about the performance of the tenants’ shopmen carrying out these duties. ●To address these concerns a meeting was arranged in the autumn between the Corporate H&S Manager and the SMTA, following which guidance was issued to the SMTA on how these operations should be managed. ●The Corporate Health & Safety Manager then carried out an audit at the market during the night of the 17 December 2013, after which he requested that the SMTA provide information on safe management systems and risk assessments for the banksman operations, and evidence of the training that has been given to tenants’ staff in order to carry out these operations. <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> ●Throughout this period the prevention of accidents caused by slips, trips and falls has been a priority. The Superintendent has met with the SpMTA and the waste contractor, Countrystyle, as well as making improvements to management systems and carrying out audits. ●Following further consultation with the SpMTA, an agreement on numerous fire risk related matters such as charging electric fork lift trucks, fire extinguishers, fire detection systems & alarms and smoking within the market building was reached. A new management approach will be adopted within the coming period to educate tenants in understanding the risks fire can pose. This will happen after further consultation with all the tenants throughout December and January. ●Visitors to the Market are reminded by staff that smoking is not allowed and are advised on pedestrian safety through leaflets and PA announcements.
	<p>August – November 2013 progress update</p> <p>Smithfield</p> <ul style="list-style-type: none"> ●Members will recall from the report to the November 2013 Committee on progress and improvements at Smithfield Market following completion of the new leases, that following the transfer of banksmen duties from the City to the tenants in July 2013, there were serious safety concerns about the performance of the tenants’ shopmen carrying out these duties. ●To address these concerns a meeting was arranged in the autumn between the Corporate H&S Manager and the SMTA, following which guidance was issued to the SMTA on how these operations should be managed. ●The Corporate Health & Safety Manager then carried out an audit at the market during the night of the 17 December 2013, after which he requested that the SMTA provide information on safe management systems and risk assessments for the banksman operations, and evidence of the training that has been given to tenants’ staff in order to carry out these operations. <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> ●Throughout this period the prevention of accidents caused by slips, trips and falls has been a priority. The Superintendent has met with the SpMTA and the waste contractor, Countrystyle, as well as making improvements to management systems and carrying out audits. ●Following further consultation with the SpMTA, an agreement on numerous fire risk related matters such as charging electric fork lift trucks, fire extinguishers, fire detection systems & alarms and smoking within the market building was reached. A new management approach will be adopted within the coming period to educate tenants in understanding the risks fire can pose. This will happen after further consultation with all the tenants throughout December and January. ●Visitors to the Market are reminded by staff that smoking is not allowed and are advised on pedestrian safety through leaflets and PA announcements. 		

2	Operations and Finance. Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.	
Page 19	Work more efficiently and achieve greater value for money.	August – November 2013 progress update Smithfield <ul style="list-style-type: none"> •Several meetings of the Joint Specification Committee (JSC) have been held which has culminated in a bench-marking document being agreed with the SMTA relating to security services at the Market. It has also been agreed that cleaning and maintenance functions will be the next services to be reviewed by the JSC. Similarly, meetings of the Joint Review Group (JRG) have also been held to consider service charge budgets and the next meeting is scheduled for January 2014. New Spitalfields <ul style="list-style-type: none"> •The Head of Maintenance and the Superintendent have secured a further payback of £8,600 through management of the waste contract. This has resulted in a total payback of £38,554 to date credited to the service charge account.
	Generate more income.	Billingsgate <ul style="list-style-type: none"> •Due to a reduction in Mirror Group usage overall parking income for 2013/14 is forecast to be £252k, some £29k lower than budget. Parking customers range from people who pay on the day to customers on annual permits. Payment by mobile phone is now an option. •As Members will see from Appendix B to this report, there is a continuing flow of filming income generated at Billingsgate. Smithfield <ul style="list-style-type: none"> •In addition to the recently reported proposed lettings to meat traders, the management team is currently investigating opportunities to let further vacant space in the Poultry Market building. A marketing campaign for increased usage of the Rotunda car park has also been initiated, together with a review of the current pricing structure.

3	Sustainability and Site Optimisation. <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i>	
		April – November 2013 progress update
Page 20	<p>In line with the Corporation's objectives, and in consultation with the Energy Management Team, reduce energy consumption in line with the City's Carbon Descent Plan (CDP), in areas which are under the control of CoL.</p>	<p>Smithfield</p> <ul style="list-style-type: none"> •The scheme to replace 90 floodlights around the exterior of the East and West Market buildings and 26 high level fittings in Grand Avenue with lower wattage LED fittings has been completed. The programme to replace high wattage fluorescent tubes with lower wattage LED fittings in the East and West service corridors and first floor refrigeration decks is continuing. <p>New Spitalfields Market</p> <ul style="list-style-type: none"> •There is a project underway to obtain accurate measurement of landlord's energy usage by direct meter readings (landlord's usage is currently assessed by deducting the tenants' metered usage from the gross meter reading for the site). •In order to achieve this there is a degree of reconfiguration of the landlords supply network required together with the fitting of additional meters. It is hoped that the current 'smart ready' meters that are being fitted at the Market will be able to be configured as full smart meters during the course of the coming year. <p>All Markets</p> <p>City of London energy consumption across all three markets for the first two quarters of 2013-14 has fallen by 7.5% when compared to the same period in 2012-13.</p>

3	Sustainability and Site Optimisation. <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i>	
	April – November 2013 progress update	
Page 21	Reduce Landfill waste and increase recycling.	<p>Billingsgate</p> <ul style="list-style-type: none"> • No Billingsgate waste is sent to landfill. <p>Smithfield</p> <ul style="list-style-type: none"> • Wood and Cardboard are being recycled and removed from the general waste stream and a cardboard crusher will be trialled to further increase the amount of cardboard that can be recycled. For the current period, 25.78% of wood was recycled and 13.25% of cardboard. <p>New Spitalfields Market</p> <ul style="list-style-type: none"> • Through combined recycling and RDF (refuse derived fuel); recycling levels are averaging at 95%. During the period from July to October (the Market's busy period), recycling alone averaged 73%.
	HGV Vehicle Management.	<p>New Spitalfields Market</p> <ul style="list-style-type: none"> • The newly finished HGV unloading area situated adjacent to Allen & Horner Houses is operating well. This new approach prevents HGVs from reversing in this busy area, thereby improving the safety of the unloading operation for Market users. This initiative has received only positive feedback from tenants and hauliers alike.
	Improve the material state of the markets	<p>Billingsgate</p> <ul style="list-style-type: none"> • The Billingsgate flat roof renewal project has now completed the works tender stage. The works are scheduled to commence in late spring 2014 and estimated to take up to 28 weeks to complete. The overall cost of the project is approximately £700k with up to 50% of the funding being in the form of a grant from the European Fisheries Fund (EFF), the remainder of capital funding being from the Billingsgate Sinking Fund. The pre tender estimates for the flat roof renewal works costs were up to £1.8 million, the actual tender results, as can be seen were significantly lower.

