



Port Health & Environmental Services Committee

Date: TUESDAY, 18 NOVEMBER 2014
Time: 11.00 am
Venue: COMMITTEE ROOM 2, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Wendy Mead (Chairman)	Andrew McMurtrie
Deputy John Tomlinson (Deputy Chairman)	Brian Mooney
Deputy John Absalom	Hugh Morris
Deputy John Bennett	Barbara Newman
Henry Colthurst	Deputy John Owen-Ward
Karina Dostalova	Sheriff & Alderman Dr Andrew Parmley
Deputy Billy Dove	Ann Pembroke
Peter Dunphy	Henrika Priest
Kevin Everett	Deputy Gerald Pulman
Deputy Bill Fraser	Deputy Richard Regan OBE
George Gillon	Delis Regis
Deputy Stanley Ginsburg	Jeremy Simons
Alderman John Garbutt	Deputy James Thomson
Wendy Hyde	Deputy Michael Welbank
Vivienne Littlechild	Mark Wheatley
Professor John Lumley	Philip Woodhouse

Enquiries: David Arnold
tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1PM
NB: Part of this meeting could be the subject of audio video recording

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. **MINUTES**
To agree the public minutes and summary of the meeting held on Tuesday 16 September 2014.
For Decision
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS**
To note the list of Outstanding Actions.
For Information
(Pages 9 - 12)
5. **PUBLIC RELATIONS UPDATE**
Report of the Director of Public Relations.
For Information
(Pages 13 - 18)
6. **RISK MANAGEMENT STRATEGY**
Report of the Chamberlain.
For Information
(Pages 19 - 54)
7. **REVENUE AND CAPITAL BUDGETS 2015/16**
Joint report of the Chamberlain, the Director of the Built Environment, the Director of Markets and Consumer Protection, and the Director of Open Spaces.
For Decision
(Pages 55 - 72)
8. **HEALTH AND WELLBEING BOARD ACTION PLAN**
Report of the Director of Markets and Consumer Protection, approved by the Health and Wellbeing Board on 30 September 2014.
For Information
(Pages 73 - 82)
9. **CITY OF LONDON AIR QUALITY STRATEGY 2015 - 2020**
Report of the Director of Markets and Consumer Protection, to be received by the Health and Wellbeing Board on 28 November 2014.
For Decision
(Pages 83 - 138)

10. **ECONOMIC DEVELOPMENT AND LOCAL AUTHORITY REGULATION**
Report of the Director of Markets and Consumer Protection.

For Information
(Pages 139 - 150)
11. **42ND CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT 2014**
Report of the Director of Markets and Consumer Protection.

For Decision
(Pages 151 - 156)
12. **NEW ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 - DELEGATED POWERS**
Report of the Director of the Built Environment, to be considered at the Police Committee on 8 December 2014, the Policy and Resources Committee on 11 December 2014, the Community and Children's Services Committee on 12 December 2014, the Safer City Partnership on 12 January 2015, and the Court of Common Council on 15 January 2015.

For Decision
(Pages 157 - 192)
13. **HOUSEHOLD RECYCLING SERVICES AND THE REQUIREMENTS OF THE WASTE REGULATIONS 2011 (AMENDED 2012) "TEEP"**
Report of the Director of the Built Environment.

For Information
(Pages 193 - 198)
14. **FIVE YEAR EXTENSION OF LONDON WIDE HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICE**
Report of the Director of the Built Environment.

For Decision
(Pages 199 - 202)
15. **ITEMS PLACED ON THE HIGHWAY (STREETS AND PAVEMENTS)**
Report of the Director of the Built Environment, to be received by the Streets and Walkways Sub Committee on 17 November 2014, the Health and Wellbeing Board on 28 November 2014, the Policy and Resources Committee on 11 December 2014, and considered by the Planning and Transportation Committee on 13 January 2015.

For Information
(Pages 203 - 218)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

18. **EXCLUSION OF THE PUBLIC**
MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Non-public Agenda

19. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on Tuesday 16 September 2014.
For Decision
(Pages 219 - 220)
20. **SERVICE BASED REVIEW PROPOSALS - DEPARTMENT OF THE BUILT ENVIRONMENT**
Report of the Director of the Built Environment, being considered by the Planning and Transportation Committee on 11 November 2014.
For Decision
(Pages 221 - 234)
21. **SERVICE BASED REVIEW PROPOSALS - DEPARTMENT OF MARKETS & CONSUMER PROTECTION**
Report of the Director of Markets and Consumer Protection, to be considered by the Markets Committee on 26 November 2014.
For Decision
(Pages 235 - 262)
22. **PUBLIC CONVENIENCES STRATEGY - UPDATE & PROPOSED SAVINGS OPTIONS**
Report of the Director of the Built Environment.
For Decision
(Pages 263 - 282)
23. **DEBT ARREARS – PORT HEALTH AND ENVIRONMENTAL SERVICES PERIOD ENDING 30 SEPTEMBER 2014**
Joint report of the Chamberlain, the Director of the Built Environment, the Director of Markets and Consumer Protection, and the Director of Open Spaces.
For Information
(Pages 283 - 290)
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
25. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

Tuesday, 16 September 2014

Minutes of the meeting of the Port Health & Environmental Services Committee held at the Guildhall EC2 at 11.00 am

Present

Members:

Wendy Mead (Chairman)	Professor John Lumley
Deputy John Tomlinson (Deputy Chairman)	Andrew McMurtrie
Deputy John Bennett	Hugh Morris
Henry Colthurst	Barbara Newman
Karina Dostalova	Deputy John Owen-Ward
Deputy Billy Dove	Ann Pembroke
Peter Dunphy	Delis Regis
George Gillon	Jeremy Simons
Alderman John Garbutt	Deputy Michael Welbank
Wendy Hyde	Philip Woodhouse
Vivienne Littlechild	

Officers:

David Arnold	Town Clerk's Department
Jenny Pitcairn	Chamberlain's Department
Julie Smith	Chamberlain's Department
Doug Wilkinson	Department of the Built Environment
Steve Presland	Department of the Built Environment
Jim Graham	Department of the Built Environment
David Smith	Director of Markets and Consumer Protection
Jon Averbs	Department of Markets and Consumer Protection
Tony Macklin	Department of Markets and Consumer Protection
Gary Burks	Superintendent of the City of London Cemetery & Crematorium
Jennifer Allott	Open Spaces Department

1. APOLOGIES

Apologies for absence were received from Deputy Bill Fraser, Deputy Stanley Ginsburg, Alderman Dr Andrew Parmley, Henrika Priest, Deputy Gerald Pulman, Deputy Richard Regan, Deputy James Thomson and Mark Wheatley.

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

There were none.

3. **MINUTES**
RESOLVED – That the public minutes of the meeting held on 15 July 2014 be agreed as a correct record.

Matters Arising

Members noted that the Ludgate Hill pedestrian crossing trial had been delayed until early 2015 due to a request from Transport for London (TfL) for further survey work to be carried out.

In response to another Member's question, the Chairman of the Planning and Transportation Committee advised that there is no regulatory body for light pollution.

4. **OUTSTANDING ACTIONS**
The Committee received the list of Outstanding Actions.

The Assistant Cleansing Director advised that a second visit to a Materials Recovery Visit (MRF) would be arranged for Members in early 2015, once the Department of the Built Environment had selected a new contractor to provide a service to the City of London Corporation.

RESOLVED – That the list of Outstanding Actions be noted.

5. **REPORT OF URGENT ACTION UNDERTAKEN SINCE LAST COMMITTEE**
The Committee received a report of the Town Clerk that provided details of action taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Port Health and Environmental Services Committee, in accordance with Standing Order number 41(a), since the last Committee.

RESOLVED – That the report be noted.

6. **CITY OF LONDON CEMETERY AND CREMATORIUM BUSINESS PLAN PROGRESS REPORT**

The Committee received a report of the Director of Open Spaces that reviewed the progress of the City of London Cemetery and Crematorium Business Plan for the four month period up to 31 July 2014.

The Deputy Chairman noted that future reports of this nature from the Open Spaces Department should be arranged in a style similar to those from the Department of the Built Environment and the Department of Markets and Consumer Protection. The Deputy Chairman added that full details of gross income and expenditure should be included in future progress reports.

The Superintendent of the Cemetery and Crematorium updated the Committee on the progress of the planning application for the Shoot Project Works. He advised that consent was granted by the London Borough of Newham in early September and that the project team had begun to deal with archaeology and ground water issues.

Members took this opportunity to thank the Superintendent for an excellent and informative Biennial Inspection of the City of London Cemetery and Crematorium on Wednesday 3 September 2014.

RESOLVED – That the progress made in implementing the City of London Cemetery and Crematorium Business Plan be noted.

7. **DEPARTMENT OF THE BUILT ENVIRONMENT, BUSINESS PLAN PROGRESS REPORT FOR PERIOD 1 2014/17 (APRIL - JULY)**

The Committee received a report of Director of the Built Environment that set out the progress made to the Department of the Built Environment 2014/17 Business Plan during Period 1 (April – July). Members were advised that the Department was £133,000 (5.8%) underspent against the local risk budget to date of £2.3 million.

In response to a Member's question, the Assistant Director of Cleansing advised that there were very few unresolved time banding queries. He added that unresolved queries involved helping businesses who were having difficulties complying with time banding regulations when the scheme was introduced and that this indicator might not have been as relevant now and therefore may be replaced in next year's business plan.

In response to a Member's question regarding public conveniences, the Director of Transportation and Public Realm advised that, in general, new barrier facilities were not yet meeting original income projections but facilities at Paternoster Square and Tower Hill were over-performing.

RESOLVED – That the report be noted.

8. **CLEAN CITY AWARDS SCHEME REVIEW**

The Committee considered a report of the Director of the Built Environment regarding the Clean City Awards Scheme (CCAS) review.

Members were advised that the CCAS had been identified as delivering potential savings of £25,000 as part of the Service Based Review (SBR). The Assistant Director of Street Scene and Strategy explained that the estimated income levels from the proposed introduction of fees depended on the membership uptake over the next year but savings were not needed to be achieved until 2016/17, which allowed considerable time to establish the viability and uptake and also time to further review the scheme if uptake is insufficient to meet the target. He added that feedback had shown that members of the CCAS value the scheme and were surprised that it had remained free of charge for so long.

In response to a Member's question, the Assistant Director advised that the date of the CCAS Awards ceremony would be circulated to the Chairman and Deputy Chairman when known.

RESOLVED – That:

- a) a new model of delivery for the CCAS whereby an annual membership fee structure is introduced with effect from 1 April 2015 in return for a benefits package for membership with a view to achieve the £25,000 savings identified through the SBR, be approved; and
- b) a progress report on the scheme be presented to the Committee following 6 months of the charging being introduced.

9. CLEANSING SERVICE CAMPAIGNS UPDATE

The Committee received a report of the Director of the Built Environment that informed Members of two campaigns run by the Cleansing Service in partnership with Keep Britain Tidy in September and October. The campaigns would focus on smoking and chewing gum related litter, both of which had been identified in the Local Environmental Quality Survey as high priority problems with the City's street scene.

The Committee were shown a promotional video of the campaigns to raise public awareness via the internet and social media.

In response to a Member's question, the Assistant Director of Street Cleansing advised that over 6 million cigarette butts were dropped on City streets each year and they are unable to be used for recycling. He also advised that 45,000 cigarette butt pouches had been handed out to the public already.

RESOLVED – That the report be noted.

10. COMINGLED DRY MIXED RECYCLING CONTAMINATION

The Committee received a report of the Director of Transportation and Public Realm regarding comingled Dry Mixed Recycling (DMR) contamination.

The Assistant Director of Street Cleansing advised that the City had experienced recent issues with quality of recycled waste due to new regulations. Dry recycling collected as part of the street cleansing operation was largely free from contamination by non-recyclable waste but there were some issues with household recycling and waste from the Renew bins was highly contaminated.

In response to Members' questions, the Assistant Director advised that the Department of the Built Environment would look into the costs involved of providing free recycling bags to all residents and the options in relation to the issues that were experienced from the Renew bins. He added that green waste is not collected in the City but food waste was composted and that a wider range of items may be able to be recycled once the new Material Recovery Facility was procured.

RESOLVED – That the report be noted and a further report outlining actions in response to the contamination of recycling be presented to the next appropriate Committee meeting.

11. **MARKETS AND CONSUMER PROTECTION BUSINESS PLAN 2014-2017: PROGRESS REPORT (PERIOD 1)**

The Committee received a report of Director of Markets and Consumer Protection that set out the progress made to the Port Health and Public Protection (PH&PP) division of the Markets and Consumer Protection Business Plan during Period 1 (April – July).

In response to a Member's question regarding Legionnaires disease, the Director of PH&PP advised that regular inspections were being carried out depending on the level of risk and that non-compliances were rectified immediately or prohibition notices would be issued. It was agreed that Committee Members would be informed of any prohibition notices issued to non-compliant businesses.

RESOLVED – That the report be noted.

12. **PORT HEALTH & PUBLIC PROTECTION SERVICE POLICY STATEMENT ON ENFORCEMENT**

The Committee considered a report of the Director of Markets and Consumer Protection that proposed the adoption of an updated Policy Statement on Enforcement for all of the regulatory functions of the Port Health and Public Protection Service (PH&PP).

RESOLVED – That:-

- a) the adoption of a new PH&PP Policy Statement on Enforcement to the replace the existing, be approved; and
- b) the Policy be publicised accordingly.

13. **THE INCREASE IN ILLEGALLY IMPORTED DOGS AND CATS DEALT WITH BY THE ANIMAL HEALTH AND WELFARE TEAM**

The Committee considered a report of the Director of Markets and Consumer Protection regarding the increase in illegally imported dogs and cats dealt with by the Animal Health and Welfare Team. The report proposed some actions that could be taken to strengthen controls at UK borders, which would reduce costs for Animal Health Authorities like the City of London Corporation as they would not need to detain animals inland.

The Director of PH&PP reported that the Animal and Plant Health Agency had been very supportive of the proposals following a visit the Heathrow Animal Reception Centre by the Chief Executive.

In response to a Member's question, the Director advised that they would work with the Remembrancer's Department and their contacts in the European Union to develop better controls for animals entering the UK from France.

RESOLVED – That: -

- a) the continuing problem with the illegal importation of pets, and the increasing costs of enforcement, be noted; and
- b) the proposals to strengthen controls at the borders be approved.

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

In response to a Member's question regarding the build-up of litter on ledges, steps and statues particularly in and around Prudence Passage, the Assistant Director of Street Cleansing advised that enforcement activity could be increased in certain areas if necessary and that contractors would be reminded of the importance of fulfilling the contract requirements and ensuring waste was removed from ledges and steps as part of the cleansing operation.

In response to a Member's question regarding the number of bins within the City, the Director of Transportation and Public Realm advised that an increase in number would need to be carefully considered in light of the recent security threat levels being raised and the additional expenses involved to install and empty new bins. However, if any Member was experiencing high levels of littering in their ward he would be pleased to discuss trialling a littler bin in a suitable location.

In response to a Member's question regarding the Biennial Inspection of the City of London Cemetery on 3 September 2014, the Director of Open Spaces and Superintendent of the City of London Cemetery and Crematorium advised that a new format for the event would be looked into, in consultation with the Town Clerk, to incorporate more external guests at the visit.

The Committee discussed whether enough was being done to carry out their duty to reduce pollution and energy use within the City. A Member noted that the Transport and Sustainability Forum was in place to discuss sustainability and environmental challenges and collaboration with TfL was required to reduce the impact of vehicle pollution in the City. The Deputy Chairman added that if committee members were interested in taking a more joined up look at its responsibilities a small sub group could perhaps be set up. The Town Clerk would look into this.

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

The Chairman noted that the Town Clerk would amend the start time of future meetings to 11:30am instead of 11:00am.

16. **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 involved the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No.

17 - 18

Paragraph No.

3

17. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 15 July 2014 be agreed as a correct record.

18. DEBT ARREARS - PORT HEALTH AND ENVIRONMENTAL SERVICES PERIOD ENDING 30 JUNE 2014

The Committee received a joint report of the Director of the Built Environment, the Director of Markets and Consumer Protection and the Director of Open Spaces regarding debt arrears.

19. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were none.

20. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There was one item of urgent business.

The meeting closed at 12.12 pm

Chairman

**Contact Officer: David Arnold
tel. no.: 020 7332 1174
david.arnold@cityoflondon.gov.uk**

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<i>Date</i>	<i>Action</i>	<i>Officer responsible</i>	<i>To be completed/ progressed to next stage</i>	<i>Notes/Progress to date</i>
8 January 2013	<p>Public Conveniences TfL who are currently exploring improvements to the Bishopsgate area to make the area more attractive and remove some of the clutter such as the brick planters.</p> <p>An update on the viability of extending the opening hours of the Bishopsgate and Eastcheap toilets will be included in the Public Convenience Strategy planned for November committee.</p> <p>Usage of the Disabled facilities at Monument and signage were also being reviewed and this will form part of the wider review of the public convenience strategy which will be reported back to this committee as above.</p> <p>Improved signage has been commissioned to direct people to the nearby Eastcheap facilities.</p>	Director of the Built Environment	<p>Presented to the Committee May 2014</p> <p>November 2014</p> <p>November 2014</p> <p>TBC</p>	<p>May Update Due to diaries commitments there has been a slight delay in organising the feedback session to the Member working group. This session is scheduled to take place on the 30th April where Members will receive the outcomes of the field work and recommendations.</p> <p>July Update PHES Committee received a presentation from Karen Bunt of TNS showing the results of the customer satisfaction survey. There were a number of recommendations for officers to consider as a result of the feedback. Currently we are awaiting the outcome of the service based reviews (SBR) which is expected over the Summer; officers will then be able to develop a forward strategy for the public convenience service with an understanding of the SBR and the recommendations of the customer satisfaction survey. With a report coming to PHES in November 2014.</p>

<p>2 July 2013</p>	<p>Materials Recovery Facility (MRF) visit</p> <ul style="list-style-type: none"> - It was agreed that a visit to the Southwark MRF facility would be arranged. 	<p>Director of the Built Environment</p>		<p>A very informative visit to the Veolia MRF in Southwark took place on the 23rd June with seven members of the PHES committee attended. The tour of the full facility was well received.</p> <p>November Update A second visit to the Veolia MRF would be arranged in early 2015 to give those Members unable to attend on 23 June 2014 the opportunity to visit the facility.</p>
<p>16 July 2014</p>	<p>Ludgate Hill Pedestrian Crossing</p>	<p>Assistant Director of Street Scene and Strategy</p>	<p>September 2014</p>	<p>Members requested a start date for the Pedestrian Crossing trial at Ludgate Hill once it had been finalised, along with a briefing note outlining the current situation.</p> <p>September Update Members received a note from the Department of the Built Environment in August 2014 to advise that TfL considered the City's various feasibility studies to determine the effect of replacing the existing zebra crossing with signal equipment was outdated. In order to proceed with the trial, new traffic modelling should be undertaken to assess the impacts on the Strategic Road Network.</p> <p>November Update The trial has been delayed until early 2015 due</p>

				to a request from Transport for London (TfL) for further survey work to be carried out. Progress in being made and the project has been approved by Streets and Walkways committee and Project Sub-committee.
16 September 2014	<p>Comingled Dry Mixed Recycling Contamination</p> <ul style="list-style-type: none"> - A wider range of waste items may be able to be recycled once a new MRF is procured - To look at the costs involved of providing free recycling bags to all City residents 	Assistant Director of Street Cleansing	TBC TBC TBC	A further report outlining actions in response to the contamination of recycling will be presented to the next appropriate Committee meeting.
16 September 2014	Legionnaires Disease	Director of Port Health & Public Protection	To be included in future enforcement reports	Regular inspections were being carried out depending on the level of risk and non-compliances must be rectified immediately or prohibition notices would be issued. It was agreed that Committee Members would be informed of any prohibition notices issued to non-compliant businesses.
16 September 2014	Sustainability	Town Clerk	Ongoing	If Committee Members are interested in taking a more joined up look at its responsibilities, the Town Clerk could look into the possibilities of setting up a small sub group to discuss challenges.

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Committee:	Date:
Port Health and Environmental Services	18 November 2014
Subject: Port Health and Environmental Services: Annual Public Relations Update	Public
Report of: Director of Public Relations	For Information
<u>Summary</u>	
<p>This report updates Members on Public Relations activities in support of the services for which the Port Health and Environmental Services Committee is responsible during the period October 2013 to October 2014. The activities in this report are also in support of the <i>Communications Strategy 2014- 2017</i>. Highlights of the support for the services of the Committee include:</p> <ul style="list-style-type: none"> ▪ Media ▪ Public Affairs ▪ Events ▪ Polling ▪ Publishing ▪ Website ▪ Digital communications and social media ▪ Member and internal communications ▪ Filming 	
<u>Recommendation</u>	
<p>The Committee is recommended to receive this report on Public Relations activities during the period October 2013 to October 2014 in support of the services for which the Committee is responsible.</p>	

1. Introduction

- 1.1 This report highlights the activities of the Public Relations (PR) Office, in the period October 2013 to October 2014, in support of the services for which this Committee is responsible.
- 1.2 As part of the current *Communications Strategy* there are two specific communications priorities at present which are relevant to Port Health and Environmental Services:

- Working in partnership with London's communities – the work the City Corporation does to support education, as well as social and cultural opportunities, for all Londoners to help to improve their quality of life, through promoting employability and encouraging greater aspiration and diversity, and to provide jobs and growth across the capital; and
- Contributing to London's culture, heritage and green spaces – the work the City Corporation does across London and the UK to help preserve the nation's heritage, contribute to its cultural life and provide green spaces across the capital and beyond.

The PR Office is working with Departments across the organisation to deliver these two priorities across the full range of PR activities.

2. Media

2.1 Throughout the year, October 2013 – October 2014, the Media Team achieved 71 Port Health and Environmental Services stories in print online, television and radio – including one documentary. According to Gorkana (the independent media monitoring agency), the total advertising value of the coverage achieved in print amounted to £136,307.

2.2 Highlights of stories initiated by the Media Team in the PR Office throughout the year include:

- **Illegal puppy trading**

ITV Tonight interviewed health inspector Sharon Edwards and animal handler Stuart King on the illegal puppy trade.

- **Air quality**

BBC London TV News interviewed Chairman John Tomlinson on London's Air pollution, how the capital is fighting back and the City Air app.

- **Smuggled iguanas**

Heathrow Animal Reception Centre deputy manager Susie Pritchard was pictured in the *Daily Telegraph*, and *ITV News* as 12 critically endangered iguanas seized from Romanian smugglers at Heathrow were returned to their native Bahamas.

- **Smoking related litter**

ITV News London covered the City Corporation's clampdown on cigarette butt litter.

- **Pasquale Favale**

The Independent and the *Evening Standard* ran a story on the dowry, quoting Deputy Chairman John Tomlinson.

3. Public Affairs

3.1 The PR Office provides Public Affairs advice to Departments across the organisation on specific issues that may affect their work as and when required.

4. Events

4.1 The PR Office provides an event management service for Departments across the organisation. This has included:

- **Clean City Awards**

The annual awards scheme was held at Mansion House on 31 January 2014 in the presence of the Lord Mayor. The Lord Mayor announced the winners of the Waste Operative Awards; Special Recognition Award; and Street Sweeper of the Year Award. Chairman John Tomlinson presented the Chairman's cup awards.

- **City wide annual residents' meetings**

The City hosts an annual event for residents in the Square Mile where they engage with key officers and Members. Air quality was included as an agenda item at the meeting on 23 June 2014. Representatives from the Department for the Built Environment hosted a stall with further information on the City's work in this area.

4.2 In addition, the Corporate Affairs Team has working on a series of events around the issue of air quality, including the pan-London conference on Air Quality which took place on 4 November, 2014. The objective of the events is to formulate common policy positions on air quality; local events with residents are planned in the near future.

5. Polling

- 5.1 The 2013 triennial survey of the City Corporation's key audiences identified dissatisfaction with public conveniences in the Square Mile. In light of this result, it was decided to undertake further polling to determine the reasons for this dissatisfaction. The Public Relations Office assisted in this process including the recruitment of the pollster TNS and the drafting of the questionnaires. The survey found that people who had actually used the public conveniences were broadly happy with the service but that the dissatisfaction was due to a lack of awareness of the public convenience provision. As a result, a publicity campaign for the Community Toilet Scheme was undertaken.

6. Publishing and related activities

- 6.1 The PR Office is also responsible for the corporate publications strategy and its implementation. In addition, the PR Office is responsible for the City Corporation's brand identity and assists Departments with branding guidelines and other general publishing advice (such as campaigns) as well as helping to communicate to audiences through existing communication vehicles.

7. Website

- 7.1 The PR Office is responsible for the City of London Corporation's external website. The majority of this work has been focussed on the quality of its content – across the four main clusters – to make it as easy as possible to find via search engines and for it to be relevant, current and user-friendly. The PR Office has organised a number of workshops and facilitates regular weekly meetings with content providers across the organisation to share best practice and discuss any issues. It regularly reviews pages relating to Port Health and Environmental Services and alerts editors when content is out of date, needs rewriting for clarity or is missing information. It is currently working on a 'customer carewords' project which seeks to identify customers' top tasks to make the website as responsive as possible to users.

8. Digital communications including social media

- 8.1 The PR Office is responsible for the creation and development of digital communications. It also gives advice to departments on how to communicate across various social media platforms. The City Corporation now has 23 Facebook pages (including HARC and London Port Health Authority pages) and just over 50 Twitter feeds (including trading standards and safety, health and wellbeing including

@Safesquaremile which helps debunk some of the myths that surround this theme), a YouTube channel and Flickr account which cover the wide range of services we provide (a full list is available at www.cityoflondon.gov.uk/social).

- 8.2 The PR Office liaised with the Contact Centre and an external supplier on adapting an existing local council app platform for its own local authority services, providing information and encouraging feedback and monitoring. The app went live earlier this year.

9. Member and internal communications

- 9.1 The PR Office, working closely with the Member Services Team, has responsibility for communications with Members. This includes the Members' Briefing, which has been reviewed in recent months. The PR Office also provides ad hoc updates and briefings to Members on topical issues.
- 9.2 The PR Office provides internal communications for the City Corporation as a whole and gives support to individual departments as and when required. The staff handling Port Health and Environmental Services matters are regularly supported and assisted in improving communications through a number of channels and in a variety of ways including intranet, bulletins, online polls, copywriting, image manipulation and content publishing.
- 9.3 PRO also produces the e-magazine 'the Leader', which celebrates the successes of staff in the area of Port Health and Environmental Services and showcases the achievements to the rest of the organisation. The Spring edition included a full page on the new London Gateway container port. The PR Office also provides regular updates for the intranet home page.

10 Filming

- 10.1 The PR Office has a dedicated Film Team responsible for liaising with film crews and City Corporation departments to facilitate shoots within the Square Mile and on our property.

Background Papers:

Members will find it useful to refer to the *Communications Strategy 2014-2017*

Contact:

Tony Halmos

Director of Public Relations

020 7332 1450

tony.halmos@cityoflondon.gov.uk

Agenda Item 6

Committee:	Date:
Port Health & Environmental Services Committee	18 th November 2014
Subject: Risk Management Strategy	Public
Report of: Chamberlain	For information

Summary

This report introduces the new Risk Management Strategy which was approved by the Audit and Risk Management Committee on the 13 May 2014. All committees are receiving a similar report which provides information to members about the new Risk Management Strategy and progress on its implementation. This report covers Port Health and Consumer Protection.

In line with the Cabinet Office's Management of Risk (M_O_R) principles a Risk Management Strategy has been developed to provide a clearer and dynamic framework for managing organisational risks. Key changes in the Risk Management Strategy include a new framework to define risks, a new 4x4 risk scoring model, the introduction of a target risk score and a clearer route to escalate risks.

Service Committees will continue to have responsibility to oversee the significant risks faced by Departments in the delivery of their service responsibilities. Chief Officers are accountable for effective risk management within their department, reporting to their relevant service Committee(s), a responsibility that cannot be delegated.

An on-line risk management system is currently being implemented which will assist in the recording, management, and dynamic reporting of risks.

The changes arising from the risk management strategy will be implemented within City of London departments and Institutions alongside the phased rollout of the risk management information system. This will be done by working with each department, beginning with the Chamberlain's.

At the request of the Audit and Risk Management Committee, a revised framework for the review of key departmental risks at the same time as seeking updates on Corporate Risks has been developed. The new programme of risk review by members of the Audit and Risk Management Committee commenced from 9 September 2014 with the Chamberlain's Department. The Markets and Consumer Protection Department (which includes Port Health and Public Protection) is scheduled for 8 December 2014.

The Departmental Risk Registers will be reviewed, and updated, in line with the new Risk Management Strategy including the adoption of the 4x4 risk scoring and introduction of a target risk score.

Recommendations:

Members are asked to

- Note the new Risk Management Strategy and plans for the phased roll-out of the strategy within Departments and City of London Institutions.

Main Report

Background

1. In 2013 a risk management improvement plan was developed to improve and refresh the City Corporation's risk framework. An independent review of risk management was also undertaken by Zurich Municipal which further informed and strengthened the objectives set out in the improvement plan. Outcomes from the improvement plan resulted in a changes to the risk framework and the creation of a Risk Management Strategy, which has replaced the risk management handbook and is in line with the terminology used commonly in other organisations as well as the Cabinet Office's Management of Risk principles. The Risk Management Strategy was approved by the Audit and Risk Management committee on 13 May 2014.
2. Service Committees have responsibility to oversee the significant risks faced by Departments in the delivery of their service responsibilities, receiving regular reports from Chief Officers identifying the significant risks and providing assurance that appropriate mitigation action has been identified and implemented. Chief Officers are accountable for effective risk management within their department, a responsibility that cannot be delegated.

Risk Management Policy (Page II, Appendix 1)

3. As part of the Risk Management Strategy a new Risk Management Policy statement was created. This is a statement of intent for risk management signed by the Chairman of Audit and Risk Management Committee and the Town Clerk.
4. An objective of the risk management policy statement is briefly to communicate the City Corporation's commitment to risk management, in order to support the realisation of its objectives, and to highlight its appetite for risk.

Risk Management Strategy (Appendix 1)

5. The Risk Management Strategy builds on the previous risk management handbook providing guidance on how risk management is used and how it will operate within the Corporation. Development of this document also fits in line with the Cabinet Office's M_O_R principles.
6. The Strategy was developed in consultation with the officers forming the Risk Management Group and has been reviewed by Chief Officers and Members of the Audit and Risk Management Committee.

7. Service Committees continue to have responsibility to oversee the significant risks faced by Departments in the delivery of their service responsibilities, receiving regular reports from Chief Officers identifying the significant risks and providing assurance that appropriate mitigation action has been identified and implemented.
8. Key changes in the strategy include:
 - i. A clearer framework to define risks, using the Cause, Risk and Effect model (Appendix 1, Page 10).
 - ii. A new 4x4 scoring model for likelihood and impact (Appendix 1, Page 11). This brings it in line with the risk matrices for Health and Safety and City of London Police.
 - iii. The introduction of a Target Risk Score (Appendix 1, Page 22) to indicate how the Current/Net risk score will reduce further with the in-progress or planned controls. This will be the optimum score for the risk in order for it to be manageable, taking account of the resources available and the ability of the Corporation directly to manage the risk once external factors are considered.
 - iv. A clear escalation route highlighting how risks will be raised to management boards based on the risk score or risk type (Page 16). Service Committees will continue receiving top departmental risks, now set at a risk score 16 or above, on at least a quarterly basis.
 - v. Service committees can recommend departmental risks to be reviewed further at the Audit and Risk Management committee and can recommend the risks to be escalated on to the Corporate Risk Register.

Risk Management Information System

9. As departments are becoming more familiar with risk management, greater focus is being placed on the risk registers, which is resulting in an administrative burden due to the manual collation process involved using spreadsheets. To reduce this burden, improve consistency and significantly improve the ability to provide dynamic risk reports the City Corporation is introducing a risk management information system.
10. Some of the benefits that can be achieved from a risk management system include:
 - a. Clearer oversight of Corporate, Strategic and Operational risks;
 - b. Greater transparency and visibility of risk management;
 - c. Assurance that risk portfolios are actively managed and that risk management is robust;
 - d. Improving data quality and saving time (and expense) in administering risk registers;
 - e. Behaviour changes from gathering information to interpreting what is said and improving the ability to provide business intelligence for decision making;

- f. Easier to share and communicate risk information;
 - g. Improved reporting of risk information and usage in other areas, e.g. risk-based audits; and
 - h. Real time information with clear audit trail.
11. In addition to the above, a risk system will also allow customised reports to be produced which can focus on specific areas of interest, for example, producing a report for the top financial risks for a particular service area. This cannot be currently achieved due to the independent nature of the risk registers on MS Excel.

Planned Roll out

12. It is planned that changes arising from the risk management strategy are rolled out alongside the rollout of the risk management information system. This will ensure that information placed in the new system is refreshed and fits in line with the new risk framework. Installation of the new risk management software has commenced, with a phased roll-out now underway and due to be completed by the end of March 2015.
13. The Markets and Consumer Protection Department has developed a risk register which covers all its functions including the Port Health and Public Protection service. The key risks in the department's risk register relating to this service are reported to the Port Health & Environmental Services Committee periodically (three times per year). The risk information is included in the Business plan update to this committee. Up until the implementation of the software planned for Quarter 4 2014/15 risk information will continue to be presented in the current format.