3	Sustainability and Site Optimisation. <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i>	
Page 22		April – November 2013 progress update <ul style="list-style-type: none"> • Following the flat roof renewal project the second priority project for Billingsgate is to replace the metal profile roof that mostly overhangs the first floor offices. With the flat roof tender process complete and the monetary impact on the Sinking Fund now known the metal profile roof renewal project which had been on hold can now proceed through the approval stages to at least to tender stage. • The viability of installing solar panels on the Billingsgate flat roof, consideration of which was shelved due to the high pre tender estimates for the flat roof renewal, will now be considered alongside the metal profile roof project. • Following the two roof renewal and solar panel projects the next priority for Billingsgate is the additional facilities project which aims to create sufficiently sized permanent temperature controlled fish storage and handling facilities. By having such facilities the need for the many temporary storage containers which have littered the Billingsgate landscape for too long is removed. The evaluation stage, which had been halted due to the high pre tender cost estimates for the flat roof renewal, making it uncertain as to whether there would be any remaining Sinking Fund balance for other projects, can now proceed.

3	Sustainability and Site Optimisation. <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i>	
Page 23	Improve the material state of the markets.	April – November 2013 progress update <ul style="list-style-type: none"> • The Billingsgate Sinking Fund is no longer receiving contributions, therefore, the £2.1 million Sinking Fund balance and matched funding from the EFF is all that currently exists to fund capital projects. So although there can be some concurrent activity on evaluating and progressing projects, care has to be taken that evaluation funds are not needlessly being spent on projects that, due to a lack of capital funding, have little chance of coming to fruition. Smithfield <ul style="list-style-type: none"> • As well as looking at opportunities to let current vacant space in the Poultry Market, the Management Team is investigating possibilities of consolidating its Market operations to release further space for letting. All these measures will create an attractive row of open shop fronts rather than the current dull chequer plate elevations.

4	People and Innovation. <i>To improve the quality of leadership and management throughout the department and ensure that all staff have a chance to maximise their potential and job satisfaction.</i>	
	Continue to manage sickness absence.	April – November 2013 <ul style="list-style-type: none"> At the end of the 2nd period, the department's overall sickness absence level is 7% above the target figure. This is illustrated in Appendix E. The 7% increase over the target sickness figure is due to a spike in sickness absence during the months August and October, which is due to a long-term case at Smithfield Market and an increase in self-certificated sickness in October at Billingsgate Market due to a run of seasonal infections. Each of these cases has been actively managed in accordance with the City's Sickness Absence Management Policy and in the individual case at Smithfield Market, this has now been resolved.
Page 24	Continue to use the internal communication channels and investigate using social media to externally promote activities within the markets.	New Spitalfields Market <ul style="list-style-type: none"> Spitalfields continues to use various communication mechanisms with tenants (newsletters, PA, consultation, circulation letters) and has submitted articles and updates to the M&CP departmental newsletter and Member's briefing notes. Providing a secure portal is being investigated by the IS Division to help share information with the tenants and Spitalfields will explore other electronic media and formats to help improve communication. Smithfield <ul style="list-style-type: none"> Smithfield Market twitter page has been set up to advertise the Rotunda car park and promote details of events at the Market. For example, this included details of the Christmas opening times and concessionary car park rates.

Contact:

Donald.perry@cityoflondon.gov.uk

T: 020 7332 3221

Billingsgate Market	Smithfield Market	New Spitalfields Market
Superintendent – Malcolm Macleod T: 020 7332 3067 E: malcolm.macleod@cityoflondon.gov.uk	Superintendent – Robert Wilson T: 020 7332 3747 E: robert.wilson@cityoflondon.gov.uk	Superintendent – Nigel Shepherd T: 020 8518 7670 E: nigel.shepherd@cityoflondon.gov.uk

MATTERS OF GENERAL INTEREST TO THE COMMITTEE

BILLINGSGATE MARKET

Use of the Market for Broadcasts, Filming, Photography and Charity Collections

August

Friday 2 – Cancer Research charity collection

Thursday 8 – London Southbank University, student filming – no fee

Thursday 8 – Oliver Jones – Photographing fish for Global Salmon initiative – no fee

Thursday 15 – photographer from Croatia magazine Gloria on London Life – no fee

Friday 23 - Mooswa Films, Canadian documentary – cooking show – fee £160+VAT

Tuesday 20 – Thames TV filming, Vox Pops for X-Factor – £100 + VAT

6 visits for student/ non-commercial photography also took place in the month of August

September

Friday 6 – photographer for the Daily Mail's iPad edition, for the features section – no fee

Wednesday 18 – Indus Films - filming with Roger Barton – fee £200 +VAT

Thursday 26 – Westminster Kingsway College, photography for student book

11 visits for student/ non-commercial photography took place in the month of September

October

Friday 4 – Cancer Research – charity collection – no fee

Friday 11 – Optomen TV, filming 'The Great British Menu' – fee £200+VAT

Friday 25 – French film crew, 'Echappes Belles A Lordes' – fee £200+VAT

Wednesday 30 – Environmental Justice Foundation – filming, impact of unregulated fishing – no fee

22 visits for student/ non-commercial photography also took place in the month of October

November

Thursday 7 – British Legion – Poppy collection

Friday 22 – Jethro London – Japanese External Trade Organisation – no fee

Friday 22 – Black Death documentary – filming, True North Productions – fee £400+VAT

Wednesday 27 – Guardian Media Group PLC, filming – DIY cooking – fee £150+VAT

Wednesday 27 – Resin Surfaces Ltd, photography of market floor – fee £450+VAT

Saturday 30 – Smuggler London Ltd – Jaguar Production, parking – fee £2,500+VAT

11 visits for student/ non-commercial photography also took place in the month of November

December

Friday 13 – Food Unwrapped – Chanel 4 TV documentary, filming the difference between fresh and frozen fish – fee £200+VAT

Friday 20 – British Legion – Poppy collection

8 visits for student/ non-commercial photography took place in the month of December

Visitors to the Market

August

No visits

September

Wednesday 4 – Annual Markets Committee visit and breakfast

October

Wednesday 30 - CoL Contact Centre – short staff tour

November

Friday 8 – Vicar in attendance, Remembrance Service and breakfast

December

No visits

SMITHFIELD MARKET

Visitors to the Market

November

Tuesday 26 – group from Jamie Oliver's 15 restaurant

December

Friday 20 – nabma wholesale forum – included tour of the Market

NEW SPITALFIELDS MARKET

Visitors to the Market

August

Friday 23 - Professor Paul Kiprono Chepkwony - Governor from Kericho County, Nigeria were invited to the market by SACOMA, a tenant in the market

October

Monday 14 - Jacob Mothopeng - Marketing Officer - South African High Commission

Tuesday 15 - students from Hadlow College

November

Wednesday 13 - A group of Italian Growers

Friday 15 - A group of French Growers

Tuesday 26 - students and lecturers from Kent Catering College

December

Friday 6 - The Mayor of Waltham Forest on their annual visit to the market to switch on the Market's Christmas Tree lights

Monday 9 – students - Cookery College in Southwark

This page is intentionally left blank

Markets Key Risks

The table below shows our key risks which form part of our Departmental Risk Register. We will be reporting these to committee as part of the periodic update report from now on.

Risk No.	Risk	Gross Risk		Risk Owner / Lead Officer	Existing Controls	Net Risk			Planned Action	Control Evaluation
		Likelihood	Impact			Likelihood	Impact	Risk Status & Direction		
MCP1	Mismanagement of Cooling Towers could result in the risk of an outbreak of Legionellosis potentially affecting all staff and users of Smithfield market.	3	4	Director of Markets & Consumer Protection.	Contract in place with a competent contractor - this is actively managed by a responsible person in the City Surveyor's department.	2	4	A ↔	To keep getting an update from CSD and ensuring that the cooling towers are adequately covered.	G
MCP2	Exponential loss of trade due to a major incident at Canary Wharf requiring closure of Billingsgate Market for an unspecified length of time.	3	4	Market Superintendent	Emergency plan in place and the market management team have established close links with Canary Wharf Management and the Metropolitan Police to assist with security of the area.	3	4	A ↔		G
MCP3	Risk of CoL staff and Smithfield Market users being struck by a vehicle whilst crossing between market buildings in East Poultry Avenue.	3	4	Market Superintendent	Vehicular traffic streams enter this street from opposing directions with no right of way indicated. Also, no pedestrian crossing point is marked out and therefore, there are currently no controls in place.	3	4	A ↔	To be followed-up with the City's Health and Safety Manager in an attempt to procure crossing point/s and traffic calming in this area.	A
MCP4	Risk of serious injury to staff and service users due to constrained space for vehicle movement which, in the event of a serious accident/fatality could affect the operation and sustainability of the service.	4	4	Market Superintendent	The TOP X risk priority system and a near miss reporting system is in place. All accidents fully investigated and any follow up actions implemented.	3	4	A ↔	Review of traffic management controls currently being undertaken.	G
MCP7	Closure of a Market as a result of not retaining approval under Food Hygiene Regulations. This could result in legal action being taken against the City by market traders for loss of income.	3	4	Market Superintendent	CoL staff ensure that the required standards are maintained in the common parts and maintain a dialogue with tenants to enable each of the food services operators to retain their approval.	2	4	A ↓	To keep liaising with Food Standards Agency, Environmental Health and adhere to any changes in regulations.	G

This page is intentionally left blank

Appendix D - Department of Markets & Consumer Protection Local Risk Revenue Budget - 1st April to 30th November 2013
(Income and favourable variances are shown in brackets)

	Latest Approved Budget 2013/14 £'000	Budget to Date Net Expenditure £'000	Actual to Date Net Expenditure £'000	Variance to Date +Deficit / (Surplus) £'000	Projected Outturn +Deficit / (Surplus) £'000	Variance from Latest Approved Budget 2013/14		Note
						£'000	%	
Markets (City Cash)								
Directorate	440	293	256	(37)	408	(32)	-7%	
Billingsgate - Corporate Account	163	109	127	18	175	12	7%	
Billingsgate - Service Charge	0	0	(30)	(30)	0	0	0%	
Billingsgate - Repainting and Special Works	0	0	(6)	(6)	0	0	0%	
Smithfield - Service Charge	987	658	534	(124)	847	(140)	-14%	1
Smithfield - Corporate and Direct Recovered	(1)	(1)	35	36	79	80	8000%	2
Smithfield - Other (Including Car Park)	(34)	(22)	(69)	(47)	(47)	(13)	-38%	3
	1,555	1,037	847	(190)	1,462	(93)	-6%	
Markets (City Fund)								
Spitalfields - Corporate Account	23	15	(19)	(34)	(14)	(37)	-161%	4
Spitalfields - Service Charge	26	17	78	61	26	0	0%	5
Spitalfields - Repair and Repainting	0	0	(6)	(6)	0	0	0%	
	49	32	53	21	12	(37)	-76%	
TOTAL MARKETS COMMITTEE LOCAL RISK	1,604	1,069	900	(169)	1,474	(130)	-8%	