Cyclical Review of Corporate and Departmental Risks

14. Over the last two and half years, a structured approach to reviewing the City's strategic risks has been adopted. At the request of the Committee, a revised framework for the review of key departmental risks at the same time as seeking updates on Corporate Risks has been agreed with the Chairman of the Audit and Risk Management Committee and Chief Officers.
15. The new programme of risk review by members of the Audit and Risk Management Committee commenced from 9 September 2014 with the Chamberlain's Department, with the Markets and Consumer Protection Department scheduled for 8 December 2014.

Conclusion

16. The risk management framework continues to be actively reviewed to make it easier and effective in order to embed it further in the City Corporation. Service Committees are an essential part of the framework to enable the City Corporation to understand and manage risks and in order to achieve the objectives set out in their respective departmental plans.

Appendices

- Appendix 1 – Risk Management Strategy

Paul Nagle

Head of Audit and Risk Management

T: 0207 332 1277

E: paul.nagle@cityoflondon.gov.uk

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City of London Corporation

Risk Management Strategy

Version 2.03

Approved by the
Audit & Risk management
committee
13 May 2014



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Version History

This strategy builds on and replaces earlier versions of the risk management handbook and is intended to be a high level document that provides a framework to support the City Corporation's statutory responsibility for managing risk.

It also allows the City to further strengthen and improve its approach to risk management enhancing its ability to deliver its corporate aims and objectives successfully.

The risk management strategy sets out key objectives across a three year rolling period but will be reviewed annually to ensure it remains fit for purpose.

Version control:

Date	Version Number	Comments
21/04/11	1.0	- Risk Management Handbook created
22/04/14	2.0	- Refreshed Risk Management Handbook and renamed as Risk Management Strategy
21/10/14	2.01	- Minor typographical changes
23/10/14	2.02	- Minor typographical changes
28/10/14	2.03	- Job title change

CITY OF LONDON CORPORATION'S **RISK MANAGEMENT POLICY STATEMENT**



THE CITY OF LONDON CORPORATION (COL) RECOGNISES AND ACCEPTS ITS RESPONSIBILITY¹ TO MANAGE RISKS EFFECTIVELY IN A STRUCTURED MANNER IN ORDER TO ACHIEVE ITS OBJECTIVES AND ENHANCE THE VALUE OF SERVICES PROVIDED TO THE COMMUNITY.

In pursuit of this policy COL has adopted a risk management strategy that captures the following key objectives:

- Enables corporate, departmental and programme objectives to be achieved in the optimum way and to control risks and maximise opportunities which may impact on COL's success;
- COL recognises its responsibility to manage risks and support a structured and focused approach that includes risk taking in support of innovation to add value to service delivery.
- Risk management is seen as an integral element of the Corporation culture;

These key objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines for risks and their controls at all levels;
- Ensuring that Members, Chief Officers, external regulators and the public at large can obtain necessary assurance that the Corporation is mitigating the risks of not achieving key priorities and managing opportunities to deliver more value to the community, and is thus complying with good corporate governance;
- Complying with relevant statutory requirements, e.g. the Bribery Act 2010, the Health and Safety at Work Act, the Local Government Act and more;
- Providing opportunities for shared learning on risk management across the Corporation and its strategic partners;
- Monitoring arrangements on an on-going basis.

APPETITE FOR RISK

City of London Corporation seeks to minimise unnecessary risk and manage residual risk to a level commensurate with its status as a public body so that:

- The risks have been properly identified and assessed;**
- The risks will be appropriately managed, including the taking of appropriate actions and the regular review of risk(s);**

The City of London Corporation will also positively decide to take risks in pursuit of its strategic aims where it has sufficient assurances that the potential benefits justify the level of risk to be taken.

APPROVED BY:

Alderman Nick Anstee

(Chairman of the Audit and Risk Management Committee)

John Barradell

(Town Clerk and Chief Executive)

¹Accounts and Audit Regulations 2011

Chapter 1: Introduction

In a rapidly changing environment, with the effects of reduced public funding, the changing demographics and the continual demand on services, the City of London Corporation is faced with an unprecedented challenge to deliver its statutory obligations, provide high quality services, as well as manage the associated social and financial implications.

The interlocking challenges faced from budget pressures, supplier failures, security issues, and so on, has created a complex matrix of risks, all requiring some level of management.

Amongst these challenges however opportunity can also be created for those who are best placed to embrace, innovate, collaborate and manage new risks.

This strategy has been developed to provide guidance on the City's approach to managing both opportunities and threats within the business environment, and through adoption will help to create an environment which meets the needs of the City's citizens, partners and other key stakeholders.

Aligned with this we will aim to be an exemplar of good practice and we will continue to meet our statutory responsibility to have in place satisfactory arrangements for managing risks, as laid out under regulation 4 of the Accounts and Audit Regulations 2011:

“The relevant body is responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.”

Only by active management of risks will the City of London Corporation be able to meet its corporate objectives which in turn will enhance the value of services provided to the City.

What is risk and risk management?

The word 'risk' is a very common term used in everyday language and will be referred to by many professions from both the public and private sector. It is a concept which has grown from being used to describe a narrow field of risks which are to be avoided, to a wider, more holistic focussed world where importance is placed on how to manage risk rather than avoiding it.

The following definition for risk² has been adopted by the City of London Corporation:

“The effect of uncertainty on objectives”

Risk management is a business discipline that every working sector uses to achieve objectives in an efficient, effective and timely manner. Our risk management definition is²:

“The systematic application of principles, approach and processes to the tasks of identifying and assessing risks, and then planning and implementing risk responses”

²OGC: Management of Risk

Purpose of this strategy

The City of London Corporation is a complex organisation, comprising a number of departments with very diverse operations. By adhering to this strategy, the City of London Corporation will be better placed to meet all its objectives in an efficient, effective and timely manner.

Every risk is linked to a business objective and this strategy will help enforce a proactive stance to managing these risks, ensuring that less time is spent reacting to situations and more time is spent taking advantage of opportunities.

Listed below are some of the benefits of successfully implementing this strategy:

- Ability to satisfy statutory requirements (under the Local Government Act 1999), government regulations (e.g. Corporate Manslaughter Act, Health and Safety at Work Act, Children's Act 2004, Care Bill 2014, and more) and compliance related matters (e.g. financial and contractual regulations, Bribery Act 2010, and more);
- Protecting and enhancing the City of London Corporation's reputation;
- Better management and partnership working with city partners, improving safeguards against financial loss and reducing chances of organisational failure;
- Increased innovation, value for money and visual improvements in service delivery;
- Improved ability to justify decisions being taken and reduced risk of mistakes, reducing complaints and improving customer satisfaction;
- Ensuring teams achieve goals and objectives, and increasing their competitiveness (against other organisations);
- Common understanding of risk management for consistency and ease of application;
- Improved assurance levels arising from audit and external inspections, providing confidence to customers that risks are being controlled;
- Effective resilience to changing environmental conditions, to protect key services.

Chapter 2: Managing risks

Why manage risks

Effective risk management is an on-going process with no overall end date as new risks (threats and opportunities) arise all the time.

The Corporation is fully committed to developing a culture where risk is appropriately and effectively managed for which the following benefits will be achieved:

- An increased focus on what needs to be done (and not done) to meet objectives;
- More effective allocation of resources reducing incidences of mistakes and providing greater control of costs – demonstrating value for money; Greater transparency in decision making and enhanced ability to justify actions taken;
- Improved resilience against sudden changes in the environment including, but not limited to, natural disasters and risks related to supplier failures;
- Reduction of the Corporation's insurance costs, in turn protecting the public purse;
- Improved safety for staff, partners and residents; and
- Minimised losses due to error or fraud across the Corporation.

Choosing whether to eliminate or innovate

Innovation by its very nature involves taking risks, and as a consequence, places greater demand on all of us to ensure that those risks are well managed.

One of the key aims of risk management is to ensure that the process supports innovation, not by preventing it - but rather helping to take well thought through risks that maximise the opportunities of success.

Good risk management is about being "risk aware" not "risk averse"!

Roles and Responsibilities

The City Corporation considers risk management to be an intrinsic part of the Corporation's system of corporate governance. It is recognised that for this to be effective it is vital that everybody within the Corporation understands the role they play in effective management of risk.

Tier	Responsibility
Court of Common Council	Overall accountability for risk management.
Audit and Risk Management Committee	Providing assurance to the Court on the effectiveness of the risk management framework and its application. The Chairman is the Member Risk Champion.
Service Committees	Oversee the significant risks faced by Departments in the delivery of their service responsibilities.
Chief Officers Group	Collective responsibility for management of Corporate risks.
Chief Officers Summit Group	Promoting, steering and monitoring risk management for the Corporation. The Chief Officers Summit Group oversees the strategic elements of risk management.
Business Support Director	Officer Risk Champion, promoting risk management and leading Senior Management engagement. The Business Support Director is the Chairman to the Risk Management Group and also attends the Audit and Risk Management Committee.
Risk Management Group	Promoting and embedding risk management, with key outcomes reported to the Chief Officers Summit Group. The Risk Management Group oversees the operational elements of risk management.
Head of Audit and Risk Management	Deputy Chairman of the Risk Management Group and provides assurance to the effectiveness of the internal control environment.
Corporate Risk Advisor	Provides risk management support and advice to the Corporation. Also responsible for promoting the consistent use of risk management, developing the risk framework and facilitation of the City of London's Corporate Risk Register.

Tier	Responsibility
Individual Chief Officers	Accountable for effective risk management within their department, reporting to their relevant service Committee(s) – this responsibility cannot be delegated.
Risk Owner	The person that is accountable for the overall management of the risk, including bidding for resources to control the risk.
Control Owner	The person that has accountability for a particular task to control an aspect of the risk, either the Cause or the Effect. The role is accountable to the Risk Owner.
Departmental Risk Coordinators	Promoting, facilitating and championing the implementation of risk management within their department.
Service/ Project Managers	Accountable for effective management of risk within their areas of responsibility.
Employees	Maintaining an awareness and understanding of key risks and management of these in day-to-day activities.

Outcomes of this strategy will be achieved by working closely with many key teams within departments such as Health and Safety, Insurance, Corporate Performance & Business Development, Project Management, Contingency Planning and more.

The ultimate responsibility for risk management lies with the Court of Common Council and the Town Clerk. However, it must be stressed that **risk management is the responsibility of everyone working in, for and with the City of London Corporation.**

Chapter 3: The risk management process

Essentially risk management is the process by which risks are identified, evaluated, controlled and monitored at regular intervals. It is about managing resources wisely, evaluating courses of action to support decision-making, protecting clients from harm, safeguarding assets and the environment and protecting the Corporation's public image.

Whenever an activity takes place, there will be an outcome that will either lead to a success or failure. In undertaking the activity there will be a number of factors which needs to be right to determine whether the activity is a success or not, or to put it the other way round, there are a number of risk factors which, if they are not managed properly, will result in failure rather than success.

Risk Management is also a business planning tool designed to provide a methodical way for addressing risks. It is about:

- Identifying the objectives and what can go wrong;
- Acting to avoid it going wrong or to minimise the impact if it does;
- Realising opportunities and reducing threats.

The risk management cycle

The risk management process is broken down into five steps illustrated below:

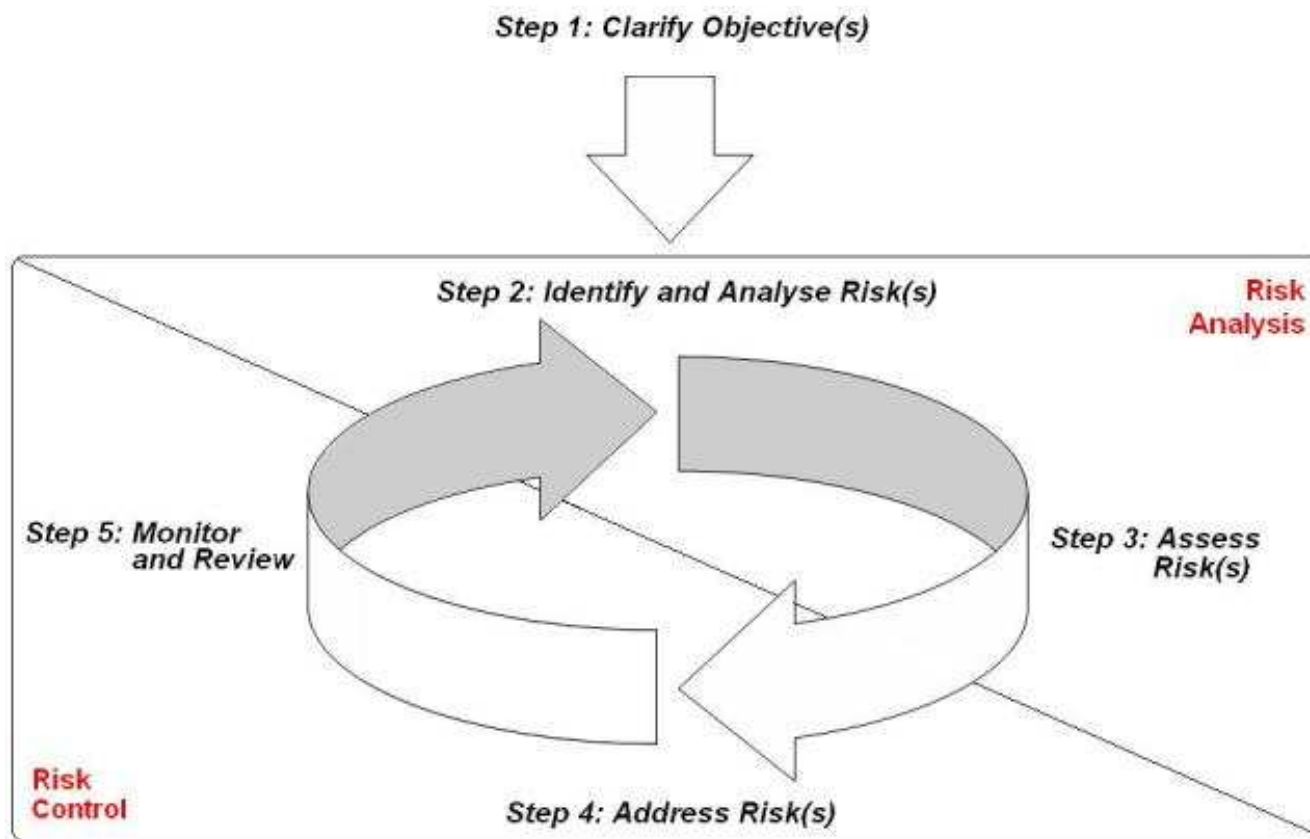


Figure 1: City of London's risk management cycle

Step 1: Clarify Objectives

It is difficult to think about risks in isolation, so the first step is to be clear about the objectives and key deliverables. This part of the process requires information about the (planned) activity.

This will include an understanding of:

- The corporate/departmental/project objectives;
- The scope of the activity;
- The assumptions that have been made;
- The list of stakeholders; and
- How the activity sits within the corporate/departmental/project structure.

This includes:

- Making sure that everyone is clear about the relationship between the services and its wider environment;
- Identifying internal and external stakeholders;
- Understanding the Corporation and its capabilities, as well as its objectives and strategies that are in place to achieve them.

Note: Risks will always be linked to a Service, Departmental or Corporate objective.

Step 2: Identify and Analyse risks

The aim of this step is to identify the risks to the (planned) activity that may affect the achievement of the objective(s), which can either be positive or negative.

Consultation is required from different levels of management and staff members, and sometimes customers and stakeholders, asking the following questions:

- What might prevent the achievement of the stated objectives?
- Has it gone wrong before?
- Who should own this risk?
- When should we start managing this risk?

It is widely recommended to identify risks through workshops and/or training sessions. However, there are many other methods which can be used such as questionnaires, a Strengths - Weaknesses - Opportunities - Threats analysis, brainstorming sessions, and more.

During the identification stage the following information needs to be gathered:

- The description of the risk, in terms of Cause → Risk → Effect;
- The nature of the risk – for example, political, financial, reputation, and more; and
- The name of the individual taking responsibility for the risk (i.e. the risk owner).

Step 3: Assess Risks (4x4)

Every risk should be assessed to help determine how much attention is given to the particular event. This is done by ranking the risks with a set of scores determined by their individual likelihood and impact rating.

The City of London Corporation uses a 4 point scale and the multiple of the likelihood and impact gives us the risk score, which is used to determine the risk profile. See Appendix 1 for details on how risks should be scored.

The risk score is placed on the Risk matrix (Figure 2) and is used to help prioritise and assist risk owners in the actions they need to take to manage the risk.

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	Likely (4)	4	8	16	32
	Possible (3)	3	6	12	24
	Unlikely (2)	2	4	8	16
	Rare (1)	1	2	4	8

Figure 2: COL risk matrix

Step 5 highlights how often risks should be reviewed and Chapter 4 highlights how the risk scores are used for reporting purposes.

Step 4: Address Risks

Without this step, risk management would be no more than a bureaucratic process. Addressing risk involves taking practical steps to manage and control it.

Not all risks need to be dealt with in the same way. The common risk response outlined below should help in considering the range of options available when responding to risks.

Importantly, when agreeing actions to control risk, consideration is required on whether the actions themselves introduce new risks

Threat responses

When managing threats, the controls that are put in place should help to effectively reduce the risk to a manageable level. There are four approaches that can be taken when deciding on how to manage threats:

- **Reduce:** A selective application of management actions, by applying internal control to reduce either the likelihood or the impact, or both, designed to contain risk to acceptable levels, e.g. mitigation action, contingency planning and more;
- **Transfer:** Shifting part of the responsibility or burden for the loss to another party, e.g. through outsourcing, insurance, etc;
- **Avoid:** An informed decision not to become involved in a risk situation. This can be challenging as the City of London Corporation may not be able to avoid risks associated with its statutory functions;
- **Accept:** An informed decision to accept the likelihood and impact of a particular risk. For example, the ability to do anything about a risk may be limited, or the cost of taking any action may be disproportionate to the potential benefit.

Ownership of Risks and Controls

Having identified and defined the risks, it is essential that someone "owns" them (i.e. the risk owner). This is not the same as being responsible for carrying out the tasks or actions for the risk (i.e. the control owner). This is a critical part of the step as without a named individual it is unlikely that the risk will be managed.

Risk Owner

It is important that the risk owner, where possible, be:

- A person who has the ability to influence the outcome of the event, one way or another;
- A person who can be accountable for the delivery in the area where the risk would have an effect;
- A person who can take charge and lead nominated control owners.

From a departmental viewpoint, the risk owner should be a member of the department's management team.

Control Owner

Control owners are responsible for carrying out the tasks or actions for the risk, as assigned by the risk owner.

It is important to note that:

- Control owners can be different from the Risk owner;
- Control owners can be from a different department to the Risk owner;
- A risk may contain many controls, therefore many control owners, however only on an exceptional basis would one control be assigned to multiple risks.

Control owners can be any officer within the organisation, but must have an adequate reporting line to the Risk owner.

Step 5: Monitor and Review

Once risks have been identified and appropriate controls and action plans put in place to manage them, it is essential to routinely monitor their status. Risks change, due to many factors, and it is essential that they are periodically reviewed to capture any new events which may affect the delivery of our objectives.

As a guide, risks should be reviewed in management meetings using the following criteria:

Risk Type	Standard Review	Programmes, projects and partnerships
Red Threats	1-3 months	Monthly
Amber Threats	3 months	Monthly
Green Threats	6 months	Quarterly

Note: At least annually, each risk register should be reviewed in its entirety.

Chapter 4: Reporting risks

Reporting framework

It is essential that risk management is used as a tool to assist good management and to provide assurances to relevant officers and Members that adequate measures have been taken to manage risk.

Escalation of risks ensures that managers have a clearer picture on risks or potential issues facing service areas. This helps in the overall decision making process by allowing senior staff to allocate resources or review areas of concern.

Page 16 illustrates the reviewing and reporting framework to support this escalation and assurance process.

Role of Audit and Risk Management Committee

As set out in its formal terms of reference, the Audit and Risk Management Committee is responsible for monitoring and overseeing the City Corporation's risk management strategy and needs to be satisfied that the assurance framework properly reflects the risk environment. It is through this Committee that the Court of Common Council discharges its responsibility for obtaining assurance that those risks faced by the Corporation are being appropriately managed.

Role of Other Committees and Departments

It is the role of each Service Committee and Department to maintain and act on its own risks, working closely with the Risk and Assurance Manager if need be. The criteria for escalating risks should be agreed by the relevant Service Committee and Chief Officer.

The Audit and Risk Management Committee will concentrate on monitoring the Corporate Risks faced by the City Corporation, and the measures taken to control the risk. The Audit and Risk Management Committee will also seek assurance regarding the effective operation of this framework at Committee level.

Review and Reporting Framework

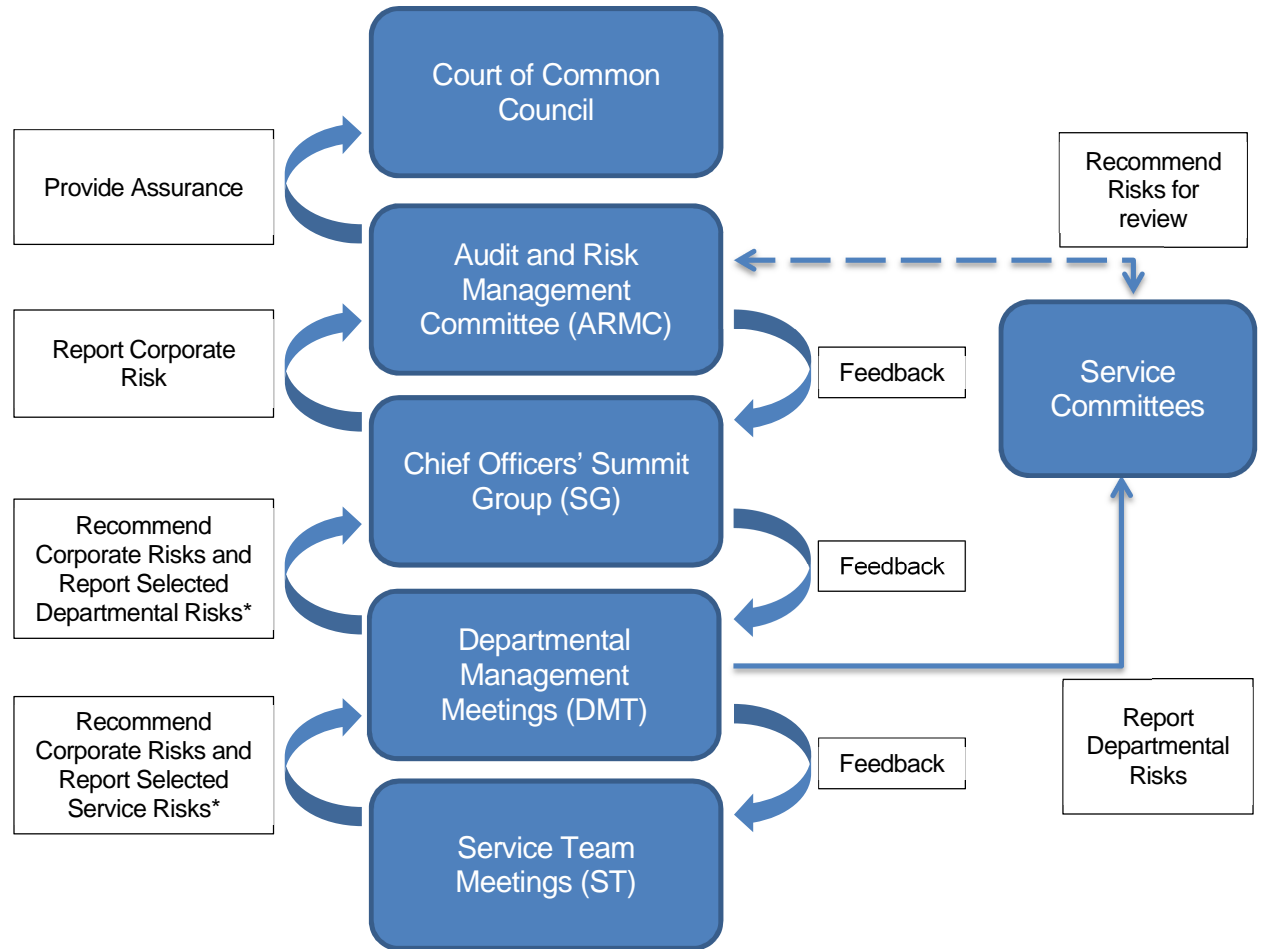
Risks will be escalated using a bottom up process depending on the risk score (i.e. Risk tolerance) and/or management recommendation.

Corporate Reviews will be undertaken either every two or three months.

Departmental Reviews should be adapted to suit the structure of each respective department, although as minimum should be done Quarterly.

Annual review of all risks should be undertaken as a minimum.

Reporting Criteria		
Corporate Reviews	ARMC	Oversee Corporate risks
	SG	Identify Corporate/Departmental risks and review all Departmental risks of score 24 or more.
Departmental Reviews	DMT's	Identify Corporate/Departmental risks and review all Service Teams risks of score 16 or more
	ST's	Identify Corporate/Departmental risks and review all Service risks of score 6 or more
	Team meetings /121's	Identify potential Corporate/Departmental risks and review all current risks



**exception basis*

Risk Registers

Key risk registers are listed below along with their escalation criteria (based on risk score).

Corporate Risk Register	The Corporate Risk Register is used to highlight and assure Members that key risks are being effectively managed. These risks are extracted from various areas of the Corporation's risk system as directed by the Members and approved by the Town Clerk and Chief Officers (See Glossary for definition of Corporate Risk).
Top Risk Register	This register flows out from the Departmental risk registers and is challenged and moderated quarterly by the Chief Officer's Summit Group (SG). Risks which are escalated here are those with a risk score of 24 or more.
Departmental risk register	This register flows out from the Service risk registers and is challenged and moderated quarterly by the Departmental Management Teams (DMT's). Risks which are escalated here are those with a risk score of 16 and above.
Service risk register	This register flows out from the Service area/Team risk registers and is challenged and moderated quarterly by the Service Team Meetings (ST's). Risks which are escalated here are those with risk score of 6 and above.
Programme and Project risk registers	Where it is considered appropriate, major partnerships, programmes and projects will produce and maintain their own risk registers. Risk to the programme/project should be recorded within Project Vision and managed through the corporate Project framework.

Challenging environment

There is a strong support framework in the City Corporation to challenge risks and to provide assistance to departments. Below lists some of the key groups which assist with this:

<p>Audit and Risk Management Committee</p>	<p>On a periodic cycle each Corporate risk and a nominated Departmental risk register is challenged by Members of the Audit and Risk Management Committee. These sessions allow Chief Officers to demonstrate how risks are being managed and allow Members to directly question any areas of interest.</p>
<p>Chief Officers' Summit Group</p>	<p>Each quarter the Chief Officers' Summit Group review all the top risks for the Corporation (of score 24 and above) and challenge and moderate as necessary. Corporate risks are escalated by the Departmental Management Teams and upon approval are escalated to the Audit and Risk Management Committee.</p>
<p>Departmental Risk Coordinators</p>	<p>The risk coordinators provide advice and guidance on the application of the Risk Management Strategy, working closely with the Risk and Assurance Manager. They are the first point of call for risk related matters for their department providing operational support.</p> <p>The Risk Coordinators meet as a group on a 6 monthly basis with representatives from the City of London Police, Internal Audit, Health and Safety, Contingency Planning, Corporate Performance & Business Development and Insurance.</p>

Chapter 5: Strategic Improvement

This strategy is based on strengthening and improving the City's approach to risk management, enhancing its ability to deliver its corporate aims and objectives successfully. It is recognised that to significantly improve the risk management capability and the maturity of the Corporation will be a journey requiring continuous review and improvement activity.

The Risk Management Strategy will be regularly reviewed. Further activities to enhance existing arrangements will be identified by reviewing emerging best practice and assessing their suitability for implementation in the context of the aims, objectives and organisational culture of the Corporation. Once assessed and agreed, further improvement activities will be implemented through the risk management improvement plan.

Below lists some of the key activities/projects which will assist in delivering the strategy.

Project / Task	Brief summary	Target date / Frequency
Introduce a Risk Management Information System	To procure an online risk register tool ensuring consistency, transparency and a clear audit trail for risks and controls.	Aug 2014
Improve skill set and raise awareness of risk management	Create a suite of tools to raise awareness and assist officers in the management of risks.	Jan 2015
Review new framework	Review the risk maturity of the organisation on a yearly cycle.	Annual review
Introduce Opportunity Risk Management	Subject to the organisations risk maturity level, introduce the opportunity risk methodology and look to report opportunity risks.	Review in 2015/16

Glossary

Consistent understanding and application of language provides a sound basis for embedding risk management. To promote this consistency, the following key terms are defined:

Term	Definition
Cause	<p>Definite events or sets of circumstances which exist in the department, programme/project, partnership or their environments, and which give rise to uncertainty.</p> <p>Causes themselves are not uncertain since they are facts or requirements.</p>
Control Evaluation	A measure to determine how effective the controls are.
Control Owner	The person that has accountability for a particular task to control an aspect of the risk, either the Cause or the Effect. The role is accountable to the Risk Owner.
Controls	Measures taken to control the impact or likelihood of risks to an acceptable level.
Corporate risk	<p>Strategic or Operational risks reported to the Audit and Risk Management Committee for assurance purposes.</p> <p>One or more of the following criteria must apply:</p> <ul style="list-style-type: none"> ▪ The risk relates directly to one or more of the Strategic Aims or Key Policy Priorities. ▪ A risk that has significant impact on multiple operations if realised. ▪ There are concerns over the adequacy of departmental arrangements for managing a specific risk. <p>Corporate risks can also be those requested by the Audit and Risk Management Committee specifically.</p>
Current / Net risk	The re-assessed level of risk taking in to account the existing controls.
Effect	<p>Unplanned variations from objectives, either positive or negative, which would arise as a result of risks occurring.</p> <p>Effects are contingent events, unplanned potential future variations which will not occur unless risks happen.</p>
Operational Risk	Risks arising from or relating to the execution of day-to-day operations and service delivery.

Term	Definition
Original / Gross risk	The assessed level of risk on the basis that no mitigating controls are in place.
Risk	The effect of uncertainty on objectives.
Risk Management	The systematic application of policies, procedures and practices to the tasks of identification, evaluation, and mitigation of issues that threaten the achievement of defined objectives.
Risk Owner	The person that is accountable for the overall management of the risk, including bidding for resources to control the risk.
Strategic risk	Risks arising from or relating to long term departmental objectives.
Target risk	The level at which the risk will be deemed as acceptable.

Appendix 1 - Risk scoring

Risk scoring is purely subjective. Perceptions of a risk will vary amongst individuals and hence it is better to score the risk collectively than leave it to one person's judgement.

Definitions

1. **Original/Gross score:** the level of risk perceived before any mitigating actions/controls have been put in place.
2. **Current/Net score:** the level of risk currently perceived by the user/management, taking in-to account any controls.
3. **Target score:** the preferable score for the risk to be in order for it to be manageable, thinking in term of what resources are available, and the ability of the Corporation to directly manage the risk once external factors are considered.

Risk scoring method

Risks are scored in terms of likelihood and impact

→ Risk should be scored by first determining how likely it is to occur (**Likelihood**)

→ It should then be rated according to the worst case scenario if it should arise (**Impact**).

Likelihood scoring guide

The criterion below is not exhaustive and intended to be used as a guide. **You will need to come to a management consensus when scoring risks.**

	Rare	Unlikely	Possible	Likely
	1	2	3	4
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10 ⁻⁵)	Less than one chance in ten thousand (<10 ⁻⁴)	Less than one chance in a thousand (<10 ⁻³)	Less than one chance in a hundred (<10 ⁻²)

Impact scoring guide

The criterion below is not exhaustive and intended to be used as a guide. **You will need to come to a management consensus when scoring risks.**

		Minor	Serious	Major	Extreme
		1	2	4	8
THREATS	Service Delivery / Performance	Minor impact on service, typically up to 1 Day	Service Disruption 2-5 Days	Service Disruption > 1 week to 4 weeks	Service Disruption > 4 weeks
	Financial	Financial loss up to 5% of Budget	Financial loss up to 10% of Budget	Financial loss up to 20% of Budget	Financial loss up to 35% of Budget
	Reputation	Isolated service user/stakeholder complaints contained within business unit/division	Adverse local media coverage/multiple service user/stakeholder complaints	Adverse national media coverage 1-3 days	National publicity more than 3 days. Possible resignation of leading Member or Chief Officer.
	Legal / Statutory	Litigation claim or fine less than £5,000	Litigation claim or fine between £5,000 and £50,000	Litigation claim or fine between £50,000 and £500,000	Multiple civil or criminal suits. Litigation claim or fine in excess of £500,000
	Safety / Health	Minor incident including injury to one or more individuals	Significant Injury or illness causing short term disability to one or more person	Major injury or illness/disease causing long term disability to one or more person.	Fatality or life threatening illness / disease (e.g. Mesothelioma) to one or more persons
	Objectives	Failure to achieve Team plan objectives	Failure to achieve one or more service plan objective	Failure to achieve a Strategic plan objective	Failure to achieve a major corporate objective

Risk Matrix

The following chart shows the area the risk will fall in to dependant on its score, with red being the most severe and green being the least. The scores within the chart are multiples of the likelihood and impact.

e.g. (Likelihood of) 4 x (Impact of) 4 = (Risk Score of) 16

Impact scores increase by a factor of 2, thus having greater weighting in comparison to the Likelihood scores.