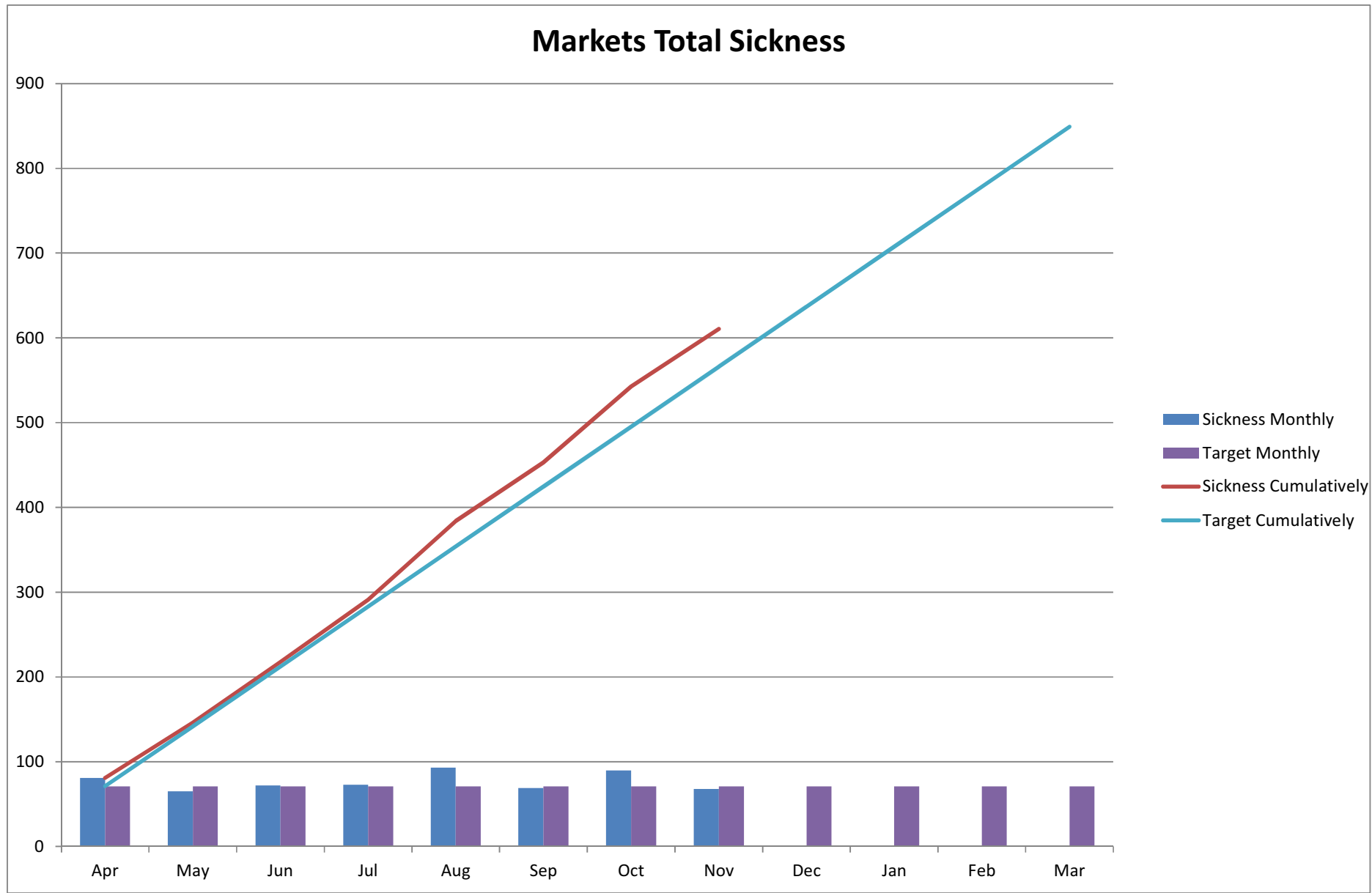
Notes

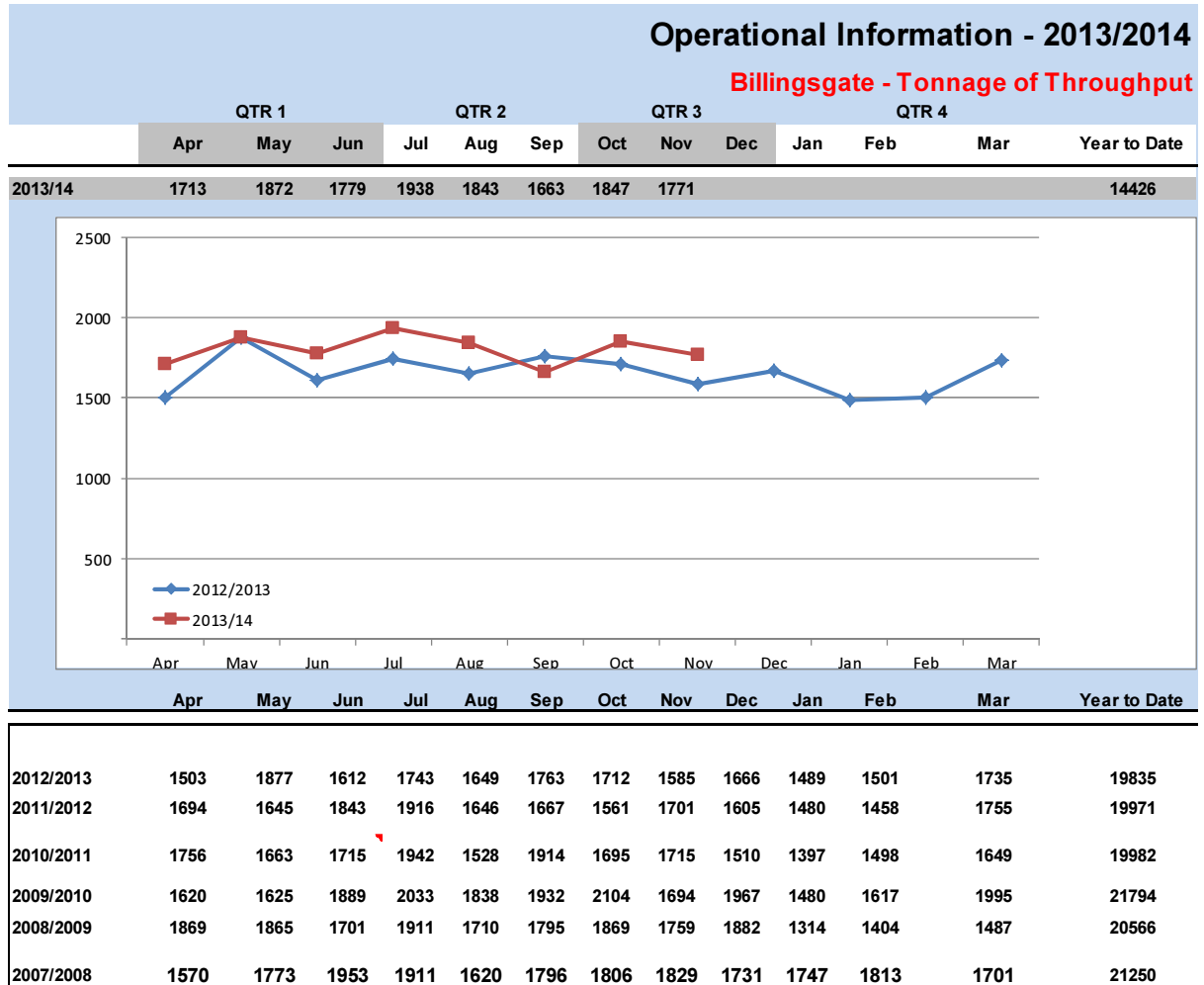
- Smithfield Service Charge** - the favourable variance is mainly due to balancing charges being less than required for Citigen costs (Combined, Heat & Power) for the years 2010-2013. This will be subsumed within the capped service charge income.
- Smithfield Corporate and Direct Recovered** - water cooling and heating from Citigen that is recharged to commercial tenants needs to be reviewed as its likely that income accruals need to be added for outstanding bills to date that may reduce the current projected overspend at year end.
- Smithfield Other** - underspend to date is mainly due to car parking income received in advance. However, this will be offset by free parking concessions over the Christmas period.
- Spitalfields Corporate Account** - the projected additional income relates to an adjustment for 2011/12 and 2012/13 for overstated transfer of the vacant premises apportionment for service charge costs to the R&R sinking fund.
- Spitalfields Service Charge** - unfavourable variance to date is due to seasonal variations on energy prices and timing differences on the recovery of this energy recharged to tenants.