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	X				
	Likely (4)	4	8	16	32
	Possible (3)	3	6	12	24
	Unlikely (2)	2	4	8	16
Rare (1)	1	2	4	8	

Figure 2: COL risk matrix

What the colours mean (as a guide):

- Red - Urgent action required to reduce rating
- Amber - Action required to maintain or reduce rating
- Green - Action required to maintain rating

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Committee:	Date:
Port Health and Environmental Services	18 Nov 2014
Subject:	Public
Revenue and Capital Budgets 2015/16	
Report of:	For Decision
The Chamberlain Director of the Built Environment Director of Markets and Consumer Protection Director of Open Spaces	
Summary	
<p>This report is the annual submission of the revenue and capital budgets overseen by your Committee. In particular it seeks approval to the provisional revenue budget for 2015/16, for subsequent submission to the Finance Committee. Details of the Committee’s draft capital budget are also provided. The budgets have been prepared within the resources allocated to each Director.</p> <p>Business priorities for the forthcoming year include:</p> <ul style="list-style-type: none"> • supporting the ongoing Service Based Reviews to deliver savings for 2015/16 and beyond; • reviewing recycling waste streams, increasing recycling rates and reducing waste disposal costs; • improving signage and publicity for public conveniences to deliver income targets; • maximising the efficiency and effectiveness of the street cleansing and waste collection services; • securing a new materials recovery facility to achieve compliance with new regulations; • partnership working with businesses to reduce littering; • managing changing demand for Port Health services as trade at London Gateway Port increases; • ensuring the income stream at the Heathrow Animal Reception Centre is not adversely affected by proposed changes to animal imports and checks; and • development of additional burial space in order to meet service delivery requirements and protect income in coming years. 	

Summary of Table 1	Latest Approved Budget 2014/15 £'000	Original Budget 2015/16 £'000	Movement £'000
Expenditure	20,894	20,521	(373)
Income	(11,938)	(11,671)	267
Support Services and Capital Charges	5,582	5,523	(59)
Total Net Expenditure	14,538	14,373	(165)

Overall, the 2015/16 provisional revenue budget totals £14.373m, a decrease of (£165,000) compared with the latest approved budget for 2014/15. The main reasons for this decrease are:-

- The removal of the effect of one-off items in the 2014/15 budget (reduction in expenditure (£765,000), reduction in income £344,000);
- The inclusion of Service Based Review savings proposals totalling (£570,000) for 2015/16, subject to the agreement of your Committee;
- Anticipated additional income from the Port Health service, (£106,000); offset by a reduction in income at the Heathrow Animal Reception Centre, £145,000;
- Provision for 2% pay award and for price uplift on main contracts, £285,000; and
- An increase of £525,000 in City Surveyor's repairs and maintenance costs largely as a result of changes in phasing of works.

Recommendation(s)

Members are asked to:

- Review the provisional 2015/16 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Review and approve the draft capital budget;
- Authorise the Chamberlain to revise these budgets to allow for further implications arising from potential budget developments including developments in the Port Health service relating to changing trade, changes to the Additional Works Programme and changes in respect of recharges.
- If specific Service Based Review proposals included within this report are rejected by the Committee, or other Committees request that further proposals are pursued, that the substitution of other suitable proposals for a corresponding amount is delegated to the Town Clerk in

consultation with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straightforward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).

Main Report

Background

1. This report sets out the proposed revenue and capital budgets for 2015/16. The revenue budget management arrangements are to:
 - Provide a clear distinction between local risk, central risk and recharge budgets.
 - Place responsibility for budgetary control on departmental Chief Officers.
 - Apply a cash limit policy to Chief Officers' budgets.
2. The proposed budget for 2015/16 has been analysed by the service expenditure and compared with the latest approved budget for the current year.
3. The report also compares the current year's budget with the forecast outturn.

Business Planning Priorities

Director of the Built Environment

4. The revised Waste Framework Directive regulations come into force on 1 January 2015 requiring all collectors of waste, including local authorities, to collect paper, plastic, metal and glass separately. Officers are currently reviewing our waste collection services to ensure compliance. Officers will also be seeking to drive up recycling rates towards our Waste Strategy target of 50% by 2020, simultaneously reducing disposal costs as incineration of waste is currently twice as costly as disposal through recycling.
5. Officers will conclude a review of the pan-London Hazardous Waste service. It will be necessary to establish how many of the 32 London boroughs wish to continue with the service, and complete the negotiations for the extension of the contract. The full cost of providing this service will continue to be recharged to participating local authorities.
6. Charging facilities have now been introduced at four public conveniences. Officers will be working to further publicise these facilities, promote them via a dedicated smartphone app and improve signage to maximise usage and income.

7. It will be necessary to review street cleansing operations and waste collection services to ensure effectiveness and efficiency is being fully delivered within the contract following the implementation of changes to achieve any agreed savings .
8. Officers will be seeking to secure a new Materials Recovery Facility to process our recyclable waste in order to deliver compliance with new regulations. As part of this process Officers will be examining waste streams to minimise contamination and exploring whether further materials can be added to those currently collected.
9. The recent successful anti-littering campaigns will be continued, including related enforcement campaigns. In particular, Officers will be working to secure further partnership agreements with businesses to clean around their buildings and encourage smoking cessation.

Director of Markets and Consumer Protection

10. Implementation of decisions taken as a result of the Service Based Reviews will be an important priority for the next two or three years, so that savings are made with minimal impact on service delivery and that they are handled sensitively as far as the staff, and any reductions in staff numbers, are concerned.
11. The Port Health service continues to react to developing trade at London Gateway Port, which is forecast to increase substantially over the next year, but which may lead to a loss of trade at other ports. Continuous review of the service is required to ensure that resources are adequate and effectively deployed.
12. The Department of Environment, Food and Rural Affairs has proposed some changes to how animals can be imported into the country, and the way in which checks should be carried out. Negotiations are currently underway to ensure that the income stream to the Animal Reception Centre is protected.

Director of Open Spaces

13. Planning consent for 'the Shoot' burial space project has been agreed and a project board is now working with City Procurement to develop a tender document to take the project forward to the delivery phase. Land forming work at the site is scheduled to commence in April 2015.

Proposed Revenue Budget for 2015/16

14. The proposed revenue budget for 2015/16 is shown in Table1 below analysed between:
 - Local Risk budgets – these are budgets deemed to be largely within the Chief Officer's control.

- Central Risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
 - Support Services and Capital Charges – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
15. The provisional 2015/16 budgets being presented to your Committee, and under the control of the Directors of the Built Environment, Markets and Consumer Protection, and Open Spaces, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include:
 - A 2% uplift for inflation;
 - Adjustments for the Service Based Review resource envelope agreed for 2015/16; and
 - The proper control of transfers of non-staffing to staffing budgets.
 16. The budget has been prepared within the resources allocated to each Director. This includes the Service Based Review (SBR) savings proposals for 2015/16 as set out in more detail in the separate reports on your agenda today, except for those savings for the Cemetery and Crematorium which are outlined in paragraph 17 below and will be brought to your Committee in more detail in January 2015 as part of a business planning report along with the cemetery fees and charges report.
 17. The Cemetery and Crematorium Service is tasked with achieving a SBR saving of (£213,000) by 2017/18 and has committed to achieving (£66,000) in 2015/16, with the balance spread across the two remaining years. This will be achieved by increases in fees and charges across cremation and burial services.
 18. If your Committee rejects any of the specific SBR proposals included within this report, or other Committees request that further proposals are pursued, it is proposed that the substitution of other suitable proposals for a corresponding amount should be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman of the relevant Committee. If the substituted saving is not considered to be straightforward in nature, then the Town Clerk shall also consult the Chairman and Deputy Chairmen of the Policy and Resources Committee prior to approving an alternative proposal(s).
 19. In particular, the Public Convenience Strategy report also on your agenda today proposes some changes to the SBR savings for public conveniences. The budgets set out in this report include the savings as originally put forward, and will need to be amended if you agree to the changes proposed today.
 20. Your Committee will also be aware that the Port Health service in particular continues to operate in a changing trade environment. The operator of

London Gateway Port have indicated that their trade could as much as treble over the next year, although this is likely to include trade transferring from other ports, and is not guaranteed. An increase in trade of this magnitude would require additional staffing resources. The service is under continuous review to ensure that it can react to such changes, and its budgets presented here therefore remain uncertain. As previously agreed by your Committee, the Products of Animal Origin Reserve will be used if required to cover any short-term increase in cost or shortfall in income.

TABLE 1**PORT HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE SUMMARY – ALL FUNDS**

Analysis of Service Expenditure	Local or Central Risk	Actual 2013/14 £'000	Latest Approved Budget 2014/15 £'000	Original Budget 2015/16 £'000	Movement 2014/15 to 2015/16 £'000	Variance Reference (Table 2)
EXPENDITURE						
Employees	L	10,451	10,615	10,562	(53)	1(a),2,6,11
Employees	C	35	8	8	0	
Premises Related Expenses (see note i)	L	1,119	1,063	1,052	(11)	11
City Surveyor – Premises Expenses	L	541	880	1,405	525	15
Transport Related Expenses	L	542	537	437	(100)	1(b)
Supplies & Services (see note ii)	L	2,097	2,215	1,662	(553)	1(c),3-5,8
Third Party Payments	L	5,393	5,512	5,329	(183)	6-9
Transfer to Reserve	L	5	0	0	0	
Contingencies	L	0	1	3	2	
Capital Charges	C	0	63	63	0	
Total Expenditure		19,607	20,894	20,521	(373)	
INCOME						
Government Grants	L	(272)	(185)	0	185	3, 5
Other Grants, Reimbursements and Contributions	L	(210)	(314)	(155)	159	3
Customer, Client Receipts	L	(11,435)	(11,422)	(11,446)	(24)	6, 9-11
Transfer from Reserves	L	0	(17)	(70)	(53)	7
Total Income		(11,917)	(11,938)	(11,671)	267	
TOTAL EXPENDITURE/ (INCOME) BEFORE SUPPORT SERVICES AND CAPITAL CHARGES		8,231	8,956	8,850	(106)	
SUPPORT SERVICES AND CAPITAL CHARGES						
Central Support Services & Capital Charges		4,753	4,517	4,492	(25)	Para 23
Recharges within Fund		566	624	594	(30)	
Recharges Across Funds		427	441	437	(4)	
Total Support Services and Capital Charges		5,746	5,582	5,523	(59)	
TOTAL NET EXPENDITURE/(INCOME)		14,012	14,538	14,373	(165)	

Notes – Examples of types of service expenditure:-

- (i) Premises Related Expenses – includes repairs and maintenance, energy costs, rates, water services, cleansing and domestic supplies
- (ii) Supplies and Services – includes equipment, furniture, materials, clothing, printing & stationery, professional fees, subscriptions.

21. In the tables, income and favourable variances are presented in brackets. A further analysis of the local and central revenue budgets by service is provided in Appendix 1.
22. Overall there is a decrease of (£165,000) between the 2014/15 latest approved budget and the 2015/16 original budget. The significant variances (generally those greater than £50,000) in the local and central budgets have been commented on in Table 2 below.

Reason for Variance	Movement 2014/15 to 2015/16		
	Expenditure £'000	Income £'000	Net Total £'000
The removal of the effect of one-off items included in the 2014/15 budget:			
1) Carry-forwards from 2013/14:			
a) Employees	(84)	0	(84)
b) Transport	(70)	0	(70)
c) Supplies & Services	(77)	0	(77)
2) One-off costs for extended opening hours trial at staffed public conveniences	(120)	0	(120)
3) Consultants' fees and associated costs for Air Quality projects, fully funded by grant and other contribution income.	(282)	282	0
4) One-off set-up costs for Port Health services in relation to the new London Gateway Port.	(70)	0	(70)
5) Purchase and installation of Big Belly Solar Compactor bins, fully funded by grant income.	(62)	62	0
6) Provision for pay award across all services and price uplifts in the main service contracts has been included in the 2015/16 budget (assumed at 2%).	285	0	285
7) A reduction in costs for provision of Automatic Public Conveniences (APCs) to meet required Service Based Review savings (see also paragraph 19).	(120)	0	(120)

TABLE 2 continued
SIGNIFICANT VARIANCES BETWEEN 2014/15 LATEST APPROVED BUDGET AND
2015/16 ORIGINAL BUDGET

Reason for Variance	Movement 2014/15 to 2015/16		
	Expenditure £'000	Income £'000	Net Total £'000
8) Cleansing services – proposed Service Based Review savings comprising: a) cessation of the chewing gum removal service (£74,000) b) additional Fixed Penalty Notice income (£20,000) c) other efficiencies (£224,000).	(318)	0	(318)
9) Waste Disposal – an increase in provision for recycling cost. The budget for this cost was reduced from £50,000 to £30,000 as part of the SBR savings included in item 9) above, but was identified as a high risk item. Changes in the market since that proposal was put forward have increased the forecast cost of recycling (gate and contamination fees) to £72,000.	52	0	52
10) Income at Heathrow Animal Reception Centre is currently exceptionally high and as a result the forecast for 2014/15 has been increased from (£2.5m) in the original budget to (£2.675m) in the latest approved budget. It is unlikely that this will be sustained, particularly in light of the proposed changes to animal imports and checks (paragraph 11) and to reflect this the original budget for 2015/16 has been set at a small increase over the 2014/15 original budget (but therefore lower than the 2014/15 latest approved budget).	0	145	145
11) Savings across Port Health & Public Protection services in accordance with Service Based Review proposals.	(66)	0	(66)
12) An anticipated increase in income from Port Health services. This is a cautious estimate, reflecting that whilst trade at London Gateway Port is forecast to increase significantly, some of that trade may transfer from other ports, and that any increase in trade above the level budgeted is also likely to require an increase in staffing levels at additional cost which would substantially offset any extra income.	0	(106)	(106)

TABLE 2 continued SIGNIFICANT VARIANCES BETWEEN 2014/15 LATEST APPROVED BUDGET AND 2015/16 ORIGINAL BUDGET			
Reason for Variance	Movement 2014/15 to 2015/16		
	Expenditure £'000	Income £'000	Net Total £'000
13) As agreed by your Committee in September 2012, start-up costs for London Gateway and the shortfall in Port Health income are to be met from the Products of Animal Origin Reserve if necessary. It is currently anticipated that (£17,000) will be required in 2014/15, and a further (£70,000) in 2015/16.	0	(53)	(53)
14) An anticipated increase in income generated at the Cemetery and Crematorium in accordance with planned price increases and Service Based Review proposals.	0	(105)	(105)
15) The increase in the budget for the City Surveyor's premises costs reflects changes in the composition and phasing of the repairs and maintenance programme. See also Table 3 overleaf.	525	0	525
Minor variations	44	42	86
Total Movement 2014/15 to 2015/16	(373)	267	(106)

23. A reduction of (£25,000) in central support services and capital recharges reflects the net impact of changes in the budgets of central departments and their apportionment between committees, as shown in Appendix 2.

24. Budgets have provisionally been included for the 2015/16 Additional Works Programme based on bids considered by the Corporate Asset Sub Committee in June 2014. However, a decision on funding of the programme is not due to be made by the Resource Allocation Sub Committee until December 2014. It may therefore be necessary to adjust budgets to reflect the Resource Allocation Sub Committee's decision.
25. The main reason for the increase in the Additional Works Programme is that the value of work identified in the City Surveyor's 20 year programme for 2015/16 has increased in comparison with the combined value of various programmes in 2014/15.

TABLE 3 – CITY SURVEYOR LOCAL RISK	Latest Approved Budget 2014/15 £'000	Original Budget 2015/16 £'000	Movement 2014/15 to 2015/16 £'000
Repairs and Maintenance			
Additional Works Programme			
Public Conveniences	28	57	29
Heathrow Animal Reception Centre	20	235	215
Street Cleansing	1	4	3
Cemetery and Crematorium	475	659	184
Meat Inspector's Office	12	0	(12)
Planned and Reactive Works			
Public Conveniences	30	46	16
Heathrow Animal Reception Centre	122	192	70
Port and Launches	28	42	14
Cemetery and Crematorium	116	122	6
Meat Inspector's Office	3	3	0
Total Repairs and Maintenance	835	1,360	525
Facilities Management	45	45	0
Total City Surveyor	880	1,405	525

26. Analysis of the movement in manpower and related staff costs are shown in Table 4 overleaf.

TABLE 4 MANPOWER STATEMENT	Latest Approved Budget 2014/15		Original Budget 2015/16	
	Manpower Full-time Equivalent	Estimated Cost £'000	Manpower Full-time Equivalent	Estimated Cost £'000
Public Conveniences	6.0	225	5.0	225
Public Conveniences - Agency Staff	-	591	-	471
Waste Collection	9.9	486	9.5	525
Street Cleansing	7.3	386	6.9	401
Waste Disposal	5.8	299	5.6	298
Transport Organisation	1.0	50	1.0	52
Cleansing Services Management	4.6	333	4.4	317
Built Environment Directorate	5.2	526	5.2	544
Coroner	1.0	21	1.0	27
City Environmental Health	26.1	1,487	25.7	1,487
Pest Control	4.0	137	3.5	122
Meat Inspector's Office	3.3	245	3.3	247
Animal Health Services	34.3	1,500	33.8	1,542
Trading Standards	3.8	257	3.4	253
Port & Launches	35.2	2,052	37.4	2,027
Cemetery and Crematorium	64.0	2,028	64.0	2,032
TOTAL PORT HEALTH AND ENVIRONMENTAL SERVICES	211.5	10,623	209.7	10,570

Potential Further Budget Developments

27. The provisional nature of the 2015/16 revenue budget recognises that further revisions may be required, including in relation to:
- Possible budget adjustments relating to Service Based Reviews;
 - The ongoing changes in the Port Health service in reaction to changes in trade;
 - Decisions on funding of the Additional Work Programme by the Resource Allocation Sub Committee; and
 - Central and department recharges.

Revenue Budget 2014/15

28. The forecast outturn for the current year is currently in line with the latest approved budget of £14.538m. However, the continued uncertainty in relation

to the income from London Gateway Port in particular, as set out in paragraph 20, also applies to 2014/15.

Draft Capital Budget

29. The latest estimated costs for the Committee’s draft capital and supplementary revenue project budgets are summarised in the Table below.

TABLE 5 – City Fund Draft Capital Budget						
Service Managed	Project	Exp. Pre 01/04/14 £'000	2014/15 £'000	2014/15 £'000	2015/16 £'000	Total £'000
Pre-implementation Cemetery	The Shoot Burial Space	25	9	0	0	34
TOTAL PORT HEALTH AND ENVIRONMENTAL SERVICES		25	9	0	0	34

30. Pre-implementation costs comprise option appraisal and design expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
31. The implementation phase of The Shoot burial space project is anticipated to commence in 2015/16, subject to approval.
32. The latest Capital and Supplementary Revenue Project budgets will be presented to the Court of Common Council for formal approval in March 2015.

Appendices

- Appendix 1 – Local and Central Risk Revenue Budget: Analysis By Service
- Appendix 2 – Support Service and Capital Charges from/to Port Health and Environmental Services Committee

Jenny Pitcairn

Chamberlain’s Department

T: 020 7332 1389

E: jenny.pitcairn@cityoflondon.gov.uk

Simon Owen

Chamberlain’s Department

T: 020 7332 1358

E: simon.owen@cityoflondon.gov.uk

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APPENDIX 1a

Analysis by Service: Local and Central Risk Budgets	Actual 2013/14	Latest Approved Budget 2014/15			Original Budget 2015/16			Movement 2014/15 to 2015/16	Variance Reference (Table 2)
	Net £'000	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	£'000	
DIRECTOR OF THE BUILT ENVIRONMENT									
Public Conveniences	913	1,370	(430)	940	1,127	(463)	664	(276)	1(c), 2, 7
Waste Collection	105	986	(882)	104	978	(837)	141	37	8
Street Cleansing	3,850	4,401	(488)	3,913	4,220	(412)	3,808	(105)	5-6, 8
Waste Disposal	576	1,359	(643)	716	1,393	(633)	760	44	8,9
Transport Organisation	142	291	(169)	122	303	(166)	137	15	
Cleansing Services Management	384	372	0	372	357	0	357	(15)	8
Built Environment Directorate	701	684	(12)	672	711	(12)	699	27	1(c)
TOTAL DIRECTOR OF THE BUILT ENVIRONMENT	6,671	9,463	(2,624)	6,839	9,089	(2,523)	6,566	(273)	
DIRECTOR OF OPEN SPACES									
Cemetery and Crematorium	(1,598)	2,750	(4,174)	(1,424)	2,665	(4,279)	(1,614)	(190)	1(b), 1(c), 14
TOTAL DIRECTOR OF OPEN SPACES	(1,598)	2,750	(4,174)	(1,424)	2,665	(4,279)	(1,614)	(190)	
CITY SURVEYOR									
All Services	541	880	0	880	1,405	0	1,405	525	15
TOTAL CITY SURVEYOR	541	880	0	880	1,405	0	1,405	525	

APPENDIX 1b

Analysis by Service	Actual 2013/14	Latest Approved Budget 2014/15			Original Budget 2015/16			Movement 2014/15 to 2015/16	Variance Reference (Table 2)
	Net £'000	Expenditure £'000	Income £'000	Net £'000	Expenditure £'000	Income £'000	Net £'000	£'000	
DIRECTOR OF MARKETS AND CONSUMER PROTECTION City Fund									
Coroner	51	60	0	60	65	0	65	5	
City Environmental Health	1,636	1,975	(381)	1,594	1,676	(96)	1,580	(14)	1(a),1(c),3,11
Pest Control	84	161	(93)	68	146	(93)	53	(15)	
Animal Health Services	(785)	2,123	(2,795)	(672)	2,125	(2,650)	(525)	147	1(a),1(c),10
Trading Standards	266	288	(19)	269	284	(19)	265	(4)	1(c)
Port & Launches	1,026	2,846	(1,832)	1,014	2,714	(1,938)	776	(238)	1(b,c),4,11-12
Total City Fund	2,278	7,453	(5,120)	2,333	7,010	(4,796)	2,214	(119)	
City's Cash									
Meat Inspector's Office	339	348	(3)	345	352	(3)	349	4	
Total City's Cash	339	348	(3)	345	352	(3)	349	4	
SUBTOTAL	2,617	7,801	(5,123)	2,678	7,362	(4,799)	2,563	(115)	
Transfer from POAO Reserve (City Fund)	0	0	(17)	(17)	0	(70)	(70)	(53)	13
TOTAL DIRECTOR OF MARKETS AND CONSUMER PROTECTION	2,617	7,801	(5,140)	2,661	7,362	(4,869)	2,493	(168)	
COMMITTEE TOTAL	8,231	20,894	(11,938)	8,956	20,521	(11,671)	8,850	(106)	

APPENDIX 2

Support Service and Capital Charges from/to Port Health and Environmental Services Committee	Actual 2013/14 £'000	Latest Approved Budget 2014/15 £'000	Original Budget 2015/16 £'000
Support Service and Capital Charges			
Admin Buildings	500	416	436
City Surveyor's Employee Recharge	130	155	155
Insurance	142	145	146
IS Recharges - Chamberlain	1,371	1,278	1,230
Capital Charges	1,272	1,299	1,307
Support Services -			
Chamberlain	805	685	704
Comptroller and City Solicitor	68	70	67
Town Clerk	290	291	280
City Surveyor	108	113	113
Other	67	65	54
Total Support Services and Capital Charges	4,753	4,517	4,492
Recharges Within Funds			
Corporate and Democratic Core – Finance Committee	(33)	(33)	(33)
Unfit Meat Disposal – Markets Committee	(58)	0	0
Directorate Recharge – Markets Committee	20	10	10
Walbrook Wharf Depot – Finance Committee	1,698	1,723	1,723
Charity Collection Licensing - Police Committee	(16)	(16)	(17)
Directorate Recharge – Planning and Transportation Committee	(1,045)	(1,060)	(1,089)
Recharges Across Funds			
Directorate Recharge – Markets Committee	308	321	311
Directorate Recharge – Open Spaces Committee	119	120	126
TOTAL SUPPORT SERVICE AND CAPITAL CHARGES	5,746	5,582	5,523

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Committee(s):	Date(s):
Health and Wellbeing Board (for decision) Port Health and Environmental Services (for information)	30 September 2014 18 November 2014
Subject: Joint Health and Wellbeing Strategy: Action Plan	Public
Report of: Director of Community and Children's Services	For Information
Summary	
<p>The Health and Wellbeing Board has developed an action plan to deliver the Joint Health and Wellbeing Strategy (JHWS) between now and 2016. Board members have revisited the priorities set out in the original JHWS, first agreed in 2013, and proposed an action plan to deliver them. Further views on the action plan have been sought via a public engagement event. This feedback has been taken into consideration and the final action plan is attached as an appendix to this report.</p>	
Recommendation(s)	
Members are asked to:	
<ul style="list-style-type: none"> • Note the report and approve the proposed JHWS action plan 	

Main Report

Background

1. In May 2014, the Health and Wellbeing Board approved a process for refreshing the Joint Health and Wellbeing Strategy (JHWS) and formulating an action plan.
2. At a Development Day in June 2014, the Health and Wellbeing Board revisited the JHWS priorities and identified potential actions for them.
3. These were placed into a draft framework and circulated to Health and Wellbeing Board members, to gain further comments and to prioritise actions.
4. Additionally, City of London Healthwatch organised a public engagement event on 10th September 2014, to ask local people to contribute their views on how the strategy should be implemented.

Current Position

5. Health and Wellbeing Board members' comments on the draft action plan were as follows:

- Members identified their “top priorities” for each area of activity. These have been incorporated into the action plan by re-ordering the actions. The prioritisation of action will provide focus for the Health and Wellbeing Board’s work plan.
 - Additional actions were also suggested, including the opportunity to link with other City campaigns when providing advice drop-in sessions/roadshows for residents and the need to feed health and wellbeing priorities into the Noise Strategy that is being redeveloped in 2014/15. These have been added to the action plan.
6. Around 30 people attended the local Healthwatch event, representing a good mixture of City residents and service providers. The facilitators outlined the role of the Health and Wellbeing Board and explained how the JHWS priorities were identified. Attendees were then asked to comment on the action plan and provide feedback on the actions they felt were the most important. Feedback focused on:
- The role of volunteering in the City to bring communities together, especially inter-generational activities
 - Measures to increase levels of physical activity and tackle obesity
 - Support for work on air quality and noise pollution, especially around traffic management in the City
 - Promotion of community activities to decrease social isolation
 - Need for effective early help for families and children
 - Need for greater mental health support
 - Engagement with City businesses central to meeting worker health needs and managing the impact of business on the local environment
 - Need for education/health promotion activities around smoking
 - Dementia as a key issue and the need for befriending services
 - Potential for better communication of support and services available
 - Need for effective data sharing between organisations
 - Doubts around use of technology-based solutions (e.g. smartphone apps), so other methods of accessing information must be provided
 - Support for ongoing improvements to green space
7. In general, attendees were happy with the majority of actions proposed. The following additional suggestions have been incorporated into the action plan:
- Continue to promote volunteering (with SPICE)
 - Ensure that information about local services and activities is readily available and proactively communicated (information and advice)
 - Continue work with Golden Lane Leisure Centre to encourage residents to make use of facilities

- Continue work with Open Spaces to incorporate health and wellbeing issues into future service delivery
8. Officers have reviewed and compiled comments from the Health and Wellbeing Board and the public engagement event into a revised strategic action plan. This action plan is included as Appendix 1, and covers two years to the end of the strategy period (April 2016).
 9. Progress reports will be submitted to the Health and Wellbeing Board every 6 months. These will pull together activity from across the different priority areas and enable the Board to monitor progress and identify further actions.

Proposals

10. It is proposed that the Health and Wellbeing Board approves the JHWS action plan.

Conclusion

11. Following feedback from the Health and Wellbeing Board and a public engagement event, the action plan for delivering the JHWS has been updated. This is included as Appendix 1.