This page is intentionally left blank

Markets Sickness 2013/14														
Attendance Management - 2013/2014														
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year To Date	End of Year Target
Total Staff Strength	121	121	121	121	121	121	121	121	121	121	121	121		849
Total Self Certificated days	18	26	19	14	23	18	32.5	30		0	0	0	181	
No of persons that make up self certificated	12	11	8	7	9	9	14	14		0	0	0		
Total Certificated days	63	39	53	59	70	51	57	38		0	0	0	430	
No of persons that make up certificated	6	3	4	4	6	3	2	2		0	0	0		
Over 20 days	1	1	1	1	1	1	1	1		0	0	0		
Total Days Sick	81	146	218	291	384	453	542.5	610.5					611	
Target for 2013/14	71	142	212	283	354	425	495	566	637	708	778	849		

Sickness Monthly	81	65	72	73	93	69	89.5	68					
Sickness Cumulatively	81	146	218	291	384	453	542.5	610.5					
Target Monthly	71	71	71	71	71	71	71	71	71	71	71	71	849
Target Cumulatively	71	142	212	283	354	425	495	566	637	708	778	849	

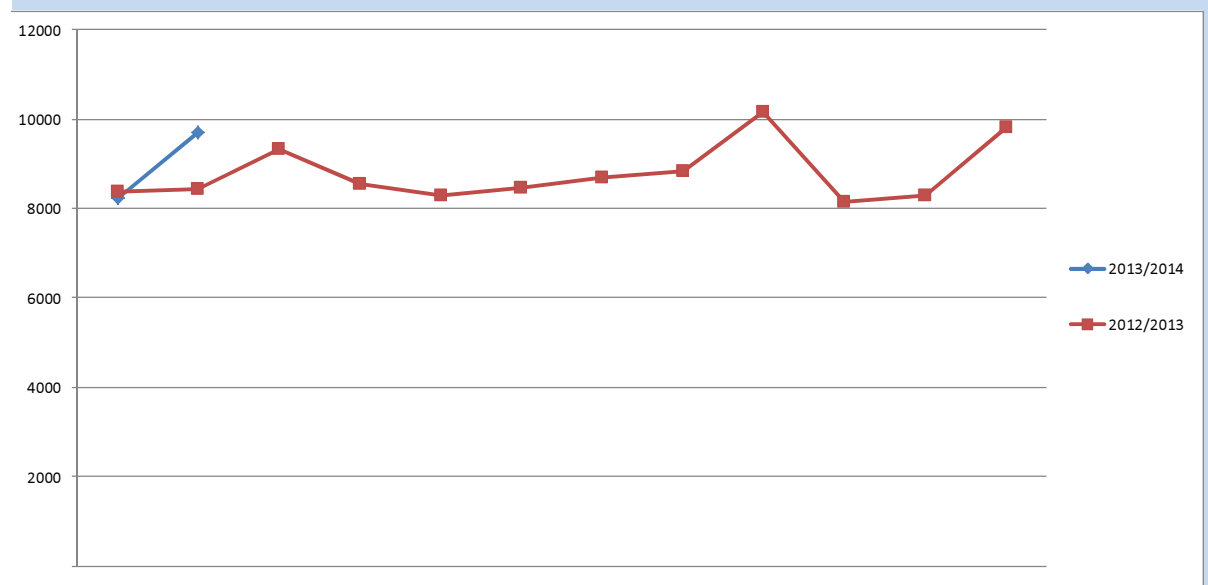




Operational Information - 2013/2014

Smithfield - Tonnage of Throughput

	QTR 1			QTR 2			QTR 3			QTR 4			Year to Date
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
2013/2014	8222	9691	Not available		Not available								17913



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date
2012/2013	8391	8446	9339	8562	8281	8450	8685	8832	10155	8143	8289	9807	105380
2011/2012	7836	8321	8432	7800	8677	8886	7895	8588	10526	7897	7659	10137	102654
2010/2011	5463	5675	7846	9229	7488	8745	8189	7193	7256	7571	7765	10316	92736
2009/2010	7442	6547	6731	7840	7670	9640	8202	7060	6798	6102	7358	9018	90408
2008/2009	9137	10479	8255	10193	8082	8991	11074	7375	6742	7300	7836	5582	101046
2007/2008	10237	10869	9938	10198	9827	9484	9746	11923	10102	9915	9893	8607	120739

Agenda Item 5

Committee:	Date:
Markets	29 January 2014
Subject: Christmas 2013 – Smithfield Market Traffic Management Plan update	Public
Report of: Superintendent – Smithfield Market	For Information
Summary	
<p>This report is to update Members on the outcome of the 2013 Christmas Traffic campaign and confirm an impending de-brief meeting to be held of all interested parties on 28 January 2014 to discuss all aspects of the campaign and to identify possible improvements for future campaigns.</p>	
Recommendation(s)	
<ul style="list-style-type: none">• It is recommended that Members note the content of this report	

Main Report

Background

1. At your meeting on 20 November 2013 the Committee approved a report incorporating a Traffic Management Plan for the impending Christmas period at Smithfield Market, where the Operational Plan agreed is attached as Appendix A to this report. Within paragraphs 2 and 3 of the previous report it was stated that during Christmas week 2012 the City of London Police complement was one sergeant, five constables and two motor cycle officers. It was mentioned that this latter provision had been used for the first time and had been very effective in preventing vehicles being improperly parked. It was also mentioned that even with this level of police presence there was a significant build-up of traffic during Christmas week 2012 with, at peak times, congestion and some grid locking around the Market.
2. Within paragraph 4 of the previous report it was mentioned that at a meeting of all interested parties held on Tuesday 17 September 2013 it was agreed that the 2012 Christmas Traffic Campaign had been a success in no small part due to the level of City Police presence keeping traffic moving around the Market. It was also agreed that similar arrangements to last year should be put in place for 2013, and in particular the City of London Police complement. However, due to the recent reduction in staff following the Comprehensive Spending Review, and the number of other events occurring over the Christmas period, it was not

possible for the City of London Police to provide the full complement of resources requested by the Market. The complement which had been designated for Christmas 2013 was one sergeant and three constables (cycle officers wherever possible). This formed the basis of the Operational Plan for Christmas 2013 which is attached as Appendix A to this report. Subsequent to the report there was the addition of one motor cycle officer added to the City Police complement for each of the operational nights in question.

3. During the four nights of the Christmas Traffic campaign there were periods of high traffic flows, resulting in congestion and even grid locking particularly on the nights of Thursday 19/Friday 20 and Sunday 22/ Monday 23 December 2013. At times on these nights the level of congestion caused City Police officers to implement road closures and direct vehicles away from the Market.

Current Position

4. A de-brief meeting has been set up for Tuesday 28 January 2014 with representatives from all parties and agencies concerned in the 2013 Christmas Traffic campaign (including the Chairman of the Markets Committee) to discuss all aspects of the campaign and in particular to identify lessons to be learnt, and required improvements in future campaigns.

Proposals

5. The Superintendent will provide a verbal update at your Committee meeting of the contents of the de-brief meeting being held the previous day, with a subsequent full report to be presented to your Committee on Wednesday 5 March 2014.

Appendices

- Appendix A – Smithfield Market Christmas Campaign 2013 – Operational Plan

Background Papers:

Markets Committee Report 20 November 2013 Agenda Item 8 Christmas 2013 – Smithfield Market Trading Hours and Traffic Management Plan

Contact

Robert Wilson
Superintendent, Smithfield Market

T: 020 7332 3747

E: Robert.wilson@cityoflondon.gov.uk

OPERATIONAL PLAN

Smithfield Market Christmas Campaign 2013

Intention

1. The aim of this plan is:
 - To keep traffic moving
 - Minimise the levels of vehicle congestion
 - Prosecute offenders as appropriate
 - Prevent crime
 - Provide community reassurance

Method

2. A robust policing policy will be carried out in the vicinity of the following junctions:
 - Charterhouse Street / East Poultry Avenue
 - Charterhouse Street / St Johns Street
 - Charterhouse Street / Lindsey Street
 - Lindsey Street / Long Lane
 - West Smithfield / East Poultry Avenue
3. One Sergeant, three Constables and cycle officers (wherever possible) from the City Police will be engaged in directing and regulating traffic and preventing unauthorised obstructions. Officers will work in partnership with the Market Constabulary, together with Civil Enforcement Officers from the City of London and the London Borough of Islington.
4. The two teams of Civil Enforcement Officers will provide regular patrols of their respective parking areas around the Market. They will enforce parking regulations and deter unauthorised obstructions at the direction of the City Police.

Resources

5. a) City of London Police – 1 Sergeant, 3 constables and cycle officers (wherever possible), together with Police response as and when required.
b) London Central Markets Constabulary – 1 sergeant and 5 constables (available to assist as and when required).

- c) City of London Traffic Management Section – 3 Civil Enforcement Officers on a roving patrol for the three nights from Thursday 19/Friday 20, Sunday 22/ Monday 23 and Monday 23/Tuesday 24 December.
- d) London Borough of Islington Parking Services – still awaiting definitive plan.

Timetable

6. Dates of operation:

- Tuesday 17/Wednesday 18
- Wednesday 18/Thursday 19
- Thursday 19/ Friday 20
- Sunday 22/ Monday 23
- Monday 23/ Tuesday 24

Briefing each night at Snow Hill Police Station at 2245 hours with a representative from each of the partner organisations present.

The operation to commence at 2300 through to 0700 or as directed by the City of London Police Officer in charge.

7. **Additional Provisions**

- i) The Superintendent of London Central Markets will have a leaflet prepared and distributed informing customers and drivers (particularly of private vehicles) of the traffic and parking arrangements over the Christmas period. Subject to approval of the Markets Committee this will also include details of any discounted parking rates, as approved by the Markets Committee in a separate report for this meeting, and will include a map of the car park location. The leaflet will be distributed from Monday 2 December 2013 by the Market Constabulary as directed by the Superintendent.
- ii) The City of London Corporation will site 15 portable notices/stands at strategic junctions around the Market from Monday 2 December 2013 informing motorists of possible delays in the market area.
- iii) 100 “no parking” cones will be placed out each night of the operation under paragraph 6 above at strategic locations and junctions in order to deter illegal parking.
- iv) Superintendent of London Central Markets to continue to liaise with representatives of the Smithfield Market Tenants’ Association regarding the proposed implementation of the operational plan.
- v) Corporate Communications will be asked to distribute appropriate press release for inclusion in various traffic reports and other media.

Agenda Item 6

Committee: Markets	Date: 29 January 2014
Subject: Corporate Governance – Scheme of Delegations and Standing Orders	Public
Report of: Town Clerk	For Decision
Summary	
<p>As part of the City Corporation's arrangements for ensuring good governance the Scheme of Delegation to Chief Officers has been reviewed and a number of changes have been proposed. The changes, which principally reflect changes to legislation and previously agreed City Corporation's policies, are due to be considered by Policy and Resources Committee on 23 January 2014 before being submitted to the Court of Common Council.</p> <p>The Policy Committee is responsible for the review and for the co-ordination of the City Corporation's governance arrangements. The Committee will therefore be considering the Scheme in its entirety including the general framework and conditions of the delegations and an amendment to Standing Orders which relate to the declaration of operation property assets which are surplus to requirements.</p> <p>All service committees are required to consider those elements for which they have responsibility. A copy of the revised section(s) applicable to this Committee is attached as an appendix to this report for your consideration.</p>	
Recommendations	
<ol style="list-style-type: none">1. Subject to the approval of the Policy and Resources Committee of the overall Scheme of Delegation, the delegations relating to the Director of Markets and Consumer Protection as set out in the appendix to this report be approved; and2. Note the proposed amendment to Standing Orders relating to the declaration of operation property assets which are surplus to requirements.	

Main Report

Background

1. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its committees and officers. The committee terms of reference set out the functions delegated to committees whilst the Scheme of Delegations sets out those functions which have been delegated to officers.

Scheme of Delegations

2. The Scheme of Delegations has recently been reviewed and a number of changes are proposed which on the whole reflect changing legislation, amendments to corporate policy and operational needs. A copy of the revised Chief Officer delegation relevant to this Committee is attached as an appendix to this report.
3. A full copy of the Scheme is available for Members to view in the Members' Reading Room and is also available on request.
4. The Policy and Resources Committee is responsible for the review and co-ordination of the City Corporation's governance arrangements which includes amongst other things, committees and Standing Orders.

Standing Orders – Declaring Assets Surplus

5. The drive for efficiency savings including the Corporate Asset Realisation Programme and the more recent Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
6. Whilst there are a number of officer groups considering the efficient and effective use of assets and resources it is felt that their work would be assisted by a change to Standing Orders which would formalise the process for Chief Officers and Committees identifying assets as surplus. It should be noted that prior to the approval of the Court, the Policy and Resources Committee is being asked to consider adding the following with regard to this.

Standing Order No 55 - Identification of Property Assets Surplus to Departmental Requirements

(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub Committee

(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub Committee. This does not apply where letting are an integral part of the service e.g. market or housing tenancies

Corporate & Strategic Implications

7. The proposed changes to the Scheme of Delegations and Standing Orders are intended to support the effective governance of the City of London and ensure that decision making is effective and transparent.

Appendices

- *Appendix 1 – Revision(s) to Scheme of Delegations*

Angela Roach

Committee and Members Services Manager
Town Clerks Department

T: 020 7332 3685

E: angela.roach@cityoflondon.gov.uk

DIRECTOR OF MARKETS & CONSUMER PROTECTION

The following matters are delegated to the Director of Markets & Consumer Protection.