Appendices

- Appendix 1 - Joint Health and Wellbeing Strategy: Action Plan 2014-16

Background Papers:

30th May 2014 – Joint Health and Wellbeing Strategy Update

18th July 2014 - Development Day Outcome: Joint Health and Wellbeing Strategy refresh

Sarah Thomas

Health and Wellbeing Executive Support Officer

T: 020 7332 3223

E: sarah.thomas@cityoflondon.gov.uk

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Joint Health & Wellbeing Strategy: Action Plan 2014-16

Priority	What have we done?	Action Plan	Timelines	Who else invests in this?	Assets	Lead Health and Wellbeing Board Members
Residents and rough sleepers						
More people in the City are socially connected and know where to go for help	<p>The City is a pilot area for the Social Prescribing project, with a specific focus on socially isolated individuals</p> <p>We have expanded the City advice service and will be retendering it in Autumn 2014. We will be expanding the role of the community engagement worker in the Portsoken area to build on the existing work and further engage elements of the community not currently engaging</p> <p>We are continuing to work with SPICE to encourage volunteering within the City</p>	<ol style="list-style-type: none"> 1. Work with frontline staff to raise awareness of social isolation 2. Map and promote local groups and activities 3. Research different patterns of isolation between different communities/estates in the City 4. Ensure small local groups have adequate funding/sustainability 5. CSV bid for Local Area Agreement funding to address this issue 6. Work more closely with local GPs – develop a LES (a payment-by-results contract with GPs for them to identify and refer isolated individuals) 7. Pop-up information centre in a vacant shop 8. Topic-based information and advice drop-in sessions/roadshows for residents 9. Continue to promote volunteering (with SPICE) 10. Ensure that information about local services and activities is readily available and proactively communicated (retendering information and advice service 2015-16) 	<ol style="list-style-type: none"> 1. short term 2. short term 3. medium term 4. short term 5. short term 6. medium term 7. medium term 8. medium term 9. ongoing 10. medium-long term 	<p>City & Hackney CCG</p> <p>Community & Children's Services</p>	<p>Older people's groups</p> <p>Community Engagement Worker</p> <p>Carers' service</p> <p>City Advice, Information and Advocacy Services</p> <p>GPs</p>	<p>City & Hackney CCG Lead</p> <p>Community & Children's Services Director</p>
More people in the City are physically active	<p>We have commissioned a local exercise on referral scheme and are expanding it to Tower Hamlets GPs</p> <p>We are working with the planning and transportation department to review City signage</p> <p>We are working with Open Spaces to ensure the new Open Spaces Strategy takes account of health and wellbeing issues</p>	<ol style="list-style-type: none"> 1. Investigate how to engage with diverse Portsoken populations, and older populations in the north of the City, to increase physical activity 2. Develop physical activity strand for a Healthy Schools programme 3. Work with planning and transport department to investigate further ways to increase/improve active transport options 4. Develop an app that ties in with the Clean-Air app that allows people to set targets for walking and physical activity 5. Continue work with Golden Lane Leisure Centre to encourage residents to make use of facilities 6. Continue work with Open Spaces to incorporate health 	<ol style="list-style-type: none"> 1. medium term 2. medium term 3. medium term 4. medium term 5. ongoing 6. ongoing 	<p>Planning and Transport</p> <p>Port Health and Public Protection</p> <p>Open Spaces</p> <p>Fusion Lifestyle</p>	<p>Golden Lane Leisure Centre</p> <p>Sports Development team</p> <p>Community Engagement Worker</p> <p>Transport Planning</p> <p>Police</p>	<p>Community & Children's Services Director</p> <p>Director of Public Health</p> <p>City & Hackney CCG Lead</p>

	<p>We have commissioned the community engagement worker to encourage women in the east of the City to be more physically active</p> <p>We are working with C&H CCG to develop a new T3 adult obesity service (for adults who are at risk of needing bariatric surgery), which will include a physical activity component and/or healthy weight maintenance</p>	and wellbeing issues into future service delivery				
City air is healthier to breathe	<p>New air quality strategy is being written</p> <p>Public awareness of this issue is much higher, and Corporation-wide support is growing</p> <p>Pan-London conference is being planned for late 2014</p>	<ol style="list-style-type: none"> 1. Working with additional partners (eg, taxis) to further raise awareness and support (take a proactive firm stance) 2. Contribute to refresh of air quality strategy 3. Investigate what can be done to improve traffic management in the City 4. Influence built environment design 5. Commission research on impact on vulnerable groups 6. Measure hits/ sign-up to apps 	<ol style="list-style-type: none"> 1. short term 2. immediate 3. short-medium term 4. ongoing 5. medium term 6. short term 	Port Health and Public Protection Built Environment GLA TfL	Environmental Health, City Air Strategy Police	Port Health & Public Protection Director
The City is a less noisy place	<p>We have submitted comments to the City's local plan consultation</p> <p>We have been working with licensing on the new Safety Thirst scheme, which includes consideration of noise from the night time economy</p>	<ol style="list-style-type: none"> 1. Measure numbers of complaints 2. Work with partners on noise mitigation, particularly from large vehicles and building works 3. Evaluate impact of late night levy 4. Evaluate impact of noise on health and wellbeing within the City 5. Refresh of City Noise Strategy and Action Plan 	<ol style="list-style-type: none"> 1. Immediate 2. medium term 3. Medium-long term 4. Medium-long term 5. Medium term 	Port Health and Public Protection City of London Police Safer City Partnership	Environmental Health City of London Police City Noise Strategy Antisocial behaviour protocols	Port Health & Public Protection Director
More people with mental health issues can find effective, joined up help	<p>We have encouraged the CCG to recognise this as a priority area for City residents</p> <p>We have commissioned a mental health needs assessment for residents in the City of London</p> <p>Our new dementia strategy seeks to create a "dementia friendly City" and will be encouraging City frontline staff</p>	<ol style="list-style-type: none"> 1. Promote social interaction amongst residents, especially on estates 2. "talk to your neighbour" campaign 3. Promote healthy workplace initiative 4. Train City of London staff as dementia friends 5. Promote assessment of mental health app 6. Link HWB app to social prescribing 7. Outreach Mental health nurse practitioner for rough sleepers 8. Outreach GP for rough sleepers 9. Measure interventions; 999 calls; prescriptions 	<ol style="list-style-type: none"> 1. medium term 2. medium term 3. immediate 4. short-medium term 5. medium term 6. medium term 7. medium term 8. medium-long term 9. medium-long term 	City & Hackney CCG Community & Children's Services East London Foundation Trust	GPs City Advice, Information and Advocacy Services Housing Service LB Hackney	Community & Children's Services Director City & Hackney CCG Lead

	to become dementia friends					
More people in the City have jobs: more children grow up with economic resources (reduce child poverty)	Child poverty needs assessment Housing team and Information and Advice Service are working with vulnerable families Targeted services in the most deprived areas of the City (Portsoken)	1. Greater provider-based identification of vulnerable families 2. Actions contained in needs assessment (to be agreed by HWB and CCS committee) 3. Service mapping activity to inform prevention and early intervention work	1. Medium term 2. Short-medium term 3. Short-medium term	Economic Development Community & Children's Services DWP/Job Centre Plus	Jobcentre Plus Apprenticeships Adult Learning Service City STEP Community Engagement Worker Portsoken Community Centre City Libraries Planning Department	Community & Children's Services Director
More people in the City are warm in the winter months	Fuel poverty is now amongst the lowest in London	Continue to monitor	annually	Community and Children's Services	Housing Service Community Groups City Libraries	Community & Children's Services Director
More rough sleepers can get health care, including primary care, when they need it	Supporting TB find and treat mobile X-ray screening (also tests for other BBVs) Increase in GP registrations New rough sleeper strategy	Outreach GP for rough sleepers	medium-long term	Community & Children's Services City & Hackney CCG	Homelessness Outreach Service Homeless Health Provision	Community & Children's Services Director City & Hackney CCG Lead
People in the City are screened for cancer at the national minimum rate	Responsibility for cancer screening has moved to NHS England	Transfer responsibility for monitoring to Health and Social Care Scrutiny Subcommittee	immediate	NHS England	GPs Community Groups Community Engagement Worker	NHS England Lead
Children in the City are fully vaccinated	Responsibility for childhood vaccinations has moved to NHS England	Transfer responsibility for monitoring to Health and Social Care Scrutiny Subcommittee	immediate	NHS England	GPs Community Engagement Worker	NHS England Lead

Priority	What have we done?	Action Plan	Timelines	Who else invests in this?	Assets	Lead Health and Wellbeing Board Members
City workers						
Fewer City workers live with stress, anxiety or depression	<p>We commissioned research into best practice for companies investing in workplace health programmes</p> <p>We ran the Business Healthy conference in March 2014, and have set up a network of interested businesses</p>	<ol style="list-style-type: none"> 1. Work with GLA to promote the Healthy Workplace Charter 2. Campaign to raise awareness amongst businesses and de-stigmatise mental health issues 3. Put into contracts as a condition: Expectation that contractors sign up to the Healthy Workplace Charter. 4. Work with partners such as CMHA, BITC 5. Work to establish services in faith buildings 6. Include worker health stipulations in local schemes (similar to Considerate Contractors) 7. Softer interventions: <ol style="list-style-type: none"> a. Built environment b. Open spaces c. Sports and leisure 	<ol style="list-style-type: none"> 1. immediate 2. medium term 3. medium-long term 4. immediate 5. medium term 6. medium-long term 7. medium-long term 	Community & Children's Services	City businesses, HSE standards, Livery Companies Environmental Health,	<p>Community & Children's Services Director</p> <p>Director of Public Health</p>
More City workers have healthy attitudes to alcohol and City drinking	<p>We are expanding our work with employers to encourage healthy attitudes.</p> <p>We are working with local pubs, bars and clubs to educate and support workers, through the Safety Thirst scheme</p>	<ol style="list-style-type: none"> 1. Set up a new service that takes a preventative approach to smoking, drinking and drug-taking, as agreed at last HWBB 2. Engage with licensing committee 3. Educate on impact on long term health 	<ol style="list-style-type: none"> 1. short term 2. short term 3. medium term 	<p>City of London Police</p> <p>Safer City Partnership</p>	<p>Substance Misuse Partnership</p> <p>City of London Police Safety Thirst</p> <p>London Ambulance Service</p> <p>DH alcohol strategy</p>	Community & Children's Services Director
More City workers quit or cut down smoking	<p>We have worked with the Cleansing team and Boots to set up the Fixed Penalty Notice scheme</p> <p>We are piloting novel approaches to smoking cessation e.g. e-cigarettes</p>	<ol style="list-style-type: none"> 1. Extending Smoke Free Open Spaces in the City 2. Highlight Internal (corporation) and external resources available to help quit 	<ol style="list-style-type: none"> 1. short term 2. short term 		<p>Pharmacists</p> <p>GPs</p> <p>Employers</p> <p>City Street Cleansing Team</p>	Community & Children's Services Director

Service area	What have we done?	Action Plan	Who else invests in this?	Assets	Lead Health and Wellbeing Board Members
Mandatory services					
Sexual health	Commissioned services through LB Hackney. Barts Health running a pilot walk-in sexual health service with Boots from Liverpool Street Station		LB Hackney	Barts GUM clinic Boots and other pharmacy	Director of Public Health
NHS Health Checks	We have commissioned TLC to conduct health checks with harder-to-reach communities GP and pharmacy health checks We will be recommissioning the delivery of health checks more holistically from 2015	More targeted activities in Portsoken	LB Hackney	Community centres and events Libraries GPs Community Groups Community Engagement Worker	Director of Public Health
National Child Measurement Programme	Commissioned school nursing services through LB Hackney		LB Hackney	Schools	Director of Public Health
PH advice to CCG	Worked with C&H CCG to agree PH inputs Supporting the Mental Health Programme Board Ad hoc advice, information and intelligence provided to CCG in conjunction with LB Hackney Supporting the CCG with public engagement events	To be agreed with C&H CCG Possibility of working more closely with TH CCG and other neighbouring areas	LB Hackney		Director of Public Health
Health protection planning	Supporting TB outreach, screening and TB DOT Set up local health protection forum Multiagency work with Public Health England, NHS England , LAS and LFB Contributed to excess deaths; pandemic flu; mass evacuation; and mass shelter frameworks for London Contributed to review of heatwave arrangements for London	Reviewing multiagency response pandemic flu plan for the City – will include review of excess deaths arrangements Emergency planning with City businesses	Town Clerk's Department (Contingency Planning Team) Port Health and Public Protection Team Public Health Team Public Health England, NHS England , LAS and LFB		Director of Public Health

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Committee(s):	Date(s):
Port Health and Environmental Services	18 November 2014
Health and Wellbeing Board	28 November 2014
Subject:	Public
Draft City of London Air Quality Strategy 2015 - 2020	
Report of:	For Decision (PHES)
Director of Markets and Consumer Protection	For information (HWB)
Summary	
<p>The City of London Corporation published an Air Quality Strategy in 2011. The Strategy, approved by the Port Health and Environmental Services Committee in March 2011, expires in 2015.</p> <p>A draft air quality strategy for 2015 through to 2020 has been produced and is appended to this report. It contains 59 actions grouped into 10 key policy areas for improving air quality and reducing the impact of air pollution on public health.</p> <p>The strategy fulfils the City of London’s statutory obligation to assist the Government and Mayor of London to meet European Limit Values for nitrogen dioxide and fine particles (PM₁₀). It also reflects the high priority placed on reducing the impact of air pollution on the health of residents and workers as detailed in the City and Hackney Joint Strategic Needs Assessment.</p> <p style="text-align: center;">Recommendations</p> <p>I recommend that your Committee approves the attached draft air quality strategy (Appendix 1) for consultation until 31 January 2105, subject to any comments received at your meeting.</p>	

Main Report

Background

1. At high levels, air pollution can have both short-term and long-term effects on health. It is responsible for the premature death of over 4,000 Londoners each year and is associated with cardiovascular and cardiopulmonary disease, lung cancer and respiratory disease. Children and the elderly are the most vulnerable.

2. Air quality targets are defined in European legislation as Limit Values. The UK Government has a duty to ensure that air quality in the UK meets the Limit Values.
3. The Limit Values have been adopted into domestic legislation by the UK government as air quality objectives. The City of London has a statutory duty to work towards the objectives. The Mayor of London has a legal obligation to ensure that the air quality objectives are met across London.
4. Despite a wide range of action taken to improve air quality, the objectives, and consequently Limit Values, for nitrogen dioxide continue to be breached across London. The European Commission (EC) has commenced legal proceedings against the UK for failing to comply with the nitrogen dioxide Limit Values by the prescribed date and failing to submit a credible plan outlining how the Limit Values will be met. Compliance with the annual average Limit Value for nitrogen dioxide in London, particularly central London, is proving to be very challenging. This is principally due to exhaust fumes from diesel vehicles.
5. It has been suggested by DEFRA that, following the Localism Act 2013, fines for failing to comply with the European Limit Value could be passed on to local authorities, who have not fulfilled their obligation to work towards air quality objectives. It is important, therefore, that the City has robust policies in place.
6. Since April 2013, the City Corporation has had responsibilities for improving public health. This was introduced by Health and Social Care Act 2012. Public Health England (PHE) has conducted a Health Impact Assessment of the effects of fine particles (PM_{2.5}) on public health. They ranked air pollution as the 5th out of 12 causes of mortality risk across London.
7. Air pollution is a concern for City residents. During a public consultation event held by the City Corporation to identify issues which would form the priorities in the Joint Health and Wellbeing Strategy (JHWS), air quality was ranked as the third highest public health concern for City residents. As a consequence, the City of London JHWS has identified improving air quality as a key priority to improve the health and wellbeing of City residents and workers.

Key Policies and Proposals

8. The draft air quality strategy outlines air quality policy at the City from 2015 through to 2020. It builds upon actions contained within the 2011 air quality strategy. It fulfils the City Corporation's statutory responsibilities

in relation to Local Air Quality Management. The draft strategy also outlines proposals for reducing the health impact of air pollution on residents and workers.

9. There are 59 actions contained within the strategy that are divided into the following ten key policy areas:
 - Air quality monitoring
 - Political influence and commitment
 - Working with the Mayor of London
 - Working with other external organisations
 - Reducing emissions from transport
 - Reducing emissions from new developments
 - Leading by example
 - Recognising and rewarding good practice
 - Raising awareness
 - Air quality and public health
10. It is recognised that the City Corporation cannot take action in isolation to improve air quality to an acceptable level in the Square Mile. Many measures contained within the strategy, therefore, are about influencing action by other organisations, both locally and across London.

Proposals

11. I propose that, subject to comments received at your meeting, the attached draft air quality strategy is published for consultation until 31 January 2015. A further report will be presented to your April 2015 meeting to approve the new strategy.

Financial Implications

12. Project work contained within the strategy will be funded using the following sources: the Mayor's Air Quality Fund (MAQF), Department of Environment Food and Rural Affairs Air Quality Grant, Local Implementation Plan funding and Section 106. The City Corporation is in receipt of £280,000 over 3 years (2013 – 2016) for air quality improvement

work in the Square Mile and a further £100,000 over 3 years to work with Bart's Health NHS Trust.

Corporate and Strategic Implications

13. The work on air quality sits within key policy priority 3 of the Corporate Plan: 'Engaging with London and national government on key issues of concern to our communities....' Working with the Mayor of London on air quality is specifically mentioned as an example.

Consultees

14. The strategy will undergo full consultation until the 31 January 2015 and consultation comments will be incorporated into the final strategy where appropriate.

Conclusion

15. The City Corporation has produced an updated air quality strategy designed to reduce the impact of poor air quality on the health of City residents, workers and visitors. The strategy fulfils the City's statutory obligations to assist the Government in meeting air quality Limit Values for nitrogen dioxide and fine particles and responsibilities for improving public health. Subject to comments received at your meeting, the draft air quality strategy will be published for public consultation until 31 January 2015.

Background Papers:

The City of London Air Quality Strategy 2011 - 2015.

Appendix:

The City of London Draft Air Quality Strategy 2015 - 2020.

Contact:

Ruth Calderwood

0207 332 1162

ruth.calderwood@cityoflondon.gov.uk

City of London

Draft Air Quality Strategy

2015 – 2020



November 2014

For further information contact:

Ruth Calderwood, Environmental Policy Officer
Dept of Markets and Consumer Protection
City of London Corporation
PO Box 270
Guildhall
London, EC2P 2EJ

Tel: 020 7332 1162

cityair@cityoflondon.gov.uk

www.cityoflondon.gov.uk

This report will be available on the City of London web site <http://www.cityoflondon.gov.uk/air>

Foreword

The quality of air that we breathe in the Square Mile is at a level that is considered to be harmful to health. This is despite a wide range of actions in recent years to reduce levels of pollution. It is estimated that across London 4,000 people each year have their lives cut short by being exposed to London's air. Air quality targets, particularly for the pollutant nitrogen dioxide, are not being met.

This draft air quality strategy outlines steps that we will take at the City of London Corporation between 2015 and 2020 to improve air quality in the Square Mile. We welcome your comments on the contents before 31 January 2015. It builds on actions contained within the City of London Air Quality Strategy 2011.

This document details how we will continue to fulfil our obligations for air quality management and how we will monitor the effectiveness of policies and measures that are introduced to reduce levels pollution. It also outlines how we will take steps to reduce the impact of air pollution on public health until concentrations are at a level that are not considered to be harmful.

Being at the heart of London we do suffer from some of the worst air quality in the country, which is why much of this document outlines how we will work with neighbouring authorities and the Greater London Authority to make our air healthier to breathe. This strategy also details how we will reduce emissions from transport, ensure that new developments are clean and how we will continue to reduce emissions from our own activities.

Many residents and businesses share our concerns about air pollution. They are taking steps themselves to help to both improve air quality, and reduce their own exposure to pollution, through our Citizen Science and CityAir business engagement programmes.

We have a proud history of taking action to improve air quality at the City of London. In 1954 we were the first local authority to introduce a smokeless zone and in 1971 the first to obtain powers to stop the burning of sulphurous fuel. Improving air quality remains a very important issue for us and I hope that we can work together to achieve better air quality for residents, workers and visitors in the Square Mile.

Wendy Mead CC

Chairman of Port Health and Environmental Services Committee

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1. Introduction

In March 2011, the City of London Corporation (City Corporation) published its Air Quality Strategy¹ outlining action that would be taken to improve local air quality until 2015. This Strategy supplements the 2011 Strategy, detailing further measures that will be taken by the City Corporation from 2015 up to 2020.

The 2011 Air Quality Strategy focused on measures to reduce levels of air pollution and help the UK government and Mayor of London meet air quality Limit Values, which is a statutory requirement. However, since 2011, the City Corporation has taken on new responsibilities for public health and has placed air quality at the heart of improving the health and wellbeing of residents and workers. So in addition to measures to improve local air quality, this strategy also focuses on increasing public awareness and helping people to reduce their exposure to air pollution, thereby improving public health. It also provides an overview of some of the measures that have already been, and will continue to be implemented to improve air quality and raise public awareness in the Square Mile.

The aims of this Strategy are:

- To build upon actions already taken and continue to reduce the impact of poor air quality on the health of City residents, workers and visitors, particularly those most vulnerable
- To ensure that the City of London's key policies reflect the aims of improving air quality and reducing exposure to air pollution in the Square Mile
- To fulfil statutory obligations for Local Air Quality Management and public health, and assist the UK Government and Mayor of London in meeting air quality Limit Values by 2020
- To encourage and implement cost effective measures to reduce emissions of air pollutants in the Square Mile
- To build public awareness and understanding of air quality through the provision of accurate and timely information
- To recognise, reward and disseminate good practice
- To work in partnership with other organisations, to take a lead and help to shape national and regional air quality policy

¹ City of London Air Quality Strategy 2011 – 2015 available at www.cityoflondon.gov.uk/air

- To support air quality research and development

DRAFT

1.1 List of policies and actions

Key policies and actions that the City Corporation intends to progress are detailed below. Further information on each policy is included in the body of the document.

Policy 1: Air Quality Monitoring

The City Corporation will monitor air pollutants to assess compliance with air quality objectives, to evaluate the effectiveness of policies and to provide alerts when pollution levels are high.

Actions:

1. An annual report of air quality data will be published and placed on the City Corporation web site.
2. Current data from air quality monitors will be made available to the public on the London Air Quality Network web site.
3. The data will be used to generate pollution alerts and messages via the CityAir Smart Phone App and the CityAir App web site.
4. The City Corporation will install a background PM_{2.5} monitor during 2015 to further assist in assessing the impact of fine particles on public health.
5. The monitoring requirements of the City will be reviewed annually.

Policy 2: Political Influence and Commitment

The City Corporation will seek opportunities to influence air quality policy across London to secure lower levels of air pollution in the Square Mile.

Actions:

6. The City Corporation will explore further options for joint action with politicians in neighbouring authorities.
7. The City Corporation will continue to place air quality as an important political priority and support local and London-wide action through its Supporting London Group, Port Health and Environmental Service Committee and Health and Wellbeing Board.
8. The City Corporation will consider options for using local legislation to help improve local air quality.
9. The City Corporation will make resources available through S106 and LIP funding to improve local air quality.

Policy 3: Working with the Mayor of London

The City Corporation will work with the Mayor of London on air quality policy and action in order to improve air quality in both the Square Mile and across London.

Actions:

10. The City Corporation will continue to liaise with Greater London Authority and Transport for London over additional action to reduce emissions from buses and taxis.
11. The City Corporation will consider options for supporting the adoption of zero emission capable taxis across London.
12. The City Corporation will apply for further funding from the Mayor's Air Quality Fund as the opportunity arises.
13. The City Corporation will work with the GLA to ensure the proposed Ultra Low Emission Zone criteria are appropriate and cost effective.
14. The City Corporation will define local air quality focus areas, to complement the GLA air quality focus areas, and develop specific plans to improve air quality and reduce exposure in these areas.
15. Once the implications on air quality of the Mayor of London's key proposals are known, for example the ULEZ, the City Corporation will model air quality to 2020 to establish what additional action is required to meet the air quality Limit Values across the Square Mile.
16. The City Corporation will work with the Greater London Authority on a review of Local Air Quality Management (the local government air quality regulatory framework) for London.
17. The City Corporation will aim to become a Mayor of London designated Clean Air Borough as soon as possible.

Policy 4: Working with other external organisations

The City Corporation will work with a range of external organisations to encourage action to reduce emissions across the Square Mile and raise awareness of air quality and its potential impact on health.

Actions:

18. The City Corporation will continue to engage with businesses in the Square Mile under the CityAir programme. This will commence with businesses in the Barbican area with the support of local residents involved in the Citizen Science air quality monitoring programme.

19. The City Corporation will work with businesses in the Cheapside Business area to raise the profile of air quality and obtain support for action to reduce emissions associated with their activities.

20. The City Corporation will work with major City businesses to consider options for phasing out standby generators that run solely on diesel.

21. The City Corporation will work with Change London on their AirSensa project as a way of raising public awareness.

22. The City Corporation will continue to provide the Chair for the London Air Quality Steering Group and work with neighbouring boroughs as part of the Central London Air Quality Cluster Group.

23. The City Corporation will look for opportunities to support research into solutions for improving air quality and reducing exposure.

24. The City Corporation will further develop work with Bart's Health NHS Trust to:

a. train clinical staff to advise vulnerable patients how to reduce their exposure to high levels of air pollution

b. reduce emissions associated with the Trust fleet

c. install greening designed to improve air quality and raise awareness at Bart's hospital sites

Policy 5: Reducing emissions from transport

The City Corporation will vigorously seek opportunities for significantly reducing emissions associated with road traffic in the Square Mile.

Actions:

25. The City Corporation will continue to support measures to encourage safe cycling in the Square Mile.

26. The City Corporation will continue to enforce its policy of no unnecessary vehicle engine idling in the Square Mile and erect street signs in areas of concern.

27. The City Corporation will encourage and implement measures that will lead to reduction in emissions from taxis, where practical. This will include support for the introduction of zero emission capable taxis in central London.

28. The City Corporation will look for opportunities to significantly reduce the impact of freight distribution on air quality across central London and specifically work with businesses and the construction and demolition industry to identify opportunities for a reduction in vehicle movements, freight consolidation, zero-emission and low emission last mile deliveries.

29. The City Corporation will ensure that proposed changes to road schemes will be assessed for impact on local air quality.

30. The City Corporation will assess the impact of the projected increased office space and associated traffic on future air quality in the Square Mile.

31. Option for significantly reducing impact on pedestrians of air pollution in Beech Street will be considered in the Barbican Area Strategy Review.

Policy 6: Reducing emissions from new developments

The City Corporation will ensure that new developments have a minimal impact on local air quality both during the development phase and when occupied.

Actions:

32. Through the City of London Local Plan, developments that will result in deterioration of the City's nitrogen dioxide or PM₁₀ levels will be resisted.
33. The City Corporation will require an air quality assessment for developments adjacent to sensitive premises such as residential properties, schools and St. Bartholomew's Hospital.
34. The City Corporation will discourage the use of biomass and biofuels as a form of energy in new developments.
35. All gas boilers in commercial developments will be required to have a NO_x rating of <40mgNO_x/kWh.
36. NO_x emissions from Combined Heat and Power (CHP) plant will be required to meet the emission limits in the GLA document 'Biomass and CHP emission standards' March 2013.
37. All new developments with > 1000m² floor space or >10 residential units will need to demonstrate that they are air quality neutral in line with the requirements of the London Plan. If the development is not air quality neutral, off-setting will be required. Guidance will be produced outlining suitable options for offsetting in the Square Mile.
38. The City Corporation will ensure that all boilers, generators and CHP plant are installed to ensure minimal impact on local air quality.
39. The City of London will develop a policy on the use of standby generators for generating energy other than when electricity supplies are interrupted.
40. The City will work with the construction and demolition industry to identify further opportunities of reducing emissions associated with building development.
41. The City will update its best practice guide on minimising emissions from construction and demolition annually in order to reflect best practice. All companies employed in demolition, construction and street works that work in the Square Mile will be required to adhere to it.

Policy 7: Leading by example

The City Corporation will assess the impact of its activities on local levels of air pollution in the Square Mile and take steps to minimise it wherever possible.

Actions:

42. The City Corporation will continue to look for opportunities for reducing emissions from its buildings, fleet and contractor's fleet.

43. The City Corporation will ensure that major contracts include standards to reduce impact on air quality.

44. A pro forma air quality questionnaire will be developed for use in major policy reviews.

45. The City Corporation will move away from using diesel in its own fleet wherever practical.

Policy 8: Recognising and rewarding good practice

The City will promote, reward and disseminate best practice for tackling poor air quality through its award schemes.

Actions:

46. The City Corporation will continue to run an annual Sustainable City Award for air quality.

47. The City Corporation will continue with its annual Considerate Contractor's Environment Award to encourage best practice and innovation in the industry.

Policy 9: Raising awareness

The City Corporation will take action to raise awareness amongst City residents and workers about air pollution and provide information on how to reduce exposure on days of high levels of pollution.

Actions:

48. The City Corporation will continue to work with schools to provide information on how to reduce the impact of air pollution on children's health.

49. The City Corporation will apply for funding for further greening at Sir John Cass primary school.

50. The City Corporation will continue to work with residents in the Square Mile to raise awareness of air quality.

51. The City Corporation will develop a general communications strategy to inform people of action they can take to reduce exposure to air pollution.

52. The City Corporation will continue to support City businesses at events to raise profile of air quality and provide information for reducing exposure.

53. The City Corporation will continue to promote and develop the CityAir Smart Phone App with and CityAirApp.com web site.

Policy 10: Air quality and public health

Improving air quality and reducing public exposure will remain a key public health priority for the City Corporation until concentrations are at a level not considered to be harmful to health.

Actions:

54. The City of London will install a PM_{2.5} monitor at Sir John Cass School during 2015 and assess the data for its impact on health.

55. The City Corporation will identify exposure hotspots with high footfall and high concentrations.

56. The City of London will ensure that measures implemented to reduce emissions of NO₂ and PM₁₀ will also lead to reduction in emissions of PM_{2.5}.

57. The City of London will continue to explore ways to reduce exposure of the population to air pollution.

58. The City will look at ways to extend the message about poor air quality on days of high pollution.

59. As City Corporation Area Strategies are reviewed they will be assessed for public exposure to air pollution and measures taken to reduce exposure where practical.

2. Background

Despite the implementation of a wide range of action by the City Corporation, and the Greater London Authority (GLA), to improve air quality, the health based targets for nitrogen dioxide are not being met in the Square Mile. The target for fine particles (PM₁₀) is generally met in the City, except along Upper and Lower Thames Street. This road carries a lot of though traffic and is a street canyon so pollution can get trapped at street level and is not rapidly dispersed. Section 3 of this document presents data from air quality monitoring stations in the Square Mile from 1999 to 2013 and demonstrates how the data compares to the health based targets.

2.1 Legal position

The European Union sets what it calls 'Limit Values' for a range of pollutants that are considered to be harmful to health and the environment. The European Commission can take action against any Member State if the air quality does not meet the Limit Values throughout its territory by a specified date. The UK government is responsible for meeting the European Union Limit Values across the UK, with the Mayor of London being responsible for meeting them in London. The City Corporation has a statutory obligation to support this through local action.

The annual average Limit Value for nitrogen dioxide is not being met across London. It is also not being met in a number of other large Cities across the UK. As a result, in February 2014, the European Commission launched legal proceedings against the UK for its failure to meet this Limit Value, and submit a credible plan outlining how the Limit Value would be met by the extended date of 1 January 2015². There is also an hourly-average Limit Value for nitrogen dioxide. This hourly average value is not being met in central London adjacent to busy roadsides, including some roads in the City of London.

2.2 Source of pollution

The quality of the air in the Square Mile is affected by a number of factors. Being at the heart of London, it is heavily influenced by emissions generated across Greater London and further afield. Up to 80% of the particulate pollution measured away from busy roads has come from outside of the City. This highlights the importance of London-wide action to support the local action being taken by the City Corporation. Under certain weather conditions small particles can be brought to London from the

² http://europa.eu/rapid/press-release_IP-14-154_en.htm

European continent, and even from as far afield as Africa. This occurred in April 2014 during what was referred to as the 'Saharan dust' pollution episode, when very high levels of tiny particles affected the whole of London and the south-east.

Looking at sources generated within the City itself, the main contributor to local air pollution is road traffic. Diesel vehicles, and in particular taxis, buses and vans contribute the largest proportion. Offices make up over 70% of all buildings in the Square Mile and many of the vehicles in the City are servicing business needs. Pollution from heating buildings and from demolition and construction sites also impacts on local air quality. Further detail on sources of air pollution can be found in the 2011 Air Quality Strategy.

2.3 Health impacts of air pollution

Exposure to air pollution has a range of impacts on health. Short term exposure mainly affects people who are already classed as 'vulnerable'. It can exacerbate asthma, affect lung function and lead to an increase in hospital admissions for people with respiratory and cardio-vascular conditions. Long-term exposure on the other hand affects the whole population, particularly the long-term exposure to fine particles, PM₁₀ and PM_{2.5}.

Exposure to PM_{2.5} is considered to be a significant cause of disease in London. Public Health England (PHE) published a report in 2014 'Estimating Local Mortality Burdens Associated with Particulate Air Pollution'. The report states that:

'current levels of particulate air pollution have a significant impact on health. Measures to reduce levels of particulate air pollution, or reduce exposure of the population to such pollution, are regarded as an important public health initiative.'

In addition to the above, the World Health Organisation has classified diesel exhaust specifically as a Group 1 carcinogen.

There has been a great deal of research into the health impacts of air pollution. The City Corporation published a report in 2014 summarising the most recent research papers on the health impacts of different pollutants. The report is available on the City Corporation web site ³.

Since April 2013, the City Corporation, like other local authorities across the UK, has had a responsibility for improving public health. This was introduced by Health and Social Care Act 2012. The City Corporation has recognised that reducing the impact of poor air quality on the health of residents, workers and visitors is important and as

³ www.cityoflondon.gov.uk/air

a consequence has placed this as a high priority in its public health work plan. Section 5 of this strategy details how the City Corporation is taking this forward.

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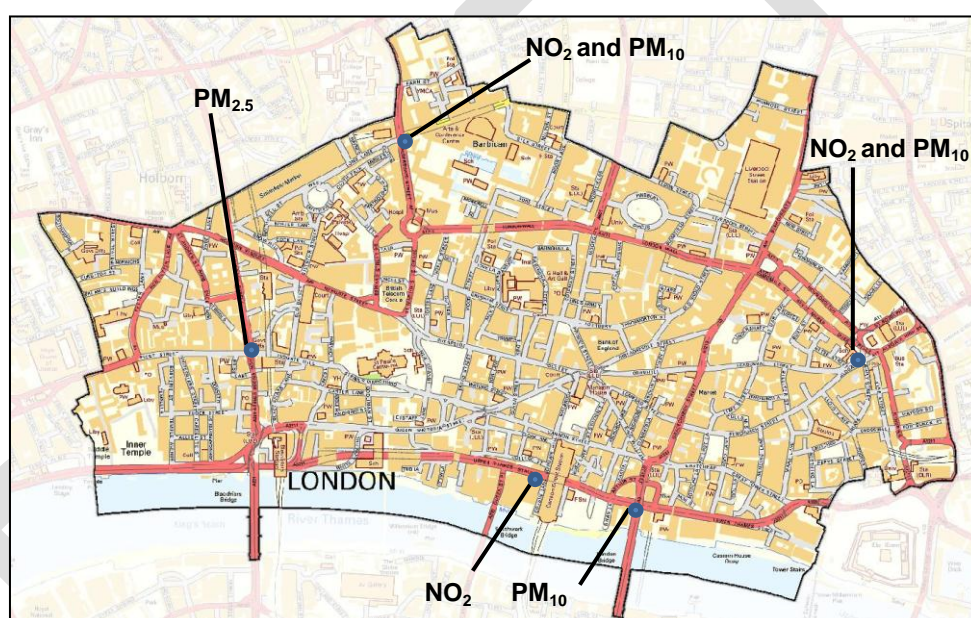
3. What is the air quality like in the City?

The City Corporation has been monitoring air quality for a number of years at a range of roadside and background locations across the Square Mile. The focus is on nitrogen dioxide, PM₁₀ and PM_{2.5} as these are the pollutants of concern.

Monitoring is an important part of air quality management and fulfils the following roles:

- To check compliance against air quality objectives and Limit Values
- To assess long term trends and the effectiveness of policies to improve air quality and public health
- To provide alerts to the public when pollution levels are high.

Figure 3.1 shows the location of monitoring stations and pollutants monitored.



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Figure 3.1 Location of continuous monitoring stations

3.1 Nitrogen dioxide

3.1.1 Monitoring data

Data from City monitoring stations reveals that background concentrations of nitrogen dioxide (Senator House and Sir John Cass School) have reduced very slightly since the 2011 strategy was published. However, roadside concentrations (Upper Thames Street and Beech Street) have remained high. This is likely to be due to the failure of vehicle Euro Standards to meet the required reduction in

emissions of oxides of nitrogen (NO_x) in diesel vehicles. There has also been an increase in the use of diesel in the overall fleet partly due to national policy to encourage lower carbon fuels. The annual variation in concentrations is also influenced by the weather.

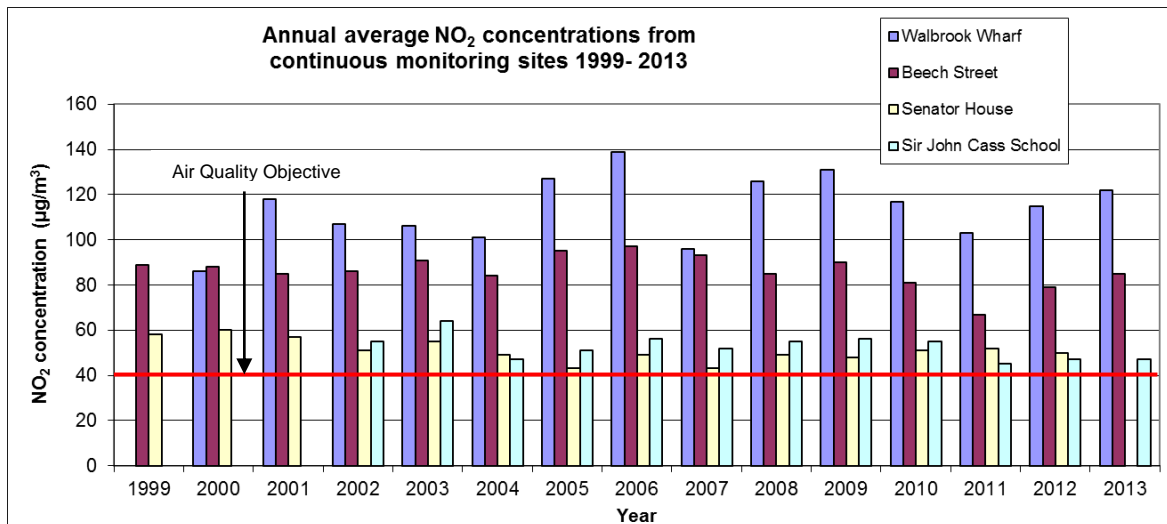


Figure 3.2 Annual Average Nitrogen Dioxide 1999 to 2013

3.1.2 Modelled concentrations

Air quality monitoring only provides data for specific locations so the data is supplemented by computer modelling. Modelling is also used to predict what air quality may be like in the future.

Figure 3.3 shows modelled concentrations across the City for 2015 using data from the 2008 London Atmospheric Emissions Inventory. This is administered by the GLA. The Limit Value for annual average nitrogen dioxide is 40µg/m³ and the computer model predicts that this will not be met anywhere. Concentrations adjacent to busy roads and junctions can be three times that experienced in the City away from roads.



Figure 3.3 Modelled concentrations of annual average nitrogen dioxide in 2015

3.2 Small particles (PM₁₀)

3.2.1 Monitoring data

Annual average concentrations of PM₁₀ tend to meet the 40 $\mu\text{g}/\text{m}^3$ objective everywhere. However the City Corporation monitor along Upper Thames Street recorded a breach in 2013 due to a number of ‘pollution incidents’ which were caused by air from outside the Capital being imported in and containing high levels of particulate matter. In 2013 there were eight ‘pollution incidents’ of high PM₁₀ totalling 31 days. These had an impact on both the 24-hour average objective and the annual average, as can be seen in figures 3.4 and 3.5.

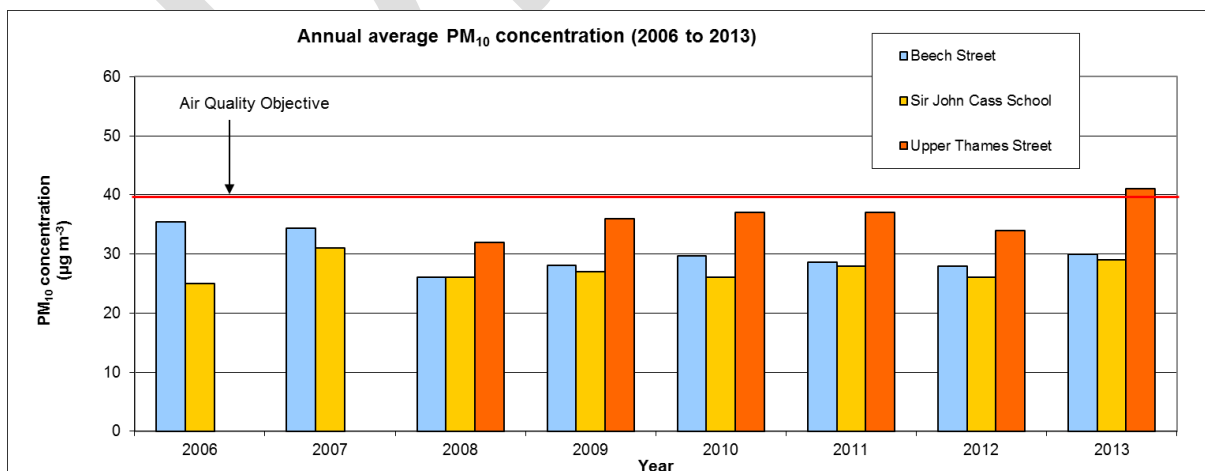


Figure 3.4 Annual Average PM₁₀ Concentrations 2006 to 2013

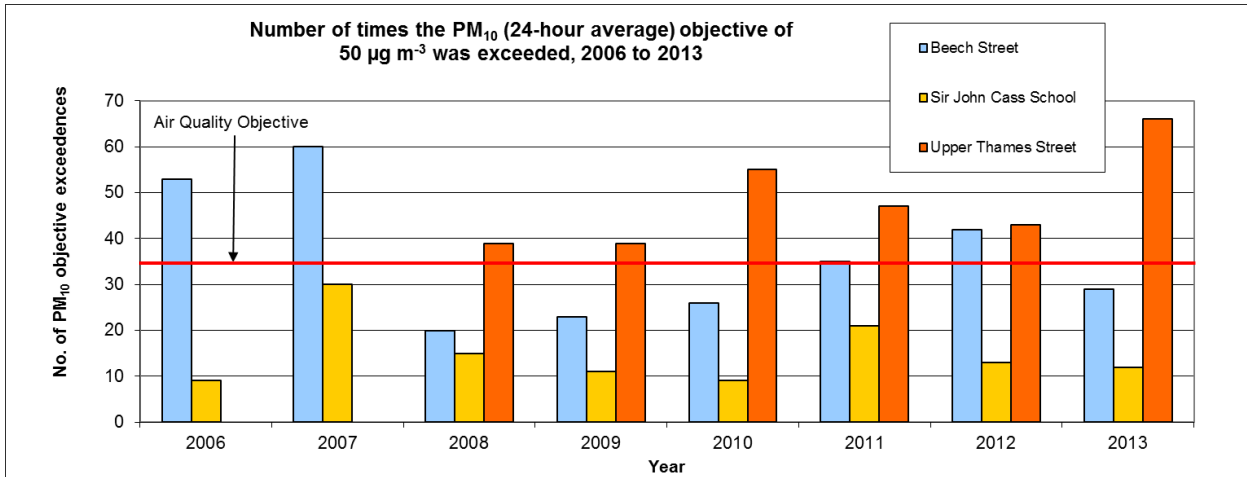


Figure 3.5 Number of days the 24 hour limit was breached 2006 to 2013

3.2.1 Modelled concentrations

There is less variation in modelled concentrations of small particles across the City as there are a number of different sources that contribute to the problem, not just road traffic.

Figure 3.6 shows the modelled number of days that the PM₁₀ daily average level is likely to be exceeded in 2015. The limit is set at 35 days and the map reveals that this could be breached in just a small area along Victoria Embankment.

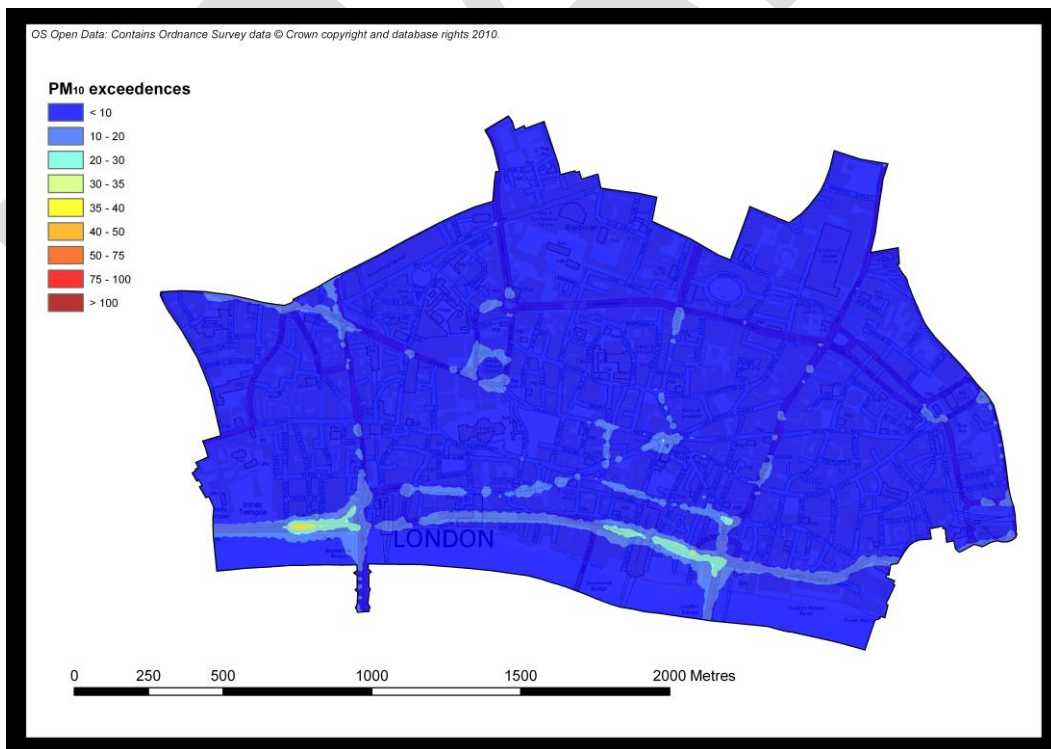


Figure 3.6 Modelled concentrations of daily average PM₁₀ exceedences, 2015

3.3 Fine particles PM_{2.5}

3.3.1 Monitored data

PM_{2.5} is measured in Farringdon Street. Table 1 shows the annual mean PM_{2.5} in this area for 2011 - 2013.

Annual Mean Concentration of PM _{2.5} (µg/m ³)		
2011	2012	2013
29	30	27

Table 1 Annual Average PM_{2.5}

3.3.2 Modelled concentrations

Modelled concentrations of annual average PM_{2.5} reveal that levels across the City in 2015 should be below the annual average Limit Value of 23µg/m³ with the possible exception of the City's busiest road Victoria Embankment / Upper and Lower Thames Street. However, the monitored data suggests that concentrations may be higher than the computer modelling data so the City Corporation will be installing an additional PM_{2.5} analyser during 2015 to check concentrations in an alternative location in the City.

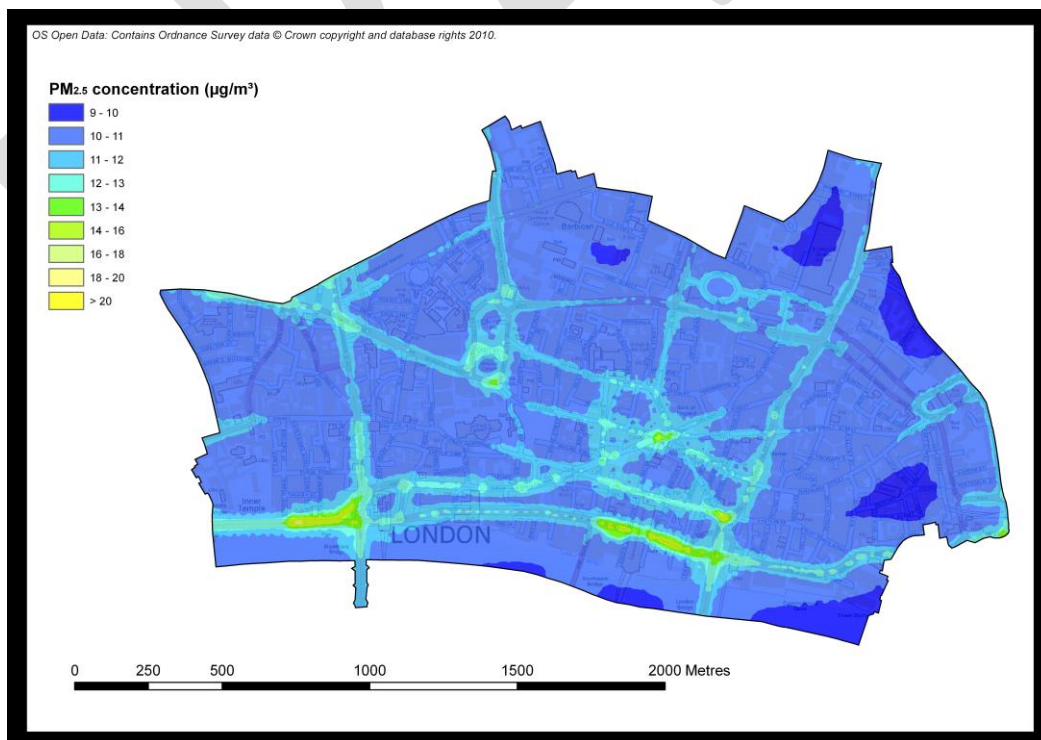


Figure 3.7 Modelled concentrations of annual average PM_{2.5}, 2015

Policy 1: Air Quality Monitoring

The City Corporation will monitor air pollutants to assess compliance with air quality objectives, to evaluate the effectiveness of policies and to provide alerts when pollution levels are high.

Actions:

1. An annual report of air quality data will be published and placed on the City Corporation web site.
2. Current data from air quality monitors will be made available to the public on the London Air Quality Network web site.
3. The data will be used to generate pollution alerts and messages via the CityAir Smart Phone App and CityAirApp.com web site.
4. The City Corporation will install a background PM_{2.5} monitor during 2015 to further assist in assessing the impact of fine particles on public health.
5. The monitoring requirements of the City will be reviewed annually.

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4. What is being done to improve air quality in the Square Mile?

The City Corporation has been taking a wide range of action to both improve local air quality and to help people to reduce their exposure to pollution. This section highlights some of the action that has been, and continues to be taken, as well as outlining further measures that will be implemented up to 2020.

4.1 Political influence and commitment

Improving local air quality is an important political priority and is contained in the City's Corporate Plan as a Key Policy priority KPP3: Engaging with London and national government on key issues of concern to our communities (which includes air quality).

This aim is being managed at a strategic level at three forums :

Supporting London Group:

This Senior and Chief Officer committee, chaired by the Town Clerk, has received presentations and reports concerning the need for the City Corporation to lead on improving air quality in the Capital. It has endorsed reports containing actions that have subsequently been approved by elected Members and receives regular updates on progress.

Port Health and Environmental Services Committee

This Committee, which comprises elected representatives from all wards in the City, oversees the work of the Port Health and Public Protection Service. This includes the Environmental Health function, and consequently air quality. The Committee approved the original Air Quality Strategy in 2011, and its Members, particularly the Chairman and Deputy Chairman, have a keen interest in the issue.

Health and Wellbeing Board

Public Health responsibilities were returned to local authorities in April 2013 and this led to the creation of Health and Wellbeing Boards (HWB). The Board recognises that air quality in the City is important to residents and workers, so has included this as its third most important priority in the Action Plan approved in September 2014.

In addition to the above, the City Corporation has been taking action to try and influence air quality policy across London.

- In March 2012 the City Corporation hosted a breakfast meeting for City of London, London Borough of Camden and City of Westminster officers and politicians to advance closer working between the authorities and develop an improved dialogue with the Greater London Authority and Transport for London.

- In June 2012, the Leaders of the City Corporation, Westminster City Council and London Borough of Camden sent a joint letter to the Mayor of London to ask him to take additional action to reduce emissions from buses and taxis.
- In April 2013, the then Chairman of Port Health and Environmental Services wrote to the Mayor of London to confirm the City Corporation's commitment to taking action to improve air quality by signing up to the Mayor of London 'Cleaner Air Borough' criteria.
- In June 2014 the City of London Remembrancer's Department submitted a written response to the House of Commons Environmental Audit Committee inquiry into air quality.
- In July 2014, the Lord Mayor hosted an air quality reception at Mansion House with the Mayor of London and London Councils. The event highlighted the need for coordinated action from all levels of government to improve air quality across London.

The current Mayor of London, Boris Johnson, the previous Lord Mayor, Alderman Fiona Woolf and the current Chairman of London Councils Transport and Environment Committee Julian Bell at the Air Quality Reception at Mansion House



- In November 2014, the City Corporation will host an air quality breakfast seminar for London borough politicians to determine whether there is common ground between London boroughs and the City Corporation on some areas of air quality policy.

Policy 2: Political Influence and Commitment

The City Corporation will seek opportunities to influence air quality policy across London to secure lower levels of air pollution in the Square Mile.

Actions:

6. The City Corporation will explore further options for joint action with politicians in neighbouring authorities.

7. The City Corporation will continue to place air quality as an important political priority and support local and London-wide action through its Supporting London Group, Port Health and Environmental Service Committee and Health and Wellbeing Board.

8. The City Corporation will consider options for using local legislation to help improve local air quality.

9. The City Corporation will make resources available through S106 and LIP funding to improve local air quality.

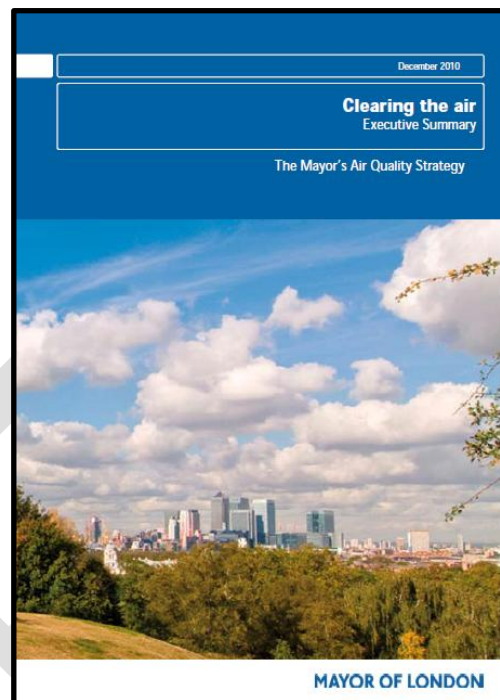
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4.2 Working with the Mayor of London

4.2.1 Mayors Air Quality Strategy

As part of his legal obligation to meet air quality Limit Values across London, the Mayor of London published an Air Quality Strategy in 2010 'Clearing the Air' and has taken a wide range of action to reduce levels of air pollution across the Capital.

A great deal of action has been focussed on road traffic such as the London-wide Low Emission Zone, a 15 year age limit for black taxi cabs, a 10 year age limit for Private Hire Vehicles and the roll out of a cleaner bus fleet. Non-traffic measures include the requirement for new developments to be 'air quality neutral' as detailed in the London Plan, emission standards for boiler systems and construction plant and the retrofit of London homes to improve energy efficiency.



4.2.2 Transport Emissions Roadmap

The Mayor published a Transport Emissions Roadmap in September 2014⁴. The document outlines all the measures being taken by the Mayor to reduce emissions from transport across London. It also lists the following ten areas that will be considered to help London achieve compliance with the EU Limit Values for nitrogen dioxide by 2020 and 2025. The document highlights that the measures will need to be developed to understand their feasibility, impact and funding requirements:

1. Ultra Low Emission Zone (ULEZ)
2. The future of the (London) Low Emission Zone
3. Making traffic management and regulation smarter
4. Helping Londoners tackle air pollution
5. Driving the uptake of low emission vehicles
6. Cleaner electricity for London's transport
7. Transforming London's fleet
8. Delivering a zero emission taxi and Private Hire Vehicle fleet
9. Transforming London's public and commercial fleets
10. Low emission neighbourhoods

⁴ www.tfl.gov.uk/cdn/static/cms/documents/transport-emissions-roadmap.pdf

At the time of writing this draft document there have been no formal announcements about any of the above. However, it is anticipated that details will soon be available on the proposed an Ultra-Low Emission Zone for central London, the requirement for zero emission capable taxis from 2018 and further measures to reduce emissions from the London bus fleet, including an all-electric bus for London.

4.2.3 Air Quality Focus Areas

The Mayor of London has identified 187 'Air Quality Focus Areas' across London. These are areas where the Greater London Authority and Transport for London will focus action to improve air quality. In the Square Mile the TfL Air Quality Focus areas are on TfL roads: Farringdon Road to New Bridge Street at Blackfriars and from Monument, Gracechurch Street and Bishopsgate to Houndsditch.

The criteria used by TfL to determine air quality focus areas are available on the Greater London Authority web site⁵.

4.2.4 Mayors Air Quality Fund

In February 2013 the Mayor of London announced a new Mayor's Air Quality Fund (MAQF). The fund has provided match-funding for London local authorities and partners for innovative schemes and projects designed to improve air quality. £6 million of funding was made available from 2013/14 to 2015/16, with the expectation this will continue to £20 million over 10 years.

The City Corporation was awarded £280,000, over 3 years, from the Mayor's Air Quality Fund for air quality improvement work in the City, and a further £100,000 over the three years as part of a joint project with Bart's Health NHS Trust and the London Boroughs of Newham, Tower Hamlets and Waltham Forest. London local authorities are required to work towards achieving a set of criteria in order to be eligible for funding from the MAQF. This criteria will lead to London Boroughs being designated a 'Clean Air Borough' by the GLA.

4.2.5 Local Air Quality Management Review

The framework for measuring air quality, and working towards air quality objectives in local government is known as Local Air Quality Management. The process is under review nationally and the review of the London scheme is being led by the Greater London Authority. The City of London is part of the review board.

⁵ <https://www.london.gov.uk/sites/default/files/Cleaner%20Air%20for%20London%20-%20AQ%20Focus%20Area%20methodology.pdf>

Policy 3: Working with the Mayor of London

The City Corporation will work with the Mayor of London on air quality policy and action in order to improve air quality in both the Square Mile and across London.

Actions:

10. The City Corporation will continue to liaise with Greater London Authority and Transport for London over additional action to reduce emissions from buses and taxis.

11. The City Corporation will consider options for supporting the adoption of zero emission capable taxis across London.

12. The City Corporation will apply for further funding from the Mayor's Air Quality Fund as the opportunity arises.

13. The City Corporation will work with the GLA to ensure the proposed Ultra Low Emission Zone criteria are appropriate and cost effective.

14. The City Corporation will define local air quality focus areas, to complement the GLA air quality focus areas, and develop specific plans to improve air quality and reduce exposure in these areas.

15. Once the implications on air quality of the Mayor of London's key proposals are known, for example the ULEZ, the City Corporation will model air quality to 2020 to establish what additional action is required to meet the air quality Limit Values across the Square Mile.

16. The City Corporation will work with the Greater London Authority on a review of Local Air Quality Management (the local government air quality regulatory framework) for London.

17. The City Corporation will aim to become a Mayor of London designated Clean Air Borough as soon as possible.

4.3 Working with other external organisations

In addition to working closely with the GLA, the City Corporation also works with a range of other organisations on actions and policy development to improve air quality.

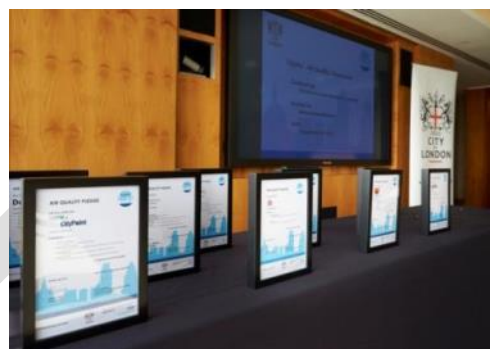
4.3.1 Business engagement

The City Corporation has been engaging with the City business community to get their help for improving air quality and raising staff awareness through the CityAir programme.

Over 50 premises have been engaged to date, which represents over 40,000 employees. Best practice guidance has been produced with City businesses and is available on the City Corporation web site.

The CityAir programme has been extended across central London and further businesses are engaged in the Square Mile as the opportunity arises.

In March 2014, 18 City businesses received certificates outlining their commitment to taking action to help to improve local air quality as business air quality champions.



4.3.2 Bart's Health NHS Trust

The City Corporation has been leading an air quality engagement project with Bart's Health NHS Trust to improve local air quality, reduce emissions associated with Bart's activity and raise awareness amongst vulnerable people. To date, over 1000 people at Bart's hospitals have been engaged and given advice on how to reduce their exposure to poor air quality. Work with the hospital trust is on-going. The next phase of the work is to train clinical staff to give out appropriate advice to vulnerable patients.



4.3.3 London Air Quality Steering Group

The London Air Quality Steering group was established to direct and influence strategic air quality policy across London. Members include London Boroughs, the Environment Agency, Greater London Authority, Transport for London and London Councils. The City Corporation provides the Chair for this group.

The City Corporation also works with seven neighbouring authorities as part of the Central London Air Quality Cluster Group.

4.3.4 London Universities

The City Corporation has worked with the Environment Research Group at King's College London on a range of projects such as real world vehicle emission testing and the development of the CityAir Smart Phone App. Kings College London is also one of the partners for the Sustainable City Award for air quality.

The City Corporation has worked with Imperial College London on research into the potential impact of a 20mph speed limit on air quality and is currently working with University College London on a Citizen Science air quality monitoring programme for residents.

4.3.5 Change London

The City Corporation is on the advisory board of Change London for their air quality monitoring project <http://www.airsensa.org/> which aims to create a UK-wide network of urban air quality monitors, starting in Greater London, to monitor and visualise air at an individual street level. The City Corporation provides advice on monitoring and engagement from a local government perspective.

Policy 4: Working with other external organisations

The City Corporation will work with a range of external organisations to encourage action to reduce emissions across the Square Mile and raise awareness of air quality and its potential impact on health.

Actions:

18. The City Corporation will continue to engage with businesses in the Square Mile under the CityAir programme. This will commence with businesses in the Barbican area with the support of local residents involved in the Citizen Science air quality monitoring programme.

19. The City Corporation will work with businesses in the Cheapside Business area to raise the profile of air quality and obtain support for action to reduce emissions associated with their activities.

20. The City Corporation will work with major City businesses to consider options for phasing out standby generators that run solely on diesel.

21. The City Corporation will work with Change London on their AirSensa project as a way of raising public awareness.

22. The City Corporation will continue to provide the Chair for the London Air Quality Steering Group and work with neighbouring boroughs as part of the Central London Air Quality Cluster Group.

23. The City Corporation will look for opportunities to support research into solutions for improving air quality and reducing exposure.

24. The City Corporation will further develop work with Bart's Health NHS Trust to:

- a. train clinical staff to advise vulnerable patients how to reduce their exposure to high levels of air pollution
- b. reduce emissions associated with the Trust fleet
- c. install greening designed to improve air quality and raise awareness at Bart's hospital sites

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4.4 Reducing emissions from transport

The 2011 Air Quality Strategy details that over 75% of local emissions of PM₁₀, and 67% of local emissions of NO_x, comes from road vehicles. There are high levels of pedestrian flow in the City with many business journeys made on foot, and journeys to the City using other forms of transport completed on foot.

Approximately 350,000 people commute to the Square Mile during the working week, nearly 90% of these by public transport, with only 6% by private car. Car ownership among City residents (38%) is the lowest of any local authority area in the United Kingdom. There has been a significant increase in cycling as a mode of travel in central London, including the City. The City Corporation is implementing appropriate changes to road layouts and public realm enhancement schemes to create safe and efficient cycling routes and greater space for pedestrians.



The road network is used intensively; particularly during the working week as vehicles support the needs of City businesses. The Square Mile is located with the Congestion Charge Zone and over 290,000 vehicles enter the zone every day. There are now 23,000 licensed taxis in Greater London with the majority of activity concentrated in central London. The City is served by 54 bus routes.

The busiest roads in the Square Mile are managed and controlled by Transport for London (TfL) which is one of the GLA group of organisations accountable to the Mayor of London. These are:

- Mansell Street / Goodmans Yard / Minories
- Victoria Embankment / Blackfriars Underpass/ Upper Thames Street/ Lower Thames Street/ Byward Street/ Tower Hill
- Farringdon street/ Ludgate Circus/ New Bridge Street/ Blackfriars Bridge

The mix of vehicles in the City is quite different to most other London Boroughs with taxis and goods vehicles dominant. Due to the amount of development in the Square Mile there are also a lot of construction vehicles. Nearly all of these vehicles are diesel.

City Corporation transport policy is outlined in the Local Implementation Plan, which was published in December 2011. It contains eight key transport objectives. Two are relevant to improving air quality:

LIP 2011.1: To reduce the pollution of air, water and soils and excessive noise and vibration caused by transport in the City.

LIP 2011.4: To reduce the adverse effects of transport in the City on health, particularly health impacts related to poor air quality and excessive noise and the contribution that travel choices can make to sedentary lifestyles.

4.4.1 20mph

In July 2014, a 20mph speed limit was introduced across the Square Mile. Figure 4.1 shows the extent of the 20mph area.

Air quality improvement was an important consideration in the decision. A 20mph speed restriction should help to improve traffic flow and reduce stop / start conditions. This in turn should reduce the amount of particulate pollution associated with traffic. Imperial College London conducted a study into the potential impact on local air quality of a 20mph speed restriction. A copy of this report is available on the City of London web site www.cityoflondon.gov.uk/air

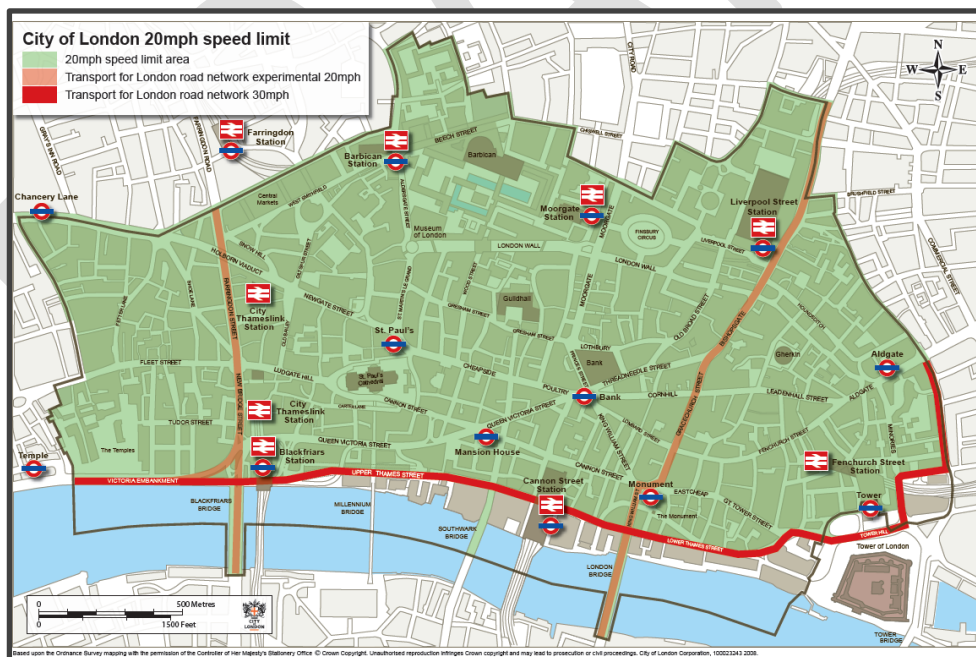


Figure 4.1: 20mph speed limit in the City of London

4.4.2 Cyclists

An estimated 10,000 people commute to the City by bike on a regular basis. The City Corporation supports cycling and the aim is to for at least 10% of people who commute to the City to travel by. Cycling is encouraged by the provision of:

- Free public cycle parking in all off-street public car parks.
- Free public cycle parking at on-street cycle parking racks throughout the City.
- Regular free cycle training and maintenance training

4.4.3 Pedestrians

Most people move around the City by foot. In the working week there is a great deal of demand for space for pedestrians. The 350,000 people that commute into the City today is expected to increase to 428,000 by 2026. This is due to the introduction of more office space and also Crossrail, which is anticipated to bring more people into the Square Mile. The City Corporation is introducing a number of schemes designed to improve conditions for pedestrians.

The City has developed 16 Area Enhancement Strategies which are designed to improve the streets and public spaces in the Square Mile. The Area Enhancement Strategies for Cheapside, the Barbican, the Riverside Walk and Fleet Street are currently being updated.

In addition to this, greater provision for pedestrians is being made by improving access routes and the streetscape around stations, with particular focus on Bank and the Crossrail station entrances at Farringdon, Lindsey Street, Moorgate and Liverpool Street.

4.4.4 Taxis

Hackney carriages (black taxi cabs) make up 25.8% of the traffic flow in the City of London between 0700 and 1900 hours ⁶. The 2011 Air Quality Strategy⁷ reveals that they contribute around 50% of local PM₁₀ from vehicles and 24% oxides of nitrogen (NO_x).

Transport for London is the regulatory authority for the appointment and regulation of Taxi drivers. TfL is also responsible for the authorisation of all Taxi Ranks and Taxi Rest Bays in London excluding the City of London, where it is the responsibility of the Commissioner of Police for the City of London. There are 32 Taxi Ranks in the City of London, providing 128 spaces.

⁶ 2010 Traffic Composition Survey, JMP Consultants Ltd for the City of London

⁷ www.cityoflondon.gov.uk/air

In 2006, a taxi availability survey was conducted in the City of London. The study revealed that approximately 34% of the taxis on the roads are available for hire around the main railway stations. On other City roads the proportion is around 22%. While taxis are running (plying for hire) they are wasting fuel, adding to local congestion and increasing local levels of pollution.