Markets

1. To agree the assignment of tenancies where, in their opinion, there are no complications.
2. To grant tenancies at will to suitably qualified applicants in a standard form previously approved by the Comptroller & City Solicitor.
3. To authorise the Comptroller & City Solicitor to institute proceedings under the City of London Corporation's Byelaws.

Delegations to other Officers

4. The above matters are also delegated to the Superintendents of Billingsgate Market, Smithfield Market and Spitalfields Market to be exercised either at the direction of or in the absence of the Director of Markets & Consumer Protection.

Port Health and Public Protection Division

a) Administrative

5. To increase current charge rates for products of animal origin annually in line with inflation.
6. To enter into a Service Level Agreement with the Health Protection Agency and agree minor amendments from time to time if required.
7. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

b) Legislative

8. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and Department.

The Director of Markets and Consumer Protection and any staff authorised by him are indemnified against all claims made against them including awards of damages

and costs arising out of acts done by them in the bona fide discharge or purported discharge of such functions.

	Legislation	Delegated Function
1.	Accommodations Agencies Act 1953	Institution of Proceedings and other enforcement methods
2.	Administration of Justice Act 1970	Institution of Proceedings and other enforcement methods
3.	Agriculture Act 1970 (as amended)	(i) Institution of Proceedings and other enforcement methods (ii) Section 67 – to enforce this part of the Act within the respective area; and the health authority of the Port of London shall have the like duty as respects the district of the Port of London
4.	Agricultural Produce (Grading & Marking) Act 1928 Agricultural Produce (Grading & Marking) Amendment Act 1931	Institution of Proceedings and other enforcement methods
5.	Animal Boarding Establishment Act 1963	(i) Institution of Proceedings and other enforcement methods (ii) Authorising of Officers to carry out inspections (iii) Granting of Licences

6.	Animal Health Act 1981 including all Orders and Regulations made thereunder	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Section 52(1) – Appointment of Inspectors and other Officers as required for the execution and enforcement of the Act
7.	Animal Health & Welfare Act 1984	Institution of Proceedings and other enforcement methods.
8.	Animal Welfare Act 2006	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Section 51 – Appointment of Inspectors and other Officers as required (iii) Service of Notices under Section 10
9.	Anti-Social Behaviour Act 2003	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Section 48 – Issue of Notices (iii) Section 43 – Issue of FPN's (iv) Authorisation of Officers
10.	Breeding of Dogs Acts 1973 (as amended) & 1991 Including any regulations made there under	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Section 2 – Authorisation of officers (iii) the Granting of Licences iv) Setting of Fees

	and Breeding and Sale of Dogs (Welfare) Act 1999 (amendment to the 1973 Act)	
11.	Building Act 1984 including all Orders & Regulations made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Section 126 – Authorisation of Officers (iii) Part I and Schedule 3 - Granting all authorisations and consents and issuing of notices
12.	Cancer Act 1939	Institution of Proceedings and other enforcement methods
13.	Children & Young Persons Act 1933 (as amended by Protection of Children (Tobacco) Act 1986	Institution of Proceedings and other enforcement methods
14.	Children & Young Persons (Protection from Tobacco) Act 1991 Including all Orders and Regulations made thereunder	Institution of Proceedings and other enforcement methods
15.	Christmas Day (Trading) Act 2004	(i) Institution of Proceedings and other enforcement methods.

		(ii) Section 3(2) – Appointment of Inspectors. (iii) Section 2(1) – Granting of Consents.
16.	City of London Sewers Act 1848 (as amended in 1851 and 1897)	(i) Powers of Inspection under Sections 70 and 71 (ii) Issuing of notices Sections 61 and 75
17.	City of London (Various Powers) Act 1954 – Section 4	Institution of Proceedings and other enforcement methods
18.	City of London (Various Powers) Act 1971 – Section 3	Institution of Proceedings and other enforcement methods
19.	City of London (Various Powers) Act 1973	To exercise the power to dispense with or relax any requirement of a sanitation byelaw
20.	City of London (Various Powers) Act 1977	Authorisation of Officers under Section 22
21.	City of London (Various Powers) Act 1987 – Part III	(i) Grant and renewal of annual licences (ii) Institution of Proceedings and other enforcement methods (iii) Section 26 – Designation of areas
22.	Clean Air Act 1993 Including any Regulations made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Section 56 – Authorisation of Officers

		<ul style="list-style-type: none"> (iii) Sections 24, 36 & 58 – Serving of notices (iv) Section 15 – Granting of approvals (v) Section 35 – Powers of entry
23.	Clean Neighbourhoods and Environment Act 2005	<ul style="list-style-type: none"> (i) Power to make dog control orders (ii) Issue Fixed Penalty Notices (iii) Setting the level of fees (iv) Authorising Officers
24.	Companies Act 2006 Including any regulations made thereunder	Institution of Proceedings and other enforcement methods
25.	Consumer Credit Act 1974 Including any regulations made thereunder	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of officers under Sections 162 & 164
26.	Consumer Protection Act 1987 Including any regulations made thereunder	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers under Sections 28 & 29 (iii) Part II – Serving of notices
27.	Control of Pollution Act 1974	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods. (ii) Part III and Section 93 – serving of notices.

28.	Copyright Designs & Patents Act 1988	Institution of Proceedings and other enforcement methods
29.	Courts & Legal Services Act 1990	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of officers under Section 106(6)
30.	Criminal Justice Act 1988	Institution of Proceedings and other enforcement methods
31.	Criminal Justice & Public Order Act 1994	Institution of Proceedings and other enforcement methods
32.	Dangerous Wild Animals Act 1976	(i) Institution of Proceedings and other enforcement methods (ii) Section 3 – Authorisation to carry out inspections (iii) Section 1 – Granting of licences
33.	Education Reform Act 1988	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of officers under Section 215
34.	Enterprise Act 2002	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Serving of Notices (iv) Applying for Orders

35.	Environment Act 1995	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
36.	Environmental Protection Act 1990 (Part III)	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issuing Notices
37.	Estate Agents Act 1979	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issuing Notices
38.	European Communities Act 1972	Institution of legal proceedings, granting of authorisations/permissions, issuing of notices and authorisation of officers in respect of regulations made under the provisions of S.2(2) European Communities Act 1972 insofar as they apply to the Common Council of the City of London in its capacity as a local authority, weights and measures authority, food authority or port health authority.
39.	Explosives Act 1875 – Section 69	Discharge of duties
40.	Fair Trading Act 1973	(i) Institution of Proceedings and other enforcement methods

		(ii) Authorisation of Officers
41.	Farm & Garden Chemicals Act 1967	Institution of Proceedings and other enforcement methods
42.	Fireworks Act 2003	Institution of Proceedings and other enforcement methods
43.	Food and Environmental Protection Act 1985	Institution of Proceedings and other enforcement methods
44.	Food Safety Act 1990	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices (iv) Appointment of Public Analysts for the City of London Corporation acting as a Food Authority and/or a Port Health Authority
45.	Forgery & Counterfeiting Act 1981	Institution of Proceedings and other enforcement methods
46.	Fraud Act 2006	Institution of Proceedings and other enforcement methods
47.	Gambling Act 2005	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting applications, variations and transfers of

		<p>premises licences</p> <p>(iv) Granting provisional statements</p> <p>(v) Endorsement of temporary use notices</p> <p>(vi) Issuing club gaming permits</p> <p>(vii) Issuing of club machine permits</p> <p>(viii) Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits</p>
48.	Greater London Council (General Powers) Act 1967	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Issue of Certificates of Registration</p>
49.	Greater London Council (General Powers) Act 1981	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Authorisation of Officers</p> <p>(iii) Issue of Notices</p>
50.	Greater London Council (General Powers) Act 1984, Part VI	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Authorisation of Officers</p> <p>(iii) Granting of refusing registration</p>
51.	Hallmarking Act 1973	Institution of Proceedings and other enforcement methods

52.	Health Act 2006	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
53.	Health and Safety at Work Act 1974 Including any Regulations made thereunder	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Appointment of inspectors (iii) Issue of notices
54.	House to House Collections Act 1939 (Regulations 1947)	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Granting of Licences.
55.	Housing Act 1985	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices (iii) Granting of Licences
56.	Housing Act 2004	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices (iii) Authorisation of Officers (iv) Power to make Orders (v) Exercising the licensing functions

57.	Insolvency Act 1986	Institution of Proceedings and other enforcement methods
58.	Intoxicating Substances (Supply) Act 1985	Institution of Proceedings and other enforcement methods
59.	Knives Act 1997	Institution of Proceedings and other enforcement methods
60.	Legal Services Act 2007	Institution of Proceedings and other enforcement methods
61.	Licensing Act 2003 Various provisions relating to granting or refusal or enforcement.	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting premises licences, variations to premises licences and transferring premises licences (iv) Issuing provisional statements (v) Granting club premises certificates, and variations to club premises certificates (vi) Issue of Notices (vii) Renewal of personal licences (viii) Determining representations
62.	Local Government (Miscellaneous Provisions) Act 1976	(i) Institution of Proceedings and other enforcement methods

		(ii) Issue of Notices
63.	Local Government (Miscellaneous Provisions) Act 1982	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting of registrations
64.	London County Council (General Powers) Act 1920 - Part IV	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
65.	London Local Authorities Act 1990	(i) Institution of Proceedings and other enforcement methods under Section 34 (ii) Granting, renewing, revoking or varying of licences under Part III
66.	London Local Authorities Act 2007	Institution of Proceedings and other enforcement methods under Section 75
67.	Malicious Communications Act 1988	Institution of Proceedings and other enforcement methods
68.	Medicines Act 1968 Including any Regulations and Orders made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
69.	Motorcycle Noise Act 1987	Institution of Proceedings and other enforcement methods

70.	National Lottery ETC Act 1993	Institution of Proceedings and other enforcement methods
71.	Noise Act 1996	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
72.	Olympic Symbol etc. (Protection) Act 1995	Institution of Proceedings and other enforcement methods
73.	Performing Animals (Regulation) Act 1925	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers
74.	Pet Animal Act 1951	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers (iii) Granting of Licences
75.	Poisons Act 1972	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers
76.	Pollution Prevention & Control Act 1999 and the Environmental Permitting (England and Wales)	(i) Institution of Proceedings and other enforcement methods.

	Regulations 2010	(ii) Undertaking of functions relating to permits (iii) Carrying out of Enforcement Actions (iv) Authorisation of Officers under Regulation 32 of the 2010 Regulations.
77.	Prevention of Damage by Pests Act 1949	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
78.	Prices Acts 1974	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
79.	Property Misdescriptions Act 1991	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers
80.	Protection against Cruel Tethering Act 1988	Institution of Proceedings and other enforcement methods
81.	Protection from Harassment Act 1997	Institution of Proceedings and other enforcement methods.
82.	Public Health (Control of Disease) Act 1984	(i) Institution of Proceedings and other enforcement methods

		(ii) Authorisation of Officers (iii) Power to make Orders (iv) Applying to Courts for Closure Orders
83.	Public Health (Aircraft) Regulations 1979	Authorisation of Officers
84.	Public Health (Ships) Regulations 1979	Authorisation of Officers
85.	Public Health Act 1936	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices
86.	Public Health Act 1961	Issue of Notices
87.	Riding Establishments Acts 1964 and 1970	(i) Institution of Proceedings and other enforcement methods (ii) Granting of Licences and provisional Licences
88.	Road Traffic Act 1988 Including any Regulations made thereunder	Institution of Proceedings and other enforcement methods
89.	Scrap Metal Dealers Act 1964	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of suitable officers.

90.	Site Waste Management Plan Regulations 2008	i) Institution of Proceedings ii) Issue of Notices Authorisation of Officers
91.	Solicitors Act 1974	(i) Institution of Proceedings and other enforcement methods (ii) Powers of Entry
92.	Sunbeds (Regulation) Act 2010	i) Institution of Proceedings and other enforcement methods ii) Powers of Entry
93.	Sunday Trading Act 1994	(i) Institution of Proceedings and other enforcement methods (ii) Appointment of Inspectors (iii) Consents
94.	Tobacco Advertising & Promotion Act 2002	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
95.	Trade Descriptions Act 1968	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
96.	Trade Marks Act 1994	Institution of Proceedings and other enforcement methods

97.	Unsolicited Goods & Services Act 1971	Institution of Proceedings and other enforcement methods
98.	Video Recordings Act 1984	Institution of Proceedings and other enforcement methods
99.	Water Industry Act 1991	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices and Notifications (iv) Granting of Consents
100.	Weights and Measures Act 1985	(i) Institution of Proceedings and other enforcement methods (ii) Power to appoint Inspectors
101.	Zoo Licensing Act 1981	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting, renewing, revoking, alteration and transferring of licenses (iv) Making zoo closure directions

This page is intentionally left blank

Agenda Item 10

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

Document is Restricted

This page is intentionally left blank

Agenda Item 11

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Agenda Item 12

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

Document is Restricted

This page is intentionally left blank

Agenda Item 13

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

Document is Restricted

This page is intentionally left blank

Agenda Item 14

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

Document is Restricted

This page is intentionally left blank

Agenda Item 15

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

Document is Restricted

This page is intentionally left blank