The City Corporation, in line with the guidance issued by TfL, would like to reduce the amount of time that taxis spend running by encouraging taxi drivers to make better use of ranks and encourage the public to use ranks wherever possible. As a consequence, the City Corporation is installing new and improved taxi ranks, in consultation with the taxi trade, to help to reduce the amount of plying for hire by taxis in the Square Mile. The ranks will be publicised locally and taxi drivers encouraged to use them. If this is successful the City Corporation will consider further measures to encourage taxi drivers and the public to use ranks.

In addition to installing new taxi ranks and publicising their location, the City Corporation has appointed Living Streets to run a project called Fare Mile aimed at encouraging workers in the City to walk short journeys rather than use a taxi <http://www.faremile.org.uk/>.

The project is a pilot and if it is deemed to be successful it will be extended, subject to funding.



4.4.5 Freight

The transportation of goods, whether to and from offices or construction and demolition sites is a significant source of air pollution in the Square Mile. The 2011 Air Quality Strategy details that 24% PM₁₀ and 33% NO_x emissions associated with traffic is from the movement of freight. The City Corporation is developing a freight strategy which will consider opportunities for reducing emissions associated with delivering goods.



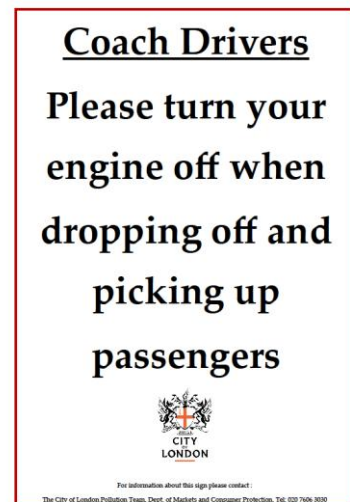
4.4.6 Road schemes

Changes are currently being made to Aldgate Gyratory, which includes the installation of a public space. The road design with the most positive benefit on

improving air quality at Sir John Cass Primary School is being implemented. Bank junction is also being redesigned and a key objective is to reduce local levels of pollution by reducing the number of motorised vehicles using the area.

4.4.7 Enforcement

In January 2012, the City Corporation announced that it would issue Fixed Penalty Notices to drivers who refuse to turn their vehicle engines off when asked to do so by authorised officers. The City undertook a widespread publicity campaign to reduce the amount of vehicle idling and has produced a set of posters aimed at specific vehicle types. Letters were sent to coach companies, taxi operators and key delivery companies to outline the requirement to turn vehicle engines off when parked. The City Corporation has been working closely with construction sites to ensure drivers do not leave engines running. Construction sites display City of London 'no idling' posters and give leaflets out to drivers. Areas that have a problem with delivery vehicles leaving engines on have been targeted by delivering letters by hand to all businesses in the area asking them to ensure drivers of delivery vehicles turn their engines off. Other drivers are approached as officers see them as they walk around the City.



Signs (A boards) asking drivers to turn engines off have been erected in areas of concern in the City. These have proved to be effective in most locations. Civil Enforcement Officers speak to drivers who leave their engines running unnecessarily and ask them to turn them off.

4.4.8 Beech Street

Beech Street is an enclosed road (tunnel) near the Barbican centre that is heavily used by pedestrians. As a consequence levels of pollution emitted by vehicles using the road can build up as they take longer to be dispersed. The road is washed to keep it clean and a programme of additional street washing was introduced to see if it had an impact on level of fine particles in the tunnel. It was found to be efficient so has been continued.



Policy 5: Reducing emissions from transport

The City Corporation will vigorously seek opportunities for significantly reducing emissions associated with road traffic in the Square Mile

Actions:

25. The City Corporation will continue to support measures to encourage safe cycling in the Square Mile.
26. The City Corporation will continue to enforce its policy of no unnecessary vehicle engine idling in the Square Mile and erect street signs in areas of concern.
27. The City Corporation will encourage and implement measures that will lead to reduction in emissions from taxis, where practical. This will include support for the introduction of zero emission capable taxis in central London.
28. The City Corporation will look for opportunities to significantly reduce the impact of freight distribution on air quality across central London and specifically work with businesses and the construction and demolition industry to identify opportunities for a reduction in vehicle movements, freight consolidation, zero-emission and low emission last mile deliveries.
29. The City Corporation will ensure that proposed changes to road schemes will be assessed for impact on local air quality.
30. The City Corporation will assess the impact of the projected increased office space and associated traffic on future air quality in the Square Mile.
31. Option for significantly reducing impact on pedestrians of air pollution in Beech Street will be considered in the Barbican Area Strategy Review.

4.5 Reducing emissions from new developments

The Square Mile is in a constant state of redevelopment. Spatial planning is key to improving air quality in the long term and the City Corporation has been taking a range of action through planning policy to reduce the impact of new developments on local air quality.

4.5.1 Planning policy

The City of London Core Strategy (development plan document) requires new developments to:

‘positively address local air quality’, particularly nitrogen dioxide and particulates PM₁₀ (the City’s Air Quality Management Area Pollutants)

The City Corporation discourages the use of biomass as a source of fuel due to the level of particulates emitted compared to gas. It also requires low NO_x emission gas boilers and low NO_x CHP technology.

Air quality assessments are required for developments adjacent to sensitive premises such as school, hospital and residential areas. Assessments are also required if there is a proposal to use biomass or biofuel as a source of energy.

The City Corporation has developed a short guide for minimising emissions from combined heat and power plant and standby generators

There is minimal car parking space associated with all new developments. This discourages people from driving into the City.

4.5.2 Construction and demolition

At any given time there are many active demolition, construction and refurbishment sites in the Square Mile. There are also a large number of street works supporting the new developments. The development is essential in order for the City to maintain itself as a world class business and financial centre. The City Corporation has a code of practice for construction and demolition detailing the environmental standards that it expects the industry to work to. The Code is enforced through development control.



Minimising emissions to air is integral to the City Corporation code of practice. The guidance, which is available on the City Corporation web site, reflects the best practice guidance issued by the Mayor of London: The Control of Dust and Emissions from Demolition and Construction⁸. The City of London Code of Practice

⁸ <https://www.london.gov.uk/priorities/environment/clearing-londons-air/useful-documents>

is updated regularly to reflect best practice in the industry and is now in its 7th edition. There are regular checks on all large construction sites to ensure that they adhere to the code.

Despite this, there are still a significant amount of emissions associated with the construction industry, particularly the use of non-road mobile machinery on site. The City Corporation has started to work with Sir Robert McAlpines to establish what additional measures may be available to reduce emissions even further.



4.5.3 Chimneys

The City Corporation ensures that all chimneys on new developments are installed to ensure adequate dispersion of pollutants and issues authorisations for this under the Clean Air Act 1993.

Policy 6: Reducing emissions from new developments

The City Corporation will ensure that new developments have a minimal impact on local air quality both during the development phase and when occupied.

Actions:

32. Through the City of London Local Plan, developments that will result in deterioration of the City's nitrogen dioxide or PM₁₀ levels will be resisted.
33. The City Corporation will require an air quality assessment for developments adjacent to sensitive premises such as residential properties, schools and St. Bartholomew's Hospital.
34. The City Corporation will discourage the use of biomass and biofuels as a form of energy in new developments.
35. All gas boilers in commercial developments will be required to have a NO_x rating of <40mgNO_x/kWh.
36. NO_x emissions from Combined Heat and Power (CHP) plant will be required to meet the emission limits in the GLA document 'Biomass and CHP emission standards' March 2013.

37. All new developments with > 1000m² floor space or >10 residential units will need to demonstrate that they are air quality neutral in line with the requirements of the London Plan. If the development is not air quality neutral, off-setting will be required. Guidance will be produced outlining suitable options for offsetting in the Square Mile.

38. The City Corporation will ensure that all boilers, generators and CHP plant are installed to ensure minimal impact on local air quality.

39. The City of London will develop a policy on the use of standby generators for generating energy other than when electricity supplies are interrupted.

40. The City will work with the construction and demolition industry to identify further opportunities of reducing emissions associated with building development.

41. The City will update its best practice guide on minimising emissions from construction and demolition annually in order to reflect best practice. All companies employed in demolition, construction and street works that work in the Square Mile will be required to adhere to it.

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4.6 Leading by example

4.6.1 Own buildings and fleet

The City Corporation has been reducing emissions from its buildings and fleet for a number of years. Since 2008, PM₁₀ emissions from the City Corporation's own fleet have reduced by over 50% and NO_x by over 40%. This has been achieved by improved management, a reduction in size of the fleet and the purchase of, newer cleaner vehicles. Similarly emissions of PM₁₀ and NO_x from City buildings have reduced over the same time period by over 15%



4.6.2 Procurement

The City Corporation Responsible Procurement Strategy requires that for large contracts over £250k, at least 10% of the qualitative contract award evaluation criteria must address responsible procurement. This includes the use of zero emission vehicles. The potential use of zero emissions vehicles, and application of the principles enshrined in the Zero and Low Emission procurement directory, commissioned by the City Corporation in 2012⁹, are factored into contract award criteria and specifications each time the City conducts sourcing projects.

Policy 7: Leading by example

The City Corporation will assess the impact of its activities on local levels of air pollution in the Square Mile and take steps to minimise it wherever possible.

Action:

42. The City Corporation will continue to look for opportunities for reducing emissions from its buildings, fleet and contractor's fleet.
43. The City Corporation will ensure that major contracts include standards to reduce impact on air quality.
44. A pro forma air quality questionnaire will be developed for use in major policy reviews.
45. The City Corporation will move away from using diesel in its own fleet wherever practical.

⁹ www.cityoflondon.gov.uk/air

4.7 Recognising and rewarding good practice

4.7.1 Sustainable City Awards

The City Corporation runs a national annual Sustainable City Awards scheme. The awards are given to organisations that demonstrate excellence in sustainable development. There are 12 categories, one of which is air quality.

The Sustainable City award for air quality has been popular, previous winners include a campaign organisation, an organisation that works with artists and scientists to produce contemporary art, a government organisation and a City business.

The Sustainable City Awards



The UK's foremost Sustainability awards

4.7.2 Considerate Contractors Environment Award

The Considerate Contractors Scheme was pioneered by the City Corporation in 1987. It aims to encourage building and civil engineering contractors working in the City to carry out their operations in a safe and considerate manner.

Building sites and street works are judged annually on the basis of their overall performance during that year. A wide range of awards are given including a Environment Award, which rewards best practice and encourages innovation in minimising the impact on the local environment, including air quality.

4.7.3 Clean City Award

In 2013, to celebrate European Year of Air, there was a Clean City Award for air quality awarded to a City business that has taken positive action to reduce emissions of air pollutants. Impact on local air quality is now part of the judging criteria for future awards.



Nomura International receiving the 2013 Clean City Award for air quality from the Lord Mayor

Policy 8: Recognising and rewarding good practice

The City will continue to promote, reward and disseminate best practice for tackling poor air quality through its award schemes.

Actions:

46. The City Corporation will continue to run an annual Sustainable City Award for air quality.

47. The City Corporation will continue with its annual Considerate Contractor's Environment Award to encourage best practice and innovation in the industry.

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4.8 Raising awareness

In addition to taking action to reduce emissions and improve local air quality the City Corporation also takes action to increase public understanding about air pollution, its causes, and effects and how concentrations vary both spatially and from day to day. Armed with the right information people can take any necessary steps to avoid high levels of air pollution to reduce the impact on health. The City Corporation has been working with different communities in order to do this.

4.8.1 Working with residents

In October 2013, residents in the Barbican Estate began to monitor local levels of air pollution under a Citizen Science programme with University College London. One of the key aims was so they could understand how pollution varies in an urban environment, both spatially and under different weather conditions.

Over 70 households became air quality champions and monitored nitrogen dioxide on the balconies of their flats, at street level and at podium level in the Barbican Estate. The image below shows the location of nitrogen dioxide monitoring that took place over a year.

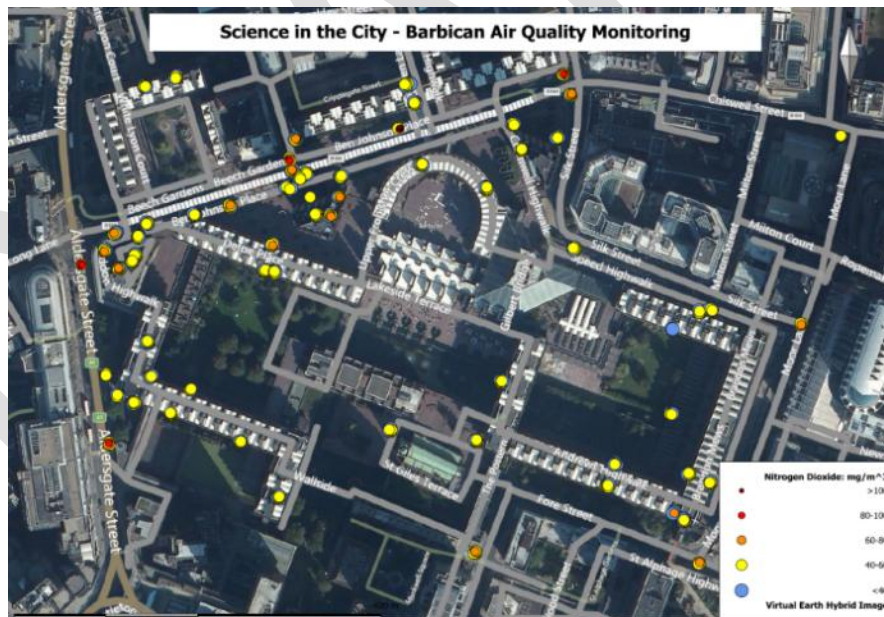


Figure 4.2 Air quality monitoring locations around the Barbican Estate

Appendix 1 contains further data from the Citizen Science monitoring programme.

A similar Citizen Science monitoring scheme has commenced with the residents in Mansell Street.

4.8.2 Working with Schools

During 2013/2014, the City Corporation worked with Sir John Cass Primary school to both improve local air quality and work with the school children to raise awareness. Friends of City Gardens, a local community group, helped to install over 170 plants designed to improve air quality, in addition to several ivy screens. Detailed air quality monitoring is underway around the school and an entire school engagement programme has been undertaken.



Energy saving measures were implemented at the school, which will help reduce the schools own emissions of air pollutants. When pollution levels are high the school receives a notification so children that are susceptible to poor air quality can be protected. The work was implemented as part of the Greater London Authority Schools Clean Air Zones Programme.

4.8.3 Working with businesses

Through the CityAir business engagement programme, the City Corporation has been raising awareness of air pollution with City workers. A number of business events have been supported such as the one pictured at 99 Bishopsgate.

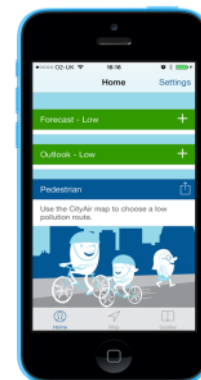


4.8.4 Providing information via CityAir Smart phone App

The City Corporation promotes airTEXT, a free message service to alert users when pollution levels are high in London.

The City Corporation also has its own Smart Phone App 'CityAir', which provides advice to users when pollution levels are high. People who do not own a Smart Phone can use the web site www.Cityairapp.com

Users can sign up as a different user e.g. a pedestrian, jogger or vulnerable person and receive tailored messages. The App recommends action to reduce personal exposure, contains a map of current pollution levels and has a function to guide users along low pollution routes. There have been over 5,000 downloads to date.



CityAir also has an active Titter account @_CityAir to help raise awareness about air pollution.

Policy 9: Raising awareness

The City Corporation will take action to raise awareness amongst City residents and workers about air pollution and provide information on how to reduce exposure on days of high levels of pollution.

Actions:

48. The City Corporation will continue to work with schools to provide information on how to reduce the impact of air pollution on children's health.

49. The City Corporation will apply for funding for further greening at Sir John Cass primary school.

50. The City Corporation will continue to work with residents in the Square Mile to raise awareness of air quality.

51. The City Corporation will develop a general communications strategy to inform people of action they can take to reduce exposure to air pollution.

52. The City Corporation will continue to support City businesses at events to raise profile of air quality and provide information for reducing exposure.

53. The City Corporation will continue to promote and develop the CityAir Smart Phone App with and CityAirApp.com web site.

5. Air Quality and Public Health

One of the key changes since the publication of the 2011 Air Quality Strategy is the requirement for local government to undertake health improvement functions from April 2013. This was introduced by Health and Social Care Act 2012.

A Public Health Outcomes Framework has been introduced and consists of a set of indicators compiled by the Department of Health. These measure how effectively the activities of each local authority are at addressing the determinants of health. One of these indicators is Air Pollution and this is measured against levels of tiny particles (PM_{2.5}). PM_{2.5} is the mass concentration of particles less than 2.5 micrometers in diameter. This size of particle can penetrate deep into the lungs.

Short term exposure to high levels of air pollution can cause a range of adverse effects: exacerbation of asthma, effect on lung function, an increase in hospital admissions for respiratory and cardio-vascular conditions and increases in mortality. Long-term exposure to air pollution increases mortality risk. The relative risks associated with long term exposure are higher than short term exposure. Public Health England has stated that exposure to PM_{2.5} is a significant cause of disease in London, and at least as important as road accidents, communicable disease, liver disease and suicide.

What action has the City Corporation taken?

- Air pollution is a concern for City residents and during a public consultation event held by the City Corporation to identify issues which would form the priorities in the Joint Health and Wellbeing Strategy (JHWS), air quality was ranked as the third highest public health concern for City residents. As a consequence, the City of London **JHWS has identified improving air quality as a key priority to improve the health and wellbeing of City residents and workers.**
- The City's Health and Wellbeing Board has been appraised of the health impacts of air quality in the Square Mile and **an analysis has been undertaken of how the Health and Wellbeing Board can assist in improving air quality and reducing public exposure.** A report was presented to the Board in January 2014 and recommendations are being implemented. The report can be viewed at www.cityoflondon.gov.uk/air.
- A report has been produced bringing together the **latest papers on the health impacts of air pollution.** This report confirms that of all the pollutants, particulate matter has the greatest impact on health. However, particulate matter (PM), nitrogen dioxide, (NO₂) and ozone (O₃) have been found to be certain causes of death and disease, rather than probable causes as previously understood. The report is available at www.cityoflondon.gov.uk/air.

- The City Corporation has been and will continue to **monitor PM_{2.5}** in Farringdon Street and add an additional PM_{2.5} monitor at Sir John Cass Primary School.
- Air quality information sheets are produced for different City communities as required.

Policy 10: Air quality and public health

Improving air quality and reducing public exposure will remain a key public health priority for the City Corporation until concentrations are at a level not considered to be harmful to health.

Actions:

54. The City of London will install a PM_{2.5} monitor at Sir John Cass School during 2015 and the data will be assessed for its impact on health.

55. The City Corporation will identify exposure hotspots with high footfall and high concentrations.

56. The City of London will ensure that measures implemented to reduce emissions of NO₂ and PM₁₀ will also lead to reduction in emissions of PM_{2.5}.

57. The City of London will continue to explore ways to reduce exposure of the population to air pollution.

58. The City will look at ways to extend the message about poor air quality on days of high pollution.

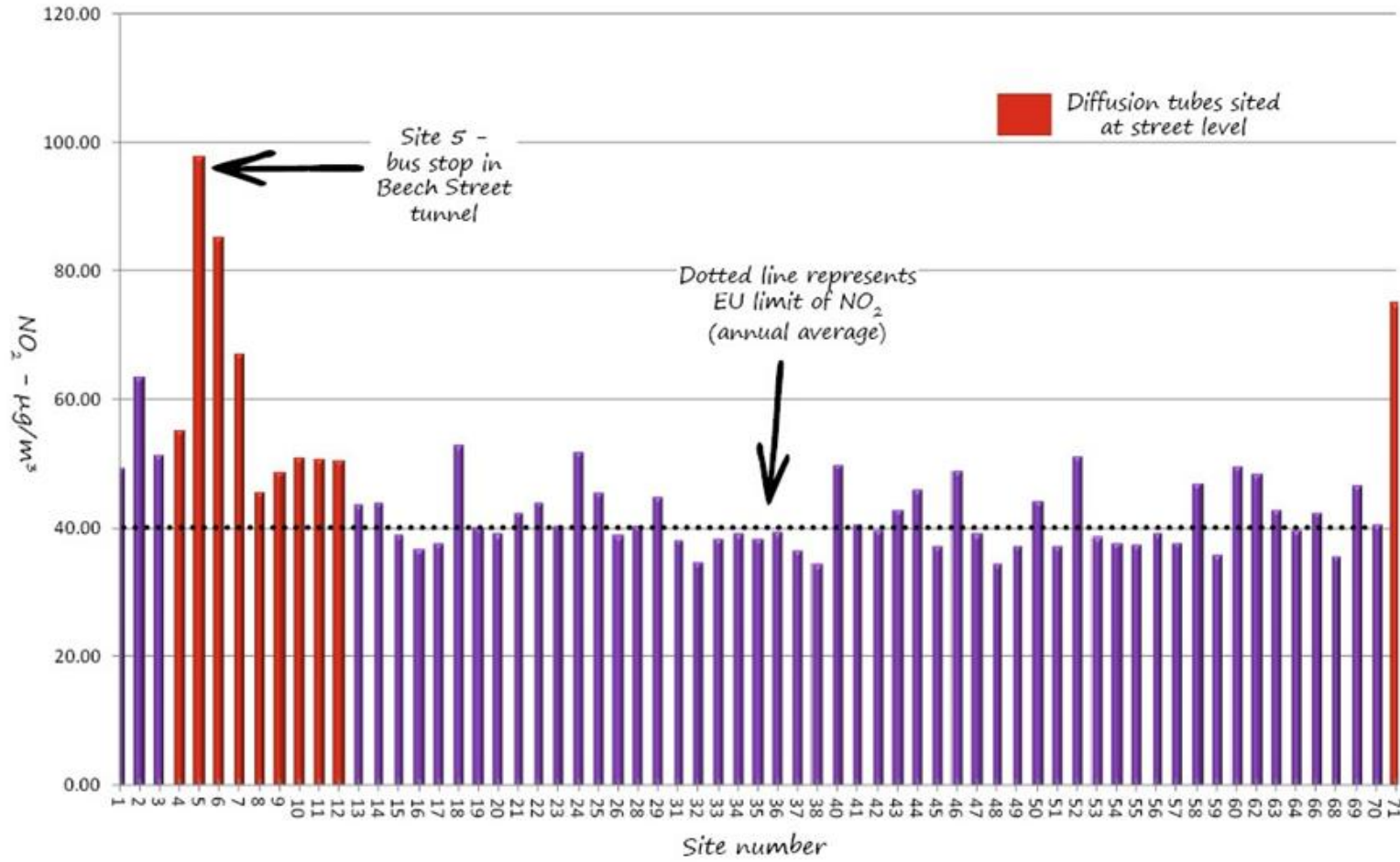
59. As City Corporation Area Strategies are reviewed they will be assessed for public exposure to air pollution and measures taken to reduce exposure where practical.

Appendix 1

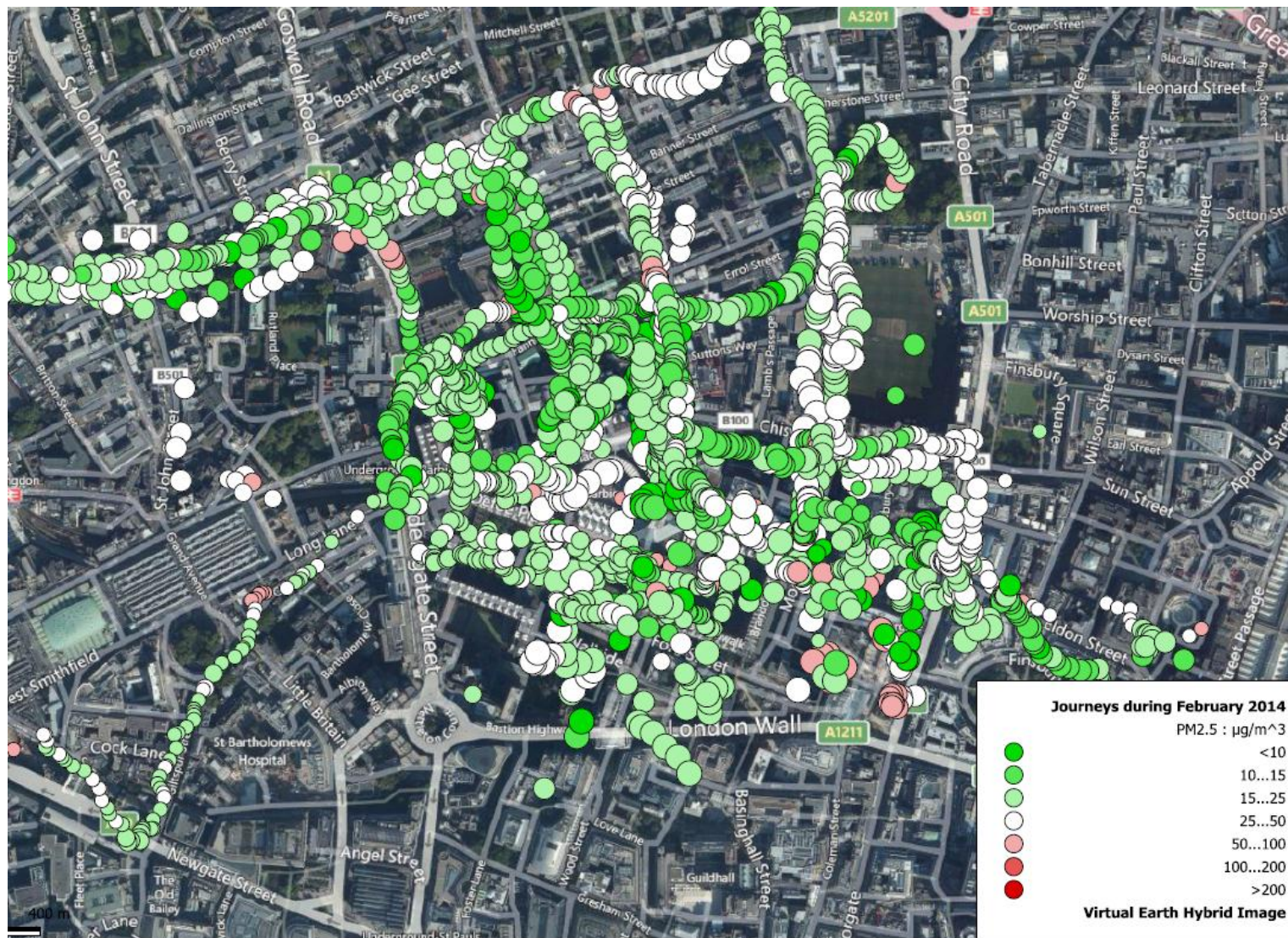
Citizen Science Air Quality Monitoring Results

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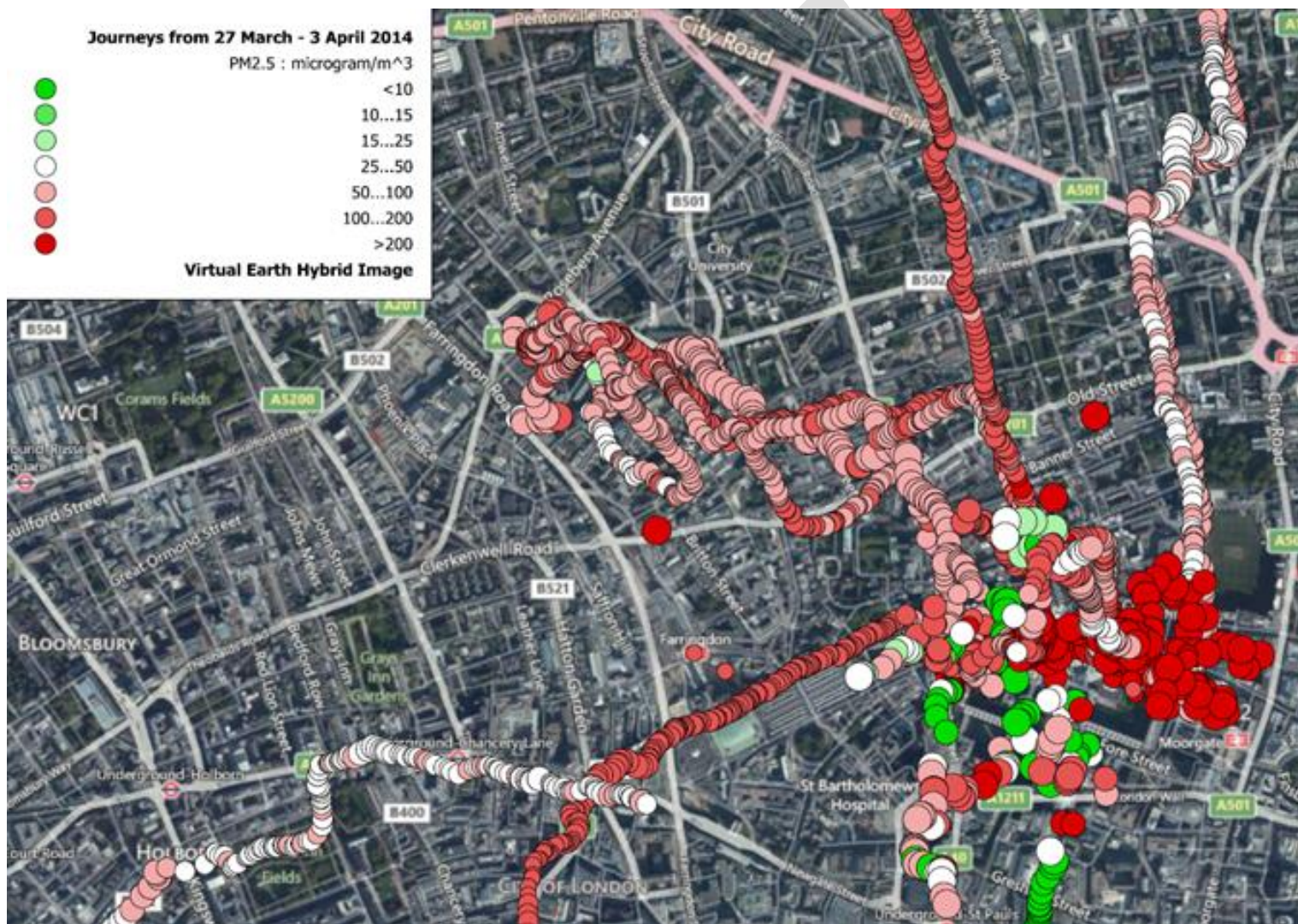
Average monthly NO_2 measurements at each site around the Barbican Estate October to July 2014



Personal Exposure Monitoring by the Barbican Residents February 2014



Personal Exposure Monitoring by the Barbican Residents, including during the 3 days of the April 2014 particle pollution episode



Committee(s):	Date(s):
Port Health & Environmental Services	18 November 2014
Subject: Economic Development and Local Authority Regulation	Public
Report of: Director of Markets and Consumer Protection	For Information
Summary	
<p>In 2013 the Better Regulation Delivery Office commissioned a study concerning economic development and local authority regulation. The report has now been published (see the Executive summary at Appendix 1 and includes a case study about the City Corporation's Port Health and Public Protection Service and Economic Development Office (Appendix 2).</p> <p>Following publication of the report, further work is being undertaken to continue to support compliant businesses both inside and outside the Square Mile. It represents a good example of cross-boundary work between departments within the City as 'joined-up government'.</p>	
Recommendation	
Members are asked to:	
<ul style="list-style-type: none"> • Note the report 	

Main Report

Background

1. During 2013 the City Corporation participated in research that was undertaken on behalf of the Better Regulation Delivery Office (BRDO) to explore the links between economic development and regulatory activity, with the intention of determining the scale of joint working and examples of good practice.
2. The purpose of this report is to inform your Committee of the outcome of the investigation following the publication of the report 'Economic Development and Regulation' by BRDO in October 2014. The Executive Summary may found at Appendix 1.
3. 'HOST', a policy research company acting on behalf of BRDO, approached the City Corporation in June 2013 for examples of joint working between business and Local Authority Regulatory Service (LARS). Information was provided and interviews held with senior officers to establish the ways in which the issue was being tackled by the City Corporation. This resulted in a case study (Appendix 2) which outlines how the City Corporation has shown innovation with business.

4. Specific examples are cited in the case study about the way in which the Port Health and Public Protection (PH&PP) Service, together with the Economic Development Office (EDO), is supporting business via LARS.
5. Of particular note is the work done to support the development of London Gateway Port from planning to construction, including 'future proofing' the business.
6. In parallel to this initiative, in April 2014 BRDO published a regulators' code that outlined how regulators should carry out their activities in a way that supports those they regulate. The principles have been incorporated into the Port Health and Public Protection Policy Statement on Enforcement that was approved by your Committee in September 2014.

Current Position

7. After the BRDO report was published, the Director of Economic Development gave a presentation to PH&PP staff about the work of EDO and discussion took place on how this collaboration can be extended in future. This will be followed up by officers to offer advice to small and medium enterprises, both existing business and those looking to set up in the City, as well as considering how else PH & PP can assist in supporting and enabling economic growth for compliant businesses inside and outside the Square Mile.

Corporate & Strategic Implications

8. The work undertaken by PH&PP supports the strategic aim in the Strategic Plan: to provide modern, efficient and high quality local services and policing within the Square Mile the workers, residents and visitors with a view to delivering sustainable outcomes.

Conclusion

9. The publication of the BRDO report 'Economic Development and Regulation' includes a case study that demonstrates how PH&PP and the EDO support business. There is further scope for collaboration between the EDO and PH&PP to assist City businesses, and those outside the Square Mile. It represents a good example of cross-boundary work between departments within the City as 'joined-up government'.

Appendices

- Appendix 1 – Executive Summary to the BRDO report: 'Economic Development and Regulation'
- Appendix 2 – City of London Corporation and London Port Health Authority Case Study

Jon Averbs

Port Health & Public Protection Director

T: 020 7332 1603

E: jon.averms@cityoflondon.gov.uk



Department
for Business
Innovation & Skills

Better
Regulation
Delivery Office

Economic Development and Regulation
Executive Summary

Executive summary

Introduction and approach

In May 2013, the Better Regulation Delivery Office (BRDO) commissioned HOST Policy Research (HOST) to explore the links between economic development and regulatory activity, with the intention of determining the scale of joint working, examples of good practice and therefore informing the development of a toolkit. The project is important because economic growth is a critical issue for local authorities and Local Enterprise Partnerships (LEPs), and will require close working at the local level, making best use of the available resources.

This report follows an intensive period of evidence gathering. The main report is not an exhaustive audit of all activity that is taking place to link regulatory services and economic development, but rather it gives a flavour of the range of work that is going on. The research has focused on how collaboration has emerged and has been supported or constrained, rather than gathering evidence on what has been achieved in concrete terms by closer working relationships.

Across England and Wales, HOST found a very mixed picture of the extent to which regulation and economic growth agendas are deliberately considered together. This research explores what links have been made between local authority regulators and Economic Development teams, whose aim is to progress the prosperity of the area through business growth.

The purpose of this project, therefore, is to identify a baseline of evidence which looks at whether, and how, business-focused regulatory delivery works in tandem with economic development to support local regeneration and growth. The results of this research will be used to inform and drive better delivery of regulation by demonstrating where opportunities for closer working with other local partners exist and can be exploited, potentially through the development and deployment of a toolkit.

The research project involved a very intense phase of consultation activity in the summer of 2013, as well as an ongoing literature review and monitoring alerts on the latest news on regulatory activity. Overall, 66 national, regional and local stakeholders were interviewed, including Chambers of Commerce, employer groups, planners, economic development staff and regulators in local authorities, regional co-ordinators and national partners.

Those interviewed for the research were not selected to create a statistically significant sample, although HOST aimed for coverage of all major work areas of interest. HOST spoke to stakeholders in every English region as well as some in Wales, to ensure wide coverage and in case any regional anomalies became apparent. Initial interviews were agreed with national and regional representatives, and leads were sought from them to interesting or engaged local authority staff. This cascade approach enabled wide coverage, and regular reviews of achieved interviews enabled any work area or geographic gaps to be filled.

Literature review

Overall there is a paucity of academic literature on local authority regulation per se, and therefore equally on the linkages between local authority regulation and economic development. Regulation is covered more extensively in Government and business group literature, particularly policy development and review. The literature review therefore looked more closely at policy documentation and lobbying materials, the key relevant points of which are summarised below:

- The Heseltine Review and the Government's response to it will ensure that a large tranche of Government funding will be allocated to LEPs for distribution according to local priorities.
- Regulators have a role in and responsibility for supporting business growth.
- Failures in regulation can have a major impact on the economy, for example the foot and mouth outbreak 2001 and the more recent horse meat scandal.
- Business organisations tend to see regulation as a brake on businesses' ability to prosper and grow, but they take a very broad view of regulation, combining tax and employment law with local authority regulatory services (LARS).
- There is little evidence collected on the positive impact of LARS on businesses.
- LEPs are encouraged to take an interest in and promote supportive regulation, but it is not yet a priority in all areas.

Rationale for supportive regulation and for collaborating to achieve this

Within the interviews undertaken for this project, the rationale was explored for supportive regulation and the level of joint working that existed between economic development (ED) and LARS. Some interviewees were very clear on the benefits of supportive regulation and collaboration with other teams. In other areas, there was a less strong view on the value of collaboration combined with less formal or extensive joint working. The HOST project team tried to group factors together but found that apart from a number of clear cut cases, the reasons for joint working were as diverse as the nature of local authority areas. Supportive regulation and joined up working within local authorities can be driven by strategic priorities from the authority's leadership or the Government, setting priorities for economic growth and for better regulation. The key themes arising from the interviews are set out below.

- Supportive regulation and joined up working within local authorities can be driven by strategic priorities from council leadership or the Government, setting priorities for economic growth and for better regulation. In other instances this is driven from an operational standpoint.
- Local authorities recognise the importance of working with businesses and taking opportunities to interact with them but at the same time, they do not consistently demonstrate a co-ordinated approach.
- Better use of resources, both within local authorities and by businesses, is a key driver.
- Local authorities recognise the importance of the introduction of LEPs and their role in encouraging supportive regulation, as well as being a potential source of funding.
- Physical proximity can encourage better working between teams within local authorities.

Types / styles of collaborative working

Following on from the rationale for how LARS and ED teams do or do not work together, HOST drew out the different ways that local authority staff said they worked with their counterparts in different teams, and reflected on the different styles of collaborative working.

LARS staff were very clear that they worked in the interest of supporting honest businesses in their local area. Many referred to risk rating businesses and working with those where complying with regulations was more challenging. Teams in most areas aimed to avoid prosecutions unless businesses were clearly and deliberately flouting the law, in which case they were pursued as far as necessary. Equally, ED staff were clear they worked to develop the local economy. In some areas however, this supportive work is carried on in parallel, rather than in a joined up manner. The key points are summarised below along with details of the case studies that illustrate the range of working styles.

- All LARS and economic development staff interviewed were clear that they worked to support businesses in their area.
- Local authority staff interviewed described a full spectrum of working, from no or limited contact through to close working and joint projects.
- External impressions of joint working within local authorities are that it is limited or not particularly visible.
- In areas with little joint working, LARS staff are nevertheless committed to supporting businesses.
- Case studies of collaborative working have been developed to illustrate how this occurs in Gateshead, the City of London, Derbyshire, and Warwickshire.

Range of projects and activities

As part of the interviews with local authority staff, HOST sought to draw out the types of projects and activities that teams were more likely to work on together, as well as identifying key business support programmes that seemed to have little cross over between departments. This latter was more important where there seemed to be little linkage between teams, but where business support activity was actively taking place independently. The key points are summarised below, along with details of the case studies that illustrate some of the examples.

- There were a limited number of projects identified linking the work of LARS and ED teams.
- In a number of cases, LARS activity was identified that involved working closely with a major development from as close to inception as possible – while not mentioning ED specifically. Case studies have been developed for two of these, the City of London Corporation, and JLARS and the 2012 Olympics.
- In a number of instances, LARS projects have been facilitated or enhanced through access to ED resources including marketing. Case studies have been developed on Purple Flag and the night time economy, Silverstone campsites and Truckers' Tucker.
- LARS teams identified a number of projects that have an impact on business and economic growth, but which had limited or no linkages to economic development and their activities. Case studies have been developed on approved trader programmes and the Better Business for All approach.
- In addition, vignettes are available on work in Cornwall, Enfield, Harrogate, Kent, and the Best Bar None initiative.

Barriers to and enablers for supportive regulation

Interviewees were asked what barriers and obstacles stopped them, or might stop them, from delivering supportive regulation and from collaborating effectively with colleagues to deliver supportive regulation, and what enablers or opportunities might facilitate the delivery of supportive regulation.

There were consistent messages from LARS, ED staff and business organisations alike that the regulatory agencies that businesses complain about the most tend to be national, rather than local ones. HM Revenue and Customs (HMRC) and Health and Safety Executive (HSE) were commonly cited in this regard, as was the overall burden of employment law. In HOST's research, there was some feedback that the Department for Environment, Food and Rural Affairs (DEFRA) and the Environment Agency take a more supportive approach with rural businesses. Reportedly, DEFRA have undertaken some research into the cost of regulation on farms.

Several business organisations continue to express concern at the overall regulatory burden place on businesses. Whilst Central Government's measures to cut red tape are welcomed, at least one national organisation told us that their members report little evidence of the positive impact of this on the ground and felt the regulatory burden was still increasing. In this context, a supportive approach to business at the local level, that helps to mitigate the overall impact of regulation, becomes even more important. The key findings are summarised below.

- Interviewees from all sectors thought that businesses perceive national regulators as more burdensome to business than local ones.
- Business representative organisations continue to advise that the overall regulatory burden on businesses is a challenge to business growth.
- There are a number of difficulties facing LARS and ED in terms of improving the local offer to businesses which require involvement from a wider group than these two services.
- Encouraging LEPs and business representative organisations to work with LARS can be hard as the link to economic growth is not always obvious.
- There are a number of opportunities that LARS and ED could work with that should make their task easier and be of benefit to businesses, many of which require changes in how information and advice is disseminated.

Conclusions

With the move to supportive regulation practice, and in light of the current economic climate, business growth is an increasingly important aspect of LARS delivery; however this is not always recognised by local authority colleagues in ED teams. There is limited perception of joined up thinking and action, both within local authorities (with some honourable exceptions) and within business membership organisations. In addition for businesses, the differentiation between local regulators and the national ones (HSE, HMRC and associated employment law) is either not apparent or important, when they are faced with a combined regulatory burden that changes regularly.

Supportive methods of ensuring regulation can open the doors to a dialogue with businesses, so LARS are increasingly encouraged to develop positive relationships within the business community, but councils do need to demonstrate a co-ordinated approach. Shared intelligence across an authority, even going as far as a combined Client Relationship Management (CRM) system, would present a more joined-up approach and facilitate referrals across services. However the cost of sourcing, implementing and maintaining a CRM system, combined with perceived constraints of data protection and data confidentiality mean this type of development is a long way from realisation, despite some more forward local authorities considering it.

Collaboration with ED colleagues helps to improve the service to business and can facilitate activity when resources are scarce. As LARS and ED teams are faced with reducing budgets, they have to find ways to continue to provide statutory services plus any other valued services that meet local priorities at the same time as losing staff. For LARS in many areas, the solution is to introduce charging for services (at cost) and promote Primary Authority. ED teams need to find other ways to show the value of their work and maintain funding.

The introduction of LEPs and their role in encouraging supportive regulation, as well as being a source of funding, is seen as important by local authorities. LEPs do not always see regulation, supportive or not, as a priority in their plans for their area, however the links to ED teams are generally much more obvious and constructive.

This project aimed to explore the links between LARS and ED teams, including how they might be improved. It also looked at whether a toolkit to support closer working would be of value, what it should contain and how it should be presented. Interviewees were relatively enthusiastic about the potential for a toolkit provided it was pitched and presented in the right way, allowed for different situations, offered practical and small step options for action, and provided real examples to show what could be achieved. The case studies associated with this report and vignettes supplied to BRDO by HOST give a solid starting point for demonstrating quick wins and major benefits from collaborative working.

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This publication is also available on our website at: <https://www.gov.uk/government/publications/economic-development-and-regulation-executive-summary>

Any enquiries regarding this publication should be sent to:

Better Regulation Delivery Office
Department for Business, Innovation and Skills
Lower Ground Floor
Victoria Square House
Victoria Square
Birmingham B2 4AJ

Tel: 0121 345 1200

If you require this publication in an alternative format, email brdo.enquiries@bis.gsi.gov.uk or call 0121 345 1200.

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City of London Corporation and London Port Health Authority Case Study

Key points

General

- The City of London Corporation is very business focused overall, however there has been limited joint working to date between regulatory services and economic development.
- A new Supporting London Group should facilitate coordination of activity at a strategic level.
- The Port Health Authority has been working with businesses from the planning stage on major projects.
- Both Economic Development and LARS teams have been working with local businesses to support the night time economy.

Benefits to the corporation

- There are savings for the Corporation from being involved in major developments from an early stage.
- Closer working will give teams the opportunity to promote the services of their colleagues through better knowledge of what can be offered.
- Joint activity to reduce inappropriate business activity including 'boiler room scams' to preserve the solid reputation of the City.

Benefits to businesses

- Easy access to a range of relevant business support information and services from across the authority, and including Twitter feeds.
- Targeted initiatives relevant to the City, including Codes of Practice for construction and licensed premises
- Savings from early involvement of regulatory services in major developments, so that hygiene and health and safety considerations can be built in properly from the start, relevant to the needs of the development.

Introduction

The City of London is unusual in that it has only 9,000 residents but 350,000 workers within its area. Traditionally it has been characterised by its concentration of businesses, particularly in the areas of banking, finance and allied services, along with service industries that cater for the workforce during and around working hours. The City Corporation has a remit that encompasses, but goes beyond, that of a traditional local authority. Its three main aims are to:

- Support and promote the City as the world leader in international finance and business services.
- Provide modern, efficient and high quality local services and policing within the Square Mile for residents, workers and visitors.
- Provide valued services to London and the nation as a whole, including through being one of the most significant arts sponsors in the UK and offering support for economic regeneration in the surrounding boroughs.

Port Health and Public Protection Service

Because of its history as a business district, the City Corporation's regulators have always been fully signed up to the need to work closely with businesses in the City and to support economic growth, while also recognizing their duty to protect those who live and work there. This proactive approach to business support encompasses a number of projects and initiatives including:

- The development of a Code of Practice for Construction and Deconstruction (<http://www.cityoflondon.gov.uk/business/environmental-health/environmental-protection/noise/Pages/construction-and-noise.aspx>) that helps businesses to meet their responsibilities from the planning stages onwards. The intention of the Code is to allow businesses to get on with the job without the distractions of dealing with complaints while, at the same time, minimising negative impacts on residents and other businesses.
- Working closely with banks and other big institutions, particularly on health and safety issues, such as falls from height and legionnaires disease, attending meetings at the business premises to give advice. They also participate in the London Banks' Health and Safety Forum.
- Supporting food businesses to meet hygiene standards.
- Hosting seminars and courses for businesses in a range of sectors, for example for importers and exporters, in addition to officers providing organisations with individual support - including, on occasions, making overseas visits.
- Running courses for other LAs on Animal Health (for which they are the Lead Authority for London) and providing speakers at conferences and trade seminars all over the world.
- Attendance at events run for businesses - for example, an annual event at the City Business library - to make contact with local businesses and provide free advice.

The London Port Health Authority

The London Port Health Authority is the largest port health authority in the UK, covering the tidal Thames from Teddington Lock to the Thames Estuary. Constituted in 1872, it forms part of the City of London's Department of Markets and Consumer Protection.

Jon Avers, Port Health and Public Protection Director, believes that engaging with businesses at an early stage in new developments saves time and money in the long run, both for businesses and regulatory services. The London Gateway Port is a new container terminal in Essex that has been in development for 12-15 years. The Port Health Authority has worked with the overseas backers since inception, ensuring that they have the correct permissions and facilities (eg food inspection and storage areas) right from the design stage. The Authority has also helped them meet UK and European Commission requirements so that they are in a position to start trading as soon as work is completed (October 2013). The Authority was very proactive, contacting the owners as soon as the project was first mooted and explaining the benefits of them being involved in the early stages to support them with compliance requirements and helping the owners to 'future proof' the business. Jon Avers reports that they have had very positive feedback from the business about the support they have received at all levels, from local officers to those at strategic and political level. It is envisaged that the Port will eventually be the top facility in the UK, one of the largest in Europe, and that is in part down to the support received from the Port Health Authority, who are now also providing training to new employees at the Port.

Economic Development

According to Paul Sizeland, the Director of Economic Development in the City, retaining the City's role as the world's leading financial centre means working closely with businesses to secure the best financial regulatory environment. However, the City also takes its responsibilities in promoting corporate responsibility and contributing to the regeneration of deprived neighbouring boroughs very seriously, and this involves encouraging businesses to work well with their local communities. This is done in part through the City's membership of Central London Forward, a partnership of seven inner London boroughs (Camden, City of London, Islington, Kensington and Chelsea, Lambeth, Southwark and Westminster). The partnership's aim is to work together on issues of concern to central London although, even within this grouping, the unique nature of the City can mean that issues there differ from the rest of London. Where possible, the City is keen to encourage local procurement and to encourage organisations to recruit locally (from neighbouring boroughs) and, for Paul Sizeland, this approach both reinforces the competitiveness of the City and generates more sustainable economic activity.

As well as the traditional City organisations, the City of London is keen to encourage new businesses and has had success in attracting creative and technical industries to locate there. To further this aim, Innovation Warehouse was founded in 2010, by a group of entrepreneurs, investors and the City of London Corporation to support early stage, high growth, technology start-ups at a site at Smithfield Market. More than 50 start-ups are now based at Innovation Warehouse.

Developing the night-time economy

The City is changing in other ways too. The aim is for the City of London to be recognised as an ideal location to work, live and be entertained. This has meant encouraging an active night time economy in the City with a consequent increase in food businesses and licensed premises. There has also been considerable growth in the number of retail premises in the area as well as occasional and regular street markets. Regulatory services have needed to play their part through a supportive, proportionate and risk-based regulatory response. A Code of Practice for licensed premises outlines the expectations that the City has for such premises to make a contribution to a safe and vibrant night time economy.

(<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Licensing-policy.aspx>)

Supporting London Group

Regulators and economic development teams are increasingly recognising more opportunities to work together. Although regulators in the City have always seen part of their role as being supportive of good businesses, Jon Averbs thinks even more could be achieved and that a recent reconfiguration of some of the City's groups will help facilitate this. A former Chief Officers' Group has been reconfigured as the Supporting London Group (SLG) with a remit to consider matters relating to the City of London Corporation's engagement and relations with London's government and communities with specific responsibility for developing and coordinating the City's London-wide activities. This includes consideration of

- Education.
- Employment, employability and enterprise.
- Housing.
- Public Health.
- Capacity building within voluntary and social enterprise.

- Supporting SMEs.
- Impact of planning issues.
- Open/green spaces.
- Culture and heritage offer.
- London Infrastructure.
- Strategic developments programmes.

As both economic development and regulatory services will be represented on the group, there will be increased opportunities for coordination at a strategic level. This group will liaise closely with the Economic Development Chief Officers Group (EDCOG) whose remit is to consider and report on all matters with the potential to have an impact on the City Corporation's unique position and role as a local authority, and its status as the leading international financial and business centre. In particular it will pay close attention to property, planning and other infrastructure issues and relations with the wide range of City stakeholders.

Making the most of promotional opportunities

Going forward, both regulatory services and the economic development team are keen to identify more opportunities for joining up, particularly at officer level, where sharing intelligence or signposting each other's services might be useful. One area that concerns both teams is the issue of some organisations using a City address (through a mail-forwarding service) as a front to lend a veneer of respectability to fraudulent activities to sell non-existent products to members of the public - so called 'boiler room scams'. As well as protecting the public from such scams, the City sees these activities as posing a reputational risk that could impact adversely on legitimate businesses. Sharing of intelligence in this area could help with identification and protection.

The regulatory team could see benefits in encouraging businesses to see them as being a source of information on areas outside the focus of a visit, for example, being able to refer them to the economic development team when a business is considering expansion or relocation in the City. Tony Macklin, Assistant Director Public Protection, does advise some caution however as many businesses are keen to focus on compliance issues during a visit and other ways of getting the message across at a different time may be more appropriate. The City's website has been redeveloped to make it easier for businesses to navigate and find the information they want. In addition, the City has invested in a contact centre for business. The City Business Library (CBL) offers business advice, free access to databases of business information and a wide range of free-of-charge business skills training and development events. It also publishes a series of factsheets which signpost to further information and resources; which are also available to download. The City of London is also making more use of social media, with both economic development and public protection having a number of Twitter feeds - eg Health and Safety, Food Safety and Trading Standards - and the Health and Safety Team producing material for the City Corporation's YouTube channel.

Committee(s):	Date(s):
Port Health and Environmental Services	18 November 2014
Subject: 42nd City of London Thames Fishery Research Experiment 2014	Public
Report of: Director of Markets & Consumer Protection	For Decision
<p><u>Summary</u></p> <p>The purpose of this report is to inform your Committee of the outcome of the 42nd City of London Thames Fishery Research Experiment held along the foreshore at the Port Health Lower Thames Office, Denton, Gravesend on Saturday 20 September 2014.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • Your Committee notes the report and supports the 43rd City of London Thames Fishery Research Experiment in 2015 	

Main Report

Background

1. The Thames Fishery Research Experiment, which was first held in 1973, is an annual angling event held along the foreshore of the River Thames, one and a half miles downriver from the Port Health Lower Thames Office, Denton, Gravesend.
2. Your Committee has a long association with this event, which is organised in collaboration with the Thames Angling Preservation Society and the Environment Agency. Financial contributions are received from the Fishmongers' Company and the Port of London Authority (PLA) which supports the Schools' Trophy. The Water Conservators' Company also donates a prize for the Bio-diversity Award.
3. The objective of the experiment is to establish the environmental condition of the Thames through the number and size of fish species caught as well as providing data to the Environment Agency, Thames Angling Preservation Society and members of the river community.

4. Judging is based on the greatest variety of fish caught and a scoring system originally devised by Dr Wheeler of the Natural History Museum which rates fish according to scarcity and significance in the context of a cleaner river.

The Event

5. 64 adult anglers representing eight teams competed for the Lady Howard Trophy which is awarded to the team with the highest score. Additionally, school teams consisting of four pupils each from the City of London Girls School, City of London School and Gravesend Grammar competed for the School's Trophy. Details of all the competing teams are contained in the summary of results at Appendix A
6. There are also prizes for the largest/ best fish, best individual catch by an adult and member of a school team and a bio-diversity award for the overall catch which most demonstrates the continuing healthiness and improvement of the River Thames.
7. Fishing began at 9.00am and finished at 1.00pm. Upon completion of the fishing the judging of the largest/ best fish by the Thames Angling Preservation Society took place. This was followed by lunch in the marquee and the presentation of awards by esteemed guests and commemorative badges by your Chairman.
8. The event was attended by the Mayor of Gravesham, Cllr John Caller and his wife Sue Caller; Roger North, Master of Water Conservators, Julian Parkes, PLA Deputy Chief Harbour Master and Sir David and Lady Valerie Howard

Results

9. There were 101 fish, consisting of 8 species, caught this year which was higher than the 2013 figure of 99 fish and 5 species. However, in 2012 a total of 550 fish were caught.
10. Details of the fish caught are recorded by stewards and points are awarded based on the recognised scoring system.
11. The catch consisted of:-

Number Caught	Species	Maximum Size	
		cm	inches
3	Sole	36	14.1
1	Rockling	14	5.5
8	Eel	52	20.5
63	Flounder	35	13.7
19	Whiting	25	9.8
1	Plaice	21	8.2
3	Pouting	16	6.2
3	Smelt	18	7

Environmental Conditions

12. The Water quality in the Tidal Thames, during 2014 has been stable, with no major incidents resulting in fish mortalities. There have, however, been events in some of the river's tributaries.
13. Due to tidal constraints the date of this year's event was a month earlier than is customary. Consequently, the water temperature was higher than usual which can affect fish numbers.
14. There were several common seals in the vicinity of the Experiment, and these can reduce the number and species of fish, but they are a good indicator of the health and diversity of the river.
15. This year's fishing experiment saw eight species taken and the majority of fish caught were flounder. There was a lower number of whiting this year due to the earlier date, as these fish move into the middle estuary during the autumn months.
16. The return of eels to the catch is welcome following their absence in 2012 and 2103. The current populations within the Thames are believed to be at a sustainable level, and this year's Environment Agency Tidal Thames fish surveys have shown numbers of juvenile eels migrating along the intertidal foreshore. Notably this was seen at Kew, Battersea and Greenwich.
17. The data collected by the Fishing Experiment are very much a snapshot of the river's fish populations. The number and size of fish caught were fewer than in most previous years, but the overall picture shows the potential of the river as an important nursery and on-growing habitat for small fish. Consequently, the Experiment should be repeated in 2015.

Financial Implications

18. Funding is provided through a grant of up to £4,600 from City's Cash, a contribution of £750 from the Fishmonger's company and £200 from the Port of London Authority.
19. The total cost of this year's event was £8,764.99 and the cost to my local risk budget was therefore £3,214.99. These figures do not include staff costs nor use of in-house resources.

Strategic Implications

20. The City of London Thames Fishery Research Experiment encourages sustainability and conservation through the rules of the competition which require young and undersize fish to be returned immediately to the river once recorded. Eels are no longer to be taken away from the riverside due to the low numbers in the Thames.
21. The continued support of your Committee has demonstrated the City Corporation's commitment to maximising the opportunities and benefits afforded by our role in supporting London's communities.

Consultation

22. The Environment Agency has been consulted and their comments are contained within the 'Environmental Conditions' section of this report.
23. The Chamberlain has been consulted on this report and his comments have been incorporated.

Conclusion

22. The 2014 annual fishing experiment was a successful event which was well supported by Members and guests, and should be repeated in 2015.

Contact:

Nadine McLaren nadine.mclaren@cityoflondon.gov.uk
020 7332 3109

Appendix A

42nd City of London Thames Fishery Research Experiment Summary of Results

Lady Howard Trophy

Place	Team	Fish Caught	Points
1	Kent Angling Team	23	140
2	PLA Angling Team	24	130
3	Essex Count Anglers	28	120
4	Charles Stanley Angling Team	11	75
5	Public Services Angling Team	9	50
6	Thamesiders Angling Team	4	15
7	Port Health and Environmental Services Committee	2	10
8	City of London Invitation Team	2	5

School's Trophy

Place	Team	Fish Caught	Points
1	City of London School for Girls	0	0
2	City of London School	0	0
2	Gravesend Grammar School	0	0

Adult Individual Competition

Place	Name	Team	Fish Caught	Points
1	Tim Fagg	Kent Angling Team	8	60
2	Alan Yeates	Charles Stanley	5	45
3	David Cousins	PLA Angling Team	8	40
	Graham Bolton	Essex County Angling Team	7	35
	Mick Sharp	Essex County Angling Team	7	35

Students Individual Competition

Despite best efforts, the schools were unable to catch any fish this year but were presented with a trophy for participating.

Bio-diversity Tankard

The catch, which in the judges' opinion, best demonstrated the conservation of the water was awarded to Kirk Watson of Kent Angling Team.

The Fishmongers' Cup

The best single fish was judged to have been a 35cm Sole caught by Tim Fagg of Kent Angling Team.

Committee(s):	Date(s):
Port Health and Environmental Services - For decision	18 November 2014
Police Committee - For information	08 December 2014
Policy and Resources - For information	11 December 2014
Community And Children Services - For decision	12 December 2014
Safer City Partnership - For information	12 January 2015
Court of Common Council - For decision	15 January 2015
Subject: New Anti-Social Behaviour, Crime and Policing Act 2014 – Delegated Powers	Public
Report of: Director of Built Environment	For Decision
<p>Summary</p> <p>This report informs the Committee of the relevant provisions of the Anti-social Behaviour, Crime and Policing Act 2014.</p> <p>The Act replaces the various measures previously available to tackle anti-social behaviour within the Anti-social Behaviour Act 2003 with a new set of powers, intended to provide a simpler and more streamlined framework. It introduces new mechanisms with the aim of giving victims and local communities a greater say in the treatment of anti-social behaviour and low-level crime, and it strengthens the ability of landlords to terminate tenancies on grounds relating to anti-social behaviour.</p> <p>The reforms set out in Parts 1-6 of the Act are intended to ensure that professionals from a number of agencies dealing with a variety of anti-social behaviours have effective powers that are quick, practical and easy to use to provide better protection to victims and communities whilst acting as a deterrent to perpetrators. 19 powers in the previous act are replaced with 6 simpler and more flexible ones but their implementation will require effective and coordinated consideration by all the agencies involved. (Appendix 1). In setting out the new powers, the City Corporation will always to seek restorative solutions to issues and only use these powers as a last resort.</p> <p>In adopting the Anti-Social Behaviour, Crime and Policing Act 2014, it will be necessary to amend the City’s Scheme of Delegation and also require close and coordinated working with partner organisations.</p> <p>The long-standing position under the City Corporation’s Constitution and Terms of Reference is that the promotion of byelaws is authorised by the Court of Common Council. Given that Public Space Protection Orders (PSPO’s) are intended to be of a similar nature, and may concern issues which fall under the remit of several committees and therefore, it is not currently proposed that Court of Common Council delegate authority to make PSPO’s. However, this can be kept under review.</p> <p>Members are asked to note the contents of this report and approve amendments to the Scheme of Delegation to enable authorised Officers, as detailed in recommendations and the amended Scheme, appendices 2 and 3, to fulfil the requirements of the Anti-Social Behaviour, Crime and</p>	

Policing Act 2014. Members are advised that the responsibilities pertaining to the Open Spaces have been addressed in a separate report.

Recommendations: That -

(i) the Court of Common Council delegate authority, for the certain areas of responsibility relating to the Anti-social Behaviour, Crime and Policing Act 2014, to the

1. Port Health and Environmental Services Committee and the Community and Children Services Committee, with responsibility for Housing Services, and that the Scheme of Delegation be amended accordingly.

That the Port Health and Environmental Services Committee and Community and Children Services Committee, for their respective areas of responsibility, delegate authority as follows:

1. the Director of Built Environment, the Director of Markets and Consumer Protection and the Director of Community and Children Services or their authorised Deputy be granted delegated authority to seek an Injunction to Prevent Nuisance and Annoyance in accordance with Part 1 of the Anti Social Behaviour, Crime and Policing Act 2014.
2. the Director of Built Environment, the Director of Markets and Consumer Protection and the Director of Community and Children Services, or their authorised Deputy, be granted delegated authority to issue Closure Notices and apply for Closure Orders in accordance with Part 3 of the Anti-Social Behaviour, Crime and Policing Act 2014.
3. the Director of Built Environment, the Director of Markets and Consumer Protection and the Director of Community and Children Services be granted delegated authority to authorise Officers to serve Community Protection Notices, and Fixed Penalty Notices in the event of a breach, in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.
4. that approval be granted to enable the City of London Corporation's authorised officers to delegate the serving of Community Protection Notices to Registered Social Landlords, where appropriate, in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014; and
5. that approval also be granted to the City of London Corporation's authorised officers to delegate the serving of Community Protection Notices and Fixed Penalty Notices, in the event of a breach, to Police Community Support Officers and, where appropriate, Police Staff in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.

It is also recommended that:

6. That the Community Safety Team, within the Town Clerks Department be the 'Single Point of contact for the Community Trigger as required under the Act and the Safer City Partnership

oversee/scrutinise any community triggers and appeals.

7. That the Police Committee, in partnership with the City Of London Police, be responsible for the production of a Community Remedies document.

Main Report

Background

1. The Anti Social Behaviour, Crime and Policing Act 2014 received Royal Assent on 13 March 2014 and came into effect on the 20th October 2014 (some parts being delayed until January 2015). The Act proposed a number of reforms to existing legislation and to put the victim at the heart of the response to anti social behaviour by providing professionals and organisations with greater flexibility to deal with any given situation. The implications of the Act, as they impact upon the remit of the Policy & Resources, Police, Housing Management and Almshouses, and the various Open Spaces Committees and Sub-committees have already been reported to those bodies.
2. The reforms set out in Parts 1-6 of the Act are intended to ensure that professionals have effective powers that are quick, practical and easy to use to provide better protection to victims and communities and act as a deterrent to perpetrators. 19 existing powers are replaced with 6 simpler and more flexible ones.
3. In setting out the new powers, this City of London Corporation will always to seek restorative solutions to issues and only use these powers as a last resort. This will mean that appropriate Service Units across the City Corporation and partners working with the people and communities affected by these powers must be engaged and involved in the decision making.
4. Attached to this report at Appendix 1 is a schematic which shows the old ASB powers (19) which will be replaced by the new powers (6). The new powers are:

Civil Injunctions to Prevent Nuisance and Annoyance.

5. The Injunction to Prevent Nuisance and Annoyance (IPNA) is a civil power which can be applied for to deal with anti social behaviour. It replaces six orders formerly available to local authorities/ the City and Police. An injunction can offer fast and effective protection for victims and communities and set a clear standard of behaviour for perpetrators, stopping the person's behaviour from escalating.
6. A number of agencies can apply for Civil Injunction. These include:
 - i. Local Authority/ The City Corporation
 - ii. Housing provider
 - iii. The Chief of Police for the local area
 - iv. The Chief Constable of the British Transport Police
 - v. Transport for London

- vi. The Environment Agency
 - vii. NHS Protect
7. Anyone seeking to apply for an Injunction must have evidence (to the civil standard of proof – on the balance of probabilities) that the respondent is engaged in or threatened to engage in those activities set out below:
- i. conduct that has caused, or is likely to cause harassment, alarm or distress to any person;
 - ii. conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises; or
 - iii. conduct capable of causing housing related nuisance or annoyance to any person.

Note: (ii) only applies where the injunction is applied for by a housing provider, local authority or Chief Officer of Police (iii) only applies where the injunction is applied for by a housing provider or local authority.

8. Unlike other proposals in the Act this process is applied through the County Court for persons over 18 and in the Youth Court for under 18's. Evidence and statements from witnesses will be required to support the application but will also vary depending upon the type of conduct which it is sought to restrict such as harassment or causing annoyance to the occupation of premises. It is clear that the latter would be of use to the authorities and to social housing providers. The procedure is indicated to be swift but a good deal of preparation will be required before going before the Court as well as ensuring an urgent date can be obtained.
9. Where any action is to be taken against a person under 18 years old in a Youth Court then the Youth Offending Team should be part of the decision making process.

Recommendation:

10. That the Director of Built Environment, Director of Markets and Consumer Protection and Director of Community and Children Services or their authorised Deputy be given delegated authority to seek an Injunction to Prevent Nuisance and Annoyance in accordance with Part 1 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Public Spaces Protection Order

11. Public Spaces Protection Orders (PSPO's) may be made in relation to activities carried on (or likely to be carried on) in a public place, which are reasonably considered to have a detrimental effect on the quality of life in the locality. This effect must be persistent or continuing in nature, and must be such as to make the activity unreasonable. The PSPO may restrict the activity through prohibition or the imposition of requirements, although these restrictions may not go beyond what is reasonable and justified in relation to the detrimental effect sought to be tackled.
12. Consultation with the police and community representatives must be undertaken before a PSPO is made. A PSPO will have effect for periods of up to three years, but may be renewed indefinitely for so long as it is considered necessary.

13. Breaching a PSPO is a criminal offence punishable on conviction by a level 3 fine (currently £1000). Alternatively a fixed penalty notice of up to £100 may be issued by a Constable or by an authorised officer of the authority which made the Order. While the Order is in force any local byelaws which apply to the same activity cease to have effect.
14. The long-standing position under the City Corporation's Constitution and Terms of Reference is that the promotion of byelaws is authorised by the Court of Common Council. Given that PSPO's are intended to be of a similar nature, and may concern issues which fall under the remit of several committees it is not currently proposed that Court of Common Council delegate authority to make PSPO's. However, this can be kept under review.

Closure Power

15. The Closure Power allows the Police or the City of London Corporation to quickly close premises which are being used, or likely to be used to commit nuisance or disorder. A Closure Notice is issued out of Court in the first instance. Flowing from this the Closure Order can be applied for through the Magistrates Court.
16. Both the City Corporation and City of London Police can issue a Closure Notice (CN) and guidance requires that it must be approved at an Inspector or above level for the Police or a senior officer level within local authority for those issuing CN's of 24 hours. Following the issue of a CN the legislation requires that a series of notifications must be undertaken once a CN has been served particularly if the intention is to seek a Closure Order (CO). The Magistrates Court is required to hear the application within 48 hours and this will require close working with the Court Service
17. In addition before serving a CN or seeking a CO the City Corporation and/or police must ensure that they consult widely including with the victim, community representatives other organisations and users of the premises under investigation. Record keeping and evidential matters will be a key consideration and an agreed procedure will need to be established with partner bodies.
18. A notice can close a premise for up to 48 hours out of court but cannot stop the owner or those who live there accessing the premises. An order can close premises up to 6 months and can restrict all access. Both the Notice and the Order can cover any land or any other place, whether enclosed or not including residential, business and licensed premises.
19. Breaching a Closure Order will be a criminal offence. Breaching a Notice can carry a custodial sentence of up to 3 months and breaching an Order can result in 6 months in prison. Both carry an unlimited fine for residential and non-residential premises.
20. Prior to seeking a Closure Order, it will be important that appropriate service units in the City Corporation (e.g. Community and Children's Services who are responsible for Housing, where this relates to residential premises) are consulted.

Recommendation:

21. That the Director of the Built Environment, the Director of Markets and Consumer Protection and the Director of Community and Children

Services, or their authorised Deputy, be granted delegated authority to issue Closure Notices and apply for Closure Orders in accordance with Part 3 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Community Protection Notice

22. A Community Protection Notice (CPN) is intended to deal with particular, on-going problems or nuisances which negatively affect the community's quality of life by targeting those responsible. These include graffiti, rubbish and noise. A CPN does not discharge the City from its duty to issue an Abatement Notice where the behaviour constitutes a statutory nuisance for the purposes of Part 3 of the Environmental Protection Act 1990.
23. The test to be applied in issuing a Community Protection Notice is broad and focuses on the impact anti-social behaviour is having on victims and communities. A CPN can be issued by the Police, City of London Corporation authorised officers or Registered Social Landlords if they are satisfied on reasonable grounds that the conduct of the individual, business or organisation:
 - (i) is having a detrimental effect on the quality of life of those in the community;
 - (ii) is persistent or continuing in nature; and
 - (iii) is unreasonable.
24. Under the procedure outlined in the Guidance which accompanies the Act, a written warning has to be served followed by the CPN then at a later stage a Fixed Penalty Notice (FPN) may be issued for non-compliance. In addition, the CPN can be appealed within 21 days of service. All these processes need to be recorded and evidenced and the City and its partners will need to ensure that there is an effective monitoring arrangement in place because of the appeal process and potential for prosecution. Some form of 'gate keeping' arrangement may be required in order to avoid duplicate actions by partner organisations. Coordination may fall to the responsibility of the Community Safety Team within the Town Clerks department who have the remit of the Safer City Partnership.
25. Failure to comply with a CPN can result in one of the following sanctions:
 - i. Fixed Penalty Notice
 - ii. Remedial Action
 - iii. Remedial Orders
 - iv. Forfeiture Orders
 - v. Seizure

Recommendation:

26. That the Director of Built Environment, the Director of Markets and Consumer Protection and the Director of Community and Children Services be given delegated authority to authorise officers to serve Community Protection Notices and, Fixed Penalty Notices in the event of a breach, in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Recommendation:

27. That the City of London Corporation's authorised officers be able to delegate the serving of Community Protection Notices to Registered Social Landlords, where appropriate, in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Recommendation:

28. That the City of London Corporation's authorised officers be able to delegate the serving of Community Protection Notices and Fixed Penalty Notices, in the event of a breach, to Police Community Support Officers and, where appropriate, Police Staff in accordance with Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Criminal Behaviour Orders

29. Criminal Behaviour Orders may be issued following a conviction by the Criminal Courts. They are intended to rehabilitate offenders by tackling the underlying cause of the anti-social behaviour, such as misuse of drugs, and alcohol etc. For example, offenders may be obliged to attend alcohol/anger management courses etc.

Dispersal Powers

30. Police Dispersal Powers require a person committing, or likely to commit antisocial behaviour or crime or disorder, to leave an area for up to 48 hours.

Community Trigger

31. Anti-social behaviour must be persistent, be harmful or potentially harmful to an individual or a community, and a victim, not satisfied with authorities' responses to complaints, may request a review of any action taken. If three complaints about anti-social behaviour are received within a 6 month period, upon request, the City is obliged to formally review the actions taken/planned with relevant Partners (Police, Housing Associations etc.) and inform the victim of the outcome.
32. This part of the law could impact on many Departments across the City Corporation and any partners. For example, the response to noise complaints, irresponsible dog owners, planning enforcement, open spaces management and housing matters, could all come under scrutiny.
33. If a 'Trigger' request is made, a formal review would have to be held and the case scrutinised. A multi-agency panel would ultimately review the case and make recommendations for action, for the City, the Community Safety Team within the Town Clerks Department will act as the single point of contact for the Community Trigger where they will coordinate any processes with other departments.
34. The Safer City Partnership and the Police Committee will provide oversight/scrutiny of the City Corporation's arrangements and the outcomes. All Community Trigger cases will be reported to the Safer City Partnership and the Police Committee who will confirm that the responses from the relevant agencies are appropriate and may make recommendations.
35. If an Appeal is made, a review will be carried out on behalf of the the decision making bodies and a senior officer/manager will be appointed to

undertake the review on their behalf. Information on how to access the Community Trigger is already available on the City's website.

<http://www.cityoflondon.gov.uk/services/community-and-living/Pages/community-trigger.aspx>

Recommendation:

36. That the Community Safety Team, within the Town Clerks Department be the 'Single Point of contact for the Community Trigger as required under the Act and the Safer City Partnership and the Police Committee oversee/scrutinise any community triggers and appeals.

Community Remedy

37. This new power allows the Police to choose an alternative punitive/rehabilitation action against offenders, other than proceeding through the courts. The victim and perpetrator of the crime would be involved in deciding the reparation action required.
38. The Chairman of Police Committee and Community Safety Partnership in partnership with the City Of London Police will produce a Community Remedies document. This will contain a list of:
- Restorative actions – achieving restitution/reparation for the victim
 - Punitive actions – reflecting the effect on the victim or the community
 - Rehabilitative actions – addressing the causes of the behaviour
 - All or any part of the above in combination
39. These are considered appropriate for those who have engaged in ASB, but whose actions do not merit proceedings through the criminal justice systems. Examples of actions that may be included in the community remedy document are as follows:
- A requirement to make a formal apology (oral or written)
 - A requirement to make good criminal damage
 - A requirement to sign an Acceptable Behaviour Contract
 - A requirement to take part in structured activities that are either educational or restorative
 - To take part in unpaid work for the benefit of the community
40. Corporation partners, appropriate Agencies and the Public will be consulted about these proposed remedies before the document is published.
41. The use of the Community Remedy will be restricted to Police Officers, PCSO's (if authorised by the Police Commissioner) and Investigating Officers (who are persons employed by a police force or by the Office of the PCC) who are authorised to offer and give conditional cautions or youth conditional cautions.

Conclusion

42. The provisions of the 2014 Act will give the City of London Corporation and its partner organisations a more effective means of tackling anti-social behaviour in certain areas if/ where it is prevalent. However there will be a need for an effectively coordinated monitoring process to be established with partner bodies and the requirement for a single point of contact within the City Corporation. It will be essential that all officers involved in these new process are effectively trained and that the additional workload is monitored in the first year of operation.

Corporate & Strategic Implications

43. The proposed changes to the Scheme of Delegations are intended to support the effective governance of the City of London Corporation and ensure that decision making is effective and transparent. The proposed amendments are set out in Appendices 2 and 3.

H.R. Implications

44. There are no envisaged HR implications as officers already have similar powers and this updates their powers.

Legal Implication

45. The Comptrollers and City Solicitor Department have been consulted on this report.

Financial Implications

46. No direct financial impact is envisaged at this stage.

Background Papers

The Anti-Social Behaviour, Crime and Policing Act 2014 and Statutory Guidance Notes

Reports of the Remembrancer:

Anti-social Behaviour, Crime and Policing Bill 2014. Police Committee, 5 July 2013

Anti-social Behaviour, Crime and Policing Bill 2014. Policy and Resources, 25 July 2013

Anti-social Behaviour, Crime and Policing Act 2014. Epping Forest and Commons, 12 May 2014. Hampstead Heath, Highgate Wood and Queen's Park, 19 May 2014, Open Spaces and City Gardens, 2 June 2014, West Ham Park, 2 June 2014.

Anti-social Behaviour, Crime and Policing Act 2014. Housing Management and Almshouses Sub Committee, 25 September 2014.

Appendices

1. Appendix 1 - Diagram showing old and new powers
2. Appendix 2 - Scheme of Delegations (Ammended November 2014) PHES
3. Appendix 3 - Scheme of Delegations (Ammended November 2014) CCS

Doug Wilkinson MBA CMgr MCM

Assistant Director

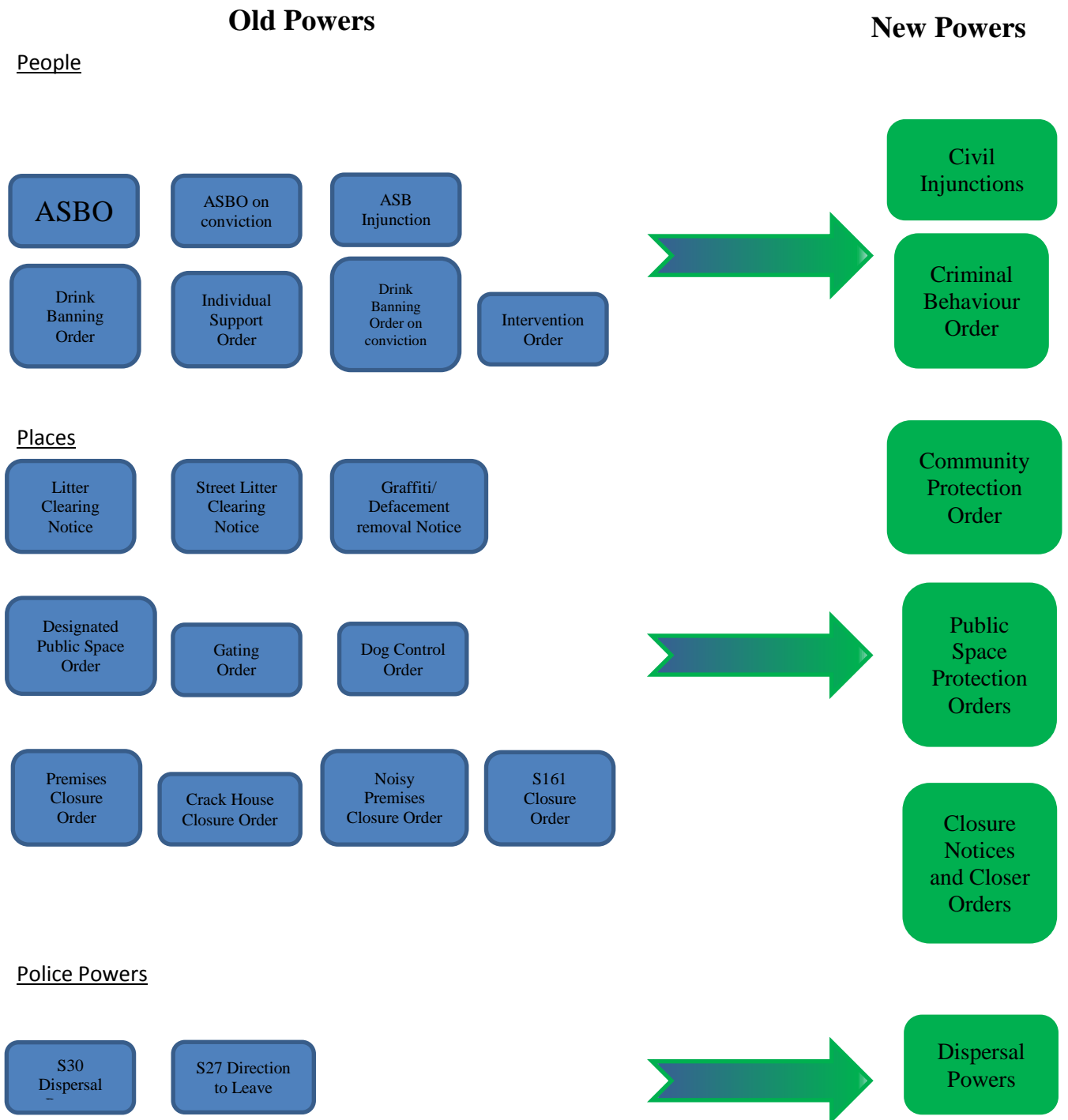
Street Scene, Strategy & Safer City Partnership

T: 020 7332 4998 / 07990567275

E: doug.wilkinson@cityoflondon.gov.uk

Anti-Social Behaviour, Crime and Policing Act 2014

Changes in powers – 19 down to 6





CITY OF LONDON CORPORATION

SCHEME OF DELEGATIONS TO OFFICERS

(Amended November 2014)

DIRECTOR OF THE BUILT ENVIRONMENT

The following general powers are delegated to the Director of the Built Environment.

Authorisations

1. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and of Department.
2. To sign the necessary warrants of authorisation for the above officers.

Charges

3. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

Transportation & Public Realm

4. To implement, waive or vary charges relating to traffic management and /or the Public Highway and/or pipe subways such as parking dispensations, private apparatus in the highway, temporary road closures and traffic orders, scaffolding hoarding and fencing licenses, and charges for pipe subways (including under S.73 of the London Local Authorities Act 2007).
5. To grant permission or consent with or without conditions or refusing to grant permission or consent as the case may be with respect to applications made to the City of London Corporation:
 - a. under Part II of the Road Traffic Act 1991, relating to dispensations from, or, the temporary suspension of, waiting and loading regulations or parking places regulations made in accordance with the Road Traffic Regulation Act 1984;
 - b. under Section 7 of the City of London (Various Powers) Act 1973, relating to new buildings;
6. To sign appropriate notices indicating that consent or refusal has been given, as the case may be under (a) above.
7. To sign and serve notices or granting of consents under the Highways Act 1980, City of London Various Powers Act 1900 and the City of London Sewers Act 1848 relating to the management and maintenance of streets within the City.
8. To exercise powers under the Road Traffic Regulation Act 1984 in respect of temporary traffic orders
9. To issue notices and, as necessary discharge the City of London Corporation's obligations under Part III of the New Roads and Street Works Act 1991, relating to the co-ordination and execution of street works by public utility companies and other licensed operators.
10. To enter into agreement with companies and statutory companies to allow the placement of plant within the pipe subways inherited from the Greater London Council in accordance with the London County Council (General Powers) Act 1958 and to determine applications for consent to place electricity substations in the street pursuant to the Electricity Act 1989
11. To enter into agreements with other traffic authorities to jointly exercise the City's traffic order making functions or to delegate those functions to them in accordance with S.101 Local Government Act 1972

12. To enter into agreements with other highway authorities under section 8 of the Highways Act 1980

Water and Sewers

13. The requisition of sewers under Sections 98 to 101 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaker within the City to adopt sewers).
14. The adoption of sewers under Sections 102 to 105 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaken within the City to adopt sewers).
15. To authorise and/or approve works under Section 112 of the Water Industry Act 1991 (relating to the power to exercise and discharge the requirements of the Undertaker within the City).
16. The closure or restriction of sewers under Section 116 of the Water Industry Act 1991, relating to the powers to exercise and discharge the functions of the Undertaker within the City to close or restrict the use of a public sewer.
17. The alteration or removal of pipes or apparatus of the Undertaker under Section 185 of the Water Industry Act 1991, relating to the power to exercise and discharge the functions of the Undertaker within the City to alter or remove any relevant pipe or apparatus.

Highways and Transport

18. To make all Traffic Orders under sections 6, 9, 10, 23 and 45 of the Road Traffic Regulation Act 1984, and to make modifications to or to revoke any experimental Traffic Regulation Order (following consultation with the Commissioner of Police for the City of London) where deemed necessary in the interests of safety, convenience or the expeditious movement of traffic.
19. To exercise powers under Part V of the Highways Act 1980 dealing with highway improvements.
20. To make representation or lodge objection, as appropriate, to applications for a Public Service Vehicle Operator's Licence, under Section 14A of the Public Passenger Vehicles Act 1981 or for a London Local Service Licence, under section 186 of the Greater London Authority Act 1999 and authorising in writing the appropriate officers in his Department to put forward objection or recommendation on behalf of the City of London Corporation at any Inquiry or Appeal arising out of an application for either of the recited licences.
21. To agree details of railway works in the City of London under the Transport and Works Act 1992.
22. To issue projection licences on, over or under streets pursuant to schemes where planning permission has already been agreed or renewing existing licences.
23. To be responsible for all functions under the Traffic Management Act 2004 and Regulations made thereunder that relate to the City of London as a local highway and local traffic authority.
24. To agree consents for temporary highway activities pursuant to the Crossrail Act 2009

25. To exercise through Civil Enforcement amongst other things, parking management and parking enforcement functions, under the Road Traffic Regulations Act 1984, the Road Traffic Act 1991, the London Local Authorities Acts 1996 – 2008 (LLAA), and the Traffic Management Act 2004 (TMA)

City Walkway

26. 25. Power to licence the temporary hoarding or enclosure of City Walkway pursuant to Section 162 of the City of London Sewers Act 1848 and Section 21 and Schedule 2 Part II to the City of London (various Powers) Act 1967.

Cleansing

27. The institution of proceedings and other enforcement remedies in respect of offences under the Environmental Protection Act 1990, Part II, Part III and Part IV.
28. To institute proceedings and other enforcement remedies in respect of the Health Act 2006, section 6, 7, 8, 9 and 10.
29. To institute proceedings and other enforcement remedies in respect of offences under the Refuse Disposal (Amenity) Act. 1978.
30. To institute proceedings and other enforcement remedies in respect of offences under the City of London (Various Powers) Act 1987.
31. To institute proceedings and enforcement remedies in relation to part VI of the Anti-Social Behaviours Act 2003.
32. To institute proceedings in relation to Town and Country Planning Act 1990 section 224 and 225.
33. To institute proceedings in relation to Regulatory Investigator Powers Act 2000
34. To institute proceedings in relation to Control of Pollution Act 1974
35. To issue notices under section 6 London Local Authorities Act 2004 (abandoned vehicles).
36. To institute proceedings and enforcement remedies in relation to part 1 -6 of the Anti-Social Behaviour, Crime and Policing Act 2014 (Added November 2014)

Delegations to other Officers

The following authorities are also delegated to the specified Deputies or Assistants:

Transportation and Public Realm Director – Items 4-36

Assistant Director (Highways) –5 -17 and Items 23 – 26

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	(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	(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	(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 and Breeding and Sale of Dogs (Welfare) Act 1999 (amendment	(i) Institution of Proceedings and other enforcement methods (ii) Section 2 – Authorisation of officers

	to the 1973 Act)	(iii) the Granting of Licences iv) Setting of Fees
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 (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	(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	(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	(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	(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 premises licences (iv) Granting provisional statements (v) Endorsement of temporary use notices

		(vi) Issuing club gaming permits (vii) Issuing of club machine permits (viii) Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits
48.	Greater London Council (General Powers) Act 1967	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Certificates of Registration
49.	Greater London Council (General Powers) Act 1981	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
50.	Greater London Council (General Powers) Act 1984, Part VI	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting of refusing registration
51.	Hallmarking Act 1973	Institution of Proceedings and other enforcement methods
52.	Health Act 2006	(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	(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)	(i) Institution of Proceedings and other enforcement methods (ii) Granting of Licences.
55.	Housing Act 1985	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices (iii) Granting of Licences

56.	Housing Act 2004	(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) Regulations 2010	(i) Institution of Proceedings and other enforcement methods. (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	<ul style="list-style-type: none"> (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	<ul style="list-style-type: none"> (i) Institution of Proceedings and other enforcement methods (ii) Power to appoint Inspectors
101.	Zoo Licensing Act 1981	<ul style="list-style-type: none"> (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
102.	Anti-Social Behaviour, Crime and Policing Act 2014 (Added November 2014)	To institute proceedings and enforcement remedies in relation to parts 1 -6

DIRECTOR OF OPEN SPACES

The following matters are delegated to the Director of Open Spaces.

Strategic

1. To submit responses on behalf of the Open Spaces Committee to initiatives and consultative documents issued by the Government and its agencies.

Operational

Burnham Beeches and City Commons

2. To deal with the sale of agricultural and forestry produce by private treaty.
3. To issue all necessary licences, franchises and consents relating to the Beeches/Commons where a precedent has already been set and where the Epping Forest & Commons Committee have not indicated that they wish to consider any further applications.
4. To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
5. To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest & Commons Committee, as appropriate.
6. To enforce the Byelaws relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
7. To authorise individual officers to enforce the Byelaws appertaining to the Beeches/Commons subject to any decision to institute proceedings being taken in accordance with paragraph (8) above.
8. To grant licences for:
 - a. sale of refreshments
 - b. filming and commercial photography
 - c. events and entertainments
 - d. driving and parking vehicles
9. To grant minor wayleaves and licences in consultation with the City Surveyor.

Epping Forest

10. To take any action to protect or preserve the Forest, and to report to the Epping Forest & Commons Committee, as appropriate.
11. To authorise individual officers to enforce the Byelaws relating to the Forest, subject to any decision to institute legal proceedings for any offence being made in consultation with the Comptroller & City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
12. To institute proceedings in Magistrates' courts under the Epping Forest Act 1878 (as amended) Section 87 of the Environmental Protection Act 1990, Section 9 of the City of

London (Various Powers) Act 1971 and Section 7(6) of the City of London (Various Powers) Act 1977>

13. To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
14. To deal with the sale of Forest produce by private treaty.
15. To grant licences for –
 - e. sale of refreshments;
 - f. filming and commercial photography;
 - g. circus and fairs;
 - h. flying model aircraft;
 - i. driving and parking vehicles;
 - j. camping;
 - k. events and entertainments.
16. To let out recreational facilities in accordance with the current approved scale of charges.
17. To grant minor way-leaves and licences.
18. To fix fees for the sale of Forest produce and to fix licence fees for ice cream vans and other small scale refreshment facilities in the Forest.

Hampstead Heath, Highgate Wood and Queen's Park

19. To liaise with English Heritage pursuant to the provision of any agreement in this regard between the City of London Corporation and English Heritage.
20. To issue all necessary licences, franchises and consents relating to Hampstead Heath, Highgate Wood and Queen's Park where a precedent has already been set and where the Hampstead Heath, Highgate Wood & Queen's Park have not indicated that they wish to consider any further applications.
21. To seek and obtain all requisite licences and consents required in connection with Hampstead Heath lands, Highgate Wood and Queen's Park, activities or entertainments.
22. To act to protect or preserve Hampstead Heath, Highgate Wood and Queen's Park and to report to the Hampstead Heath, Highgate Wood & Queen's Park Committee, as appropriate.
23. To enforce the Byelaws relating to Hampstead Heath, Highgate Wood and Queen's Park subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Hampstead Heath, Highgate Wood & Queen's Park Committee.
24. To authorise individual officers to enforce the Byelaws appertaining to the Hampstead Heath Grounds, Highgate Wood and Queen's Park subject to any decision to institute proceedings being taken in accordance with paragraph 25 above.

25. To let out recreational facilities in accordance with the current approved scale of charges.

26. To grant licences for:

- l. sale of refreshments
- m. filming and commercial photography
- n. circus and fairs
- o. driving and parking vehicles
- p. events and entertainments
- q. minor wayleaves and licences

City Gardens and West Ham Park

27. To take any action to protect or preserve West Ham Park and the City Gardens, and to report to the Open Spaces, City Gardens & West Ham Park Committee, as appropriate.

28. To enforce the Byelaws relating to West Ham Park and the City Gardens subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Open Spaces, City Gardens & West Ham Park Committee, as appropriate.

29. To authorise individual officers to enforce the Byelaws appertaining to West Ham Park and the City Gardens, subject to any decision to institute proceedings being taken in accordance with paragraph 28 above.

30. To grant licences for:

- r. sale of refreshments
- s. filming and commercial photography
- t. events and entertainments
- u. driving and parking vehicles

31. To grant minor wayleaves and licences.

32. To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.

33. To let out recreational facilities in accordance with the current approved scale of charges.

Cemetery and Crematorium

34. To re-purchase the Rights of Burial in unused graves.

35. To refund fees paid by City of London Corporation employees or their close relatives in respect of the purchase of the Rights of Burial in a grave or alternatively the crematorium fees.

36. Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller & City Solicitor.

Delegations to other Officers

37. The following authorities are also delegated to the Officers identified to be exercised either,

- v. at the direction of the Director of Open Spaces; or,
- w. in the absence of the Director of Open Spaces.

Superintendent of Burnham Beeches	-	Items 2 - 9
Superintendent of the City Commons	-	Items 2 - 9
Superintendent of Epping Forest	-	Items 10 – 18
Superintendent of Hampstead Heath, Highgate Wood and Queen’s Park	-	Items 19 – 26
Superintendent of Parks & Gardens	-	Items 27 – 33
Cemetery & Crematorium Manager	-	Items 34 – 36



CITY OF LONDON CORPORATION

SCHEME OF DELEGATIONS TO OFFICERS

DIRECTOR OF COMMUNITY & CHILDREN'S SERVICES

The following matters are delegated to the Director of Community & Children's Services.

1. The Director of Community and Children's Services (DCCS) is appointed as the Statutory Director of Children's Services in accordance with s18 of the Children Act 2004. Within the City of London, this post also has the additional responsibilities of Housing, Homelessness and Adult Social Care. Due to the volume of legislation and statutory duties that exist in relation to these functions, the Scheme of Delegation for the Director of Community and Children's Services has been founded on the principle of delegation "by exception". That is to say that the delegating body delegates everything that can lawfully be delegated, with the exception of those issues falling under Part A of the Scheme of Delegation to Chief Officers that may require a submission to be made to the relevant Committee or Sub-Committee.
2. The Director of Community and Children's Services may only exercise the delegated powers in this Scheme in accordance with Part A of the Scheme of Delegation to Chief Officers.
3. The Scheme provides for the delegation of authority to the Director of Community and Children's Services and (s)he may arrange for such delegated authority to be exercised on their behalf by an officer of appropriate experience and seniority. The Director of Community and Children's Services shall remain personally responsible for any decision taken on their behalf pursuant to the delegation arrangements. All delegated functions shall be deemed to be exercised on behalf of and in the name of the City of London Corporation
4. Key functions delegated to the Director of Community and Children's Services include, but are not limited to:

Services for Children

5. To be the City of London Corporation's statutory Director of Children's Services under section 18 of the Children Act 2004
6. To carry out the functions of the Corporation as a Children's Services Authority including those functions referred to in Schedule 2 of the Children Act 1989, Section 18 of the Children Act 2004 and the Adoption and Children Act 2002(as amended from time to time), including:
 - a. education functions conferred on or exercisable by the authority including the functions of the Corporation relating to child employment and the youth service, and functions relating to adult learning and further education, set out in the Section 18(3) of the Children Act 2004 (as amended from time to time).;
 - b. functions conferred on or exercisable by the authority which are social services functions (within the meaning of the Local Authority Social Services Act 1970 (c. 42)), so far as those functions relate to children;
 - c. the functions conferred on the authority under sections 23C to 24D of the Children Act 1989 (After care arrangements etc.) (c. 41) (so far as not falling within paragraph (b));
 - d. the functions conferred on the authority under sections 10 to 12, 12C, 12D and 17A of the Children Act 2004.

- e. any functions exercisable by the authority under section 75 of the National Health Service Act 2006 on behalf of an NHS body (within the meaning of those sections), so far as those functions relate to children; and
 - f. the functions conferred on the authority under Part 1 of the Childcare Act 2006 in relation to Early Years
 - g. the functions conferred on the authority under any new or amended legislation in relation to education or children's social care.
7. To carry out the functions of the Council under section 31 of the Health Act 1999 (as amended from time to time) so far as those functions relate to children.
 8. To arrange the use of Sir John Cass School premises for adult education classes, youth work and other after-school activities.
 9. To submit responses on behalf of the Committee to consultative documents issued by Government and its agencies, subject to their being copied to the Chairman and Deputy Chairman (Education Committee 15.03.93).

Adult Services

10. To be the Council's Statutory Director of Adult Social Services under section 6(A1) of the Local Authority Social Services Act 1970 as amended by section 18(1) of the Children Act 2004.
11. To carry out the functions of the Council in relation to Adult Social Services and Social Care including all social services functions under the Local Authority Social Services Act 1970 and the National Health Service and Community Care Act 1990 (as amended from time to time) so far as they relate to adults.
12. To be the principal point of contact for the conduct of business with the health service sector and carry out the functions of the Council under the Health Act 1999 and any other health legislation (as amended from time to time) so far as these functions relate to adults.

Adult Skills and Learning

13. To manage and run the apprenticeship scheme
14. To prepare and submit funding bids to the Skills funding agency and other sources as appropriate.
15. To enter into partnerships with businesses and educational institutions on behalf of the apprenticeship scheme and skills and training.
16. To participate in regional and sub-regional programmes to enhance skills and learning.
17. To determine fees for adult education, youth and early years/out of school provision.

Housing

18. To act on behalf of the Corporation in its capacity as a local housing authority on all matters relating to the Corporation's functions under the provisions of housing legislation, which include but are not limited to:
 - a. determining the strategic management and direction for Housing operational services;
 - b. exercising the Corporation's functions as Housing Authority in accordance with the Housing Strategy and other relevant housing policies and plans;

- c. exercising the Corporation's functions in respect of the preparation and development of appropriate strategies and plans, including those relating to housing investment, homelessness, social tenancy, tenancy related matters, leaseholders and allocations;
- d. undertaking the periodic reviews of housing needs and conditions within the City;
- e. preparing and reviewing an Asset Management Strategy for consideration by Members;
- f. maintaining the Housing Revenue Account in accordance with proper practices;
- g. discharging of all functions and responsibilities Procurement in relation to the Corporation's housing stock;
- h. incurring housing repair and improvement expenditure within budget levels and the programmed maintenance of City dwellings, garages and estates;
- i. incurring expenditure on adaptations to dwellings for people with disabilities within the approved budgets;
- j. securing effective housing and neighborhood management including the management of the Corporation's housing properties, housing estates and ancillary amenities, including rent collection, recovery of arrears and debit control;
- k. undertaking statutory and general consultations on housing matters with tenants, leaseholders and others
- l. exercising the powers of the Corporation relating to securing possession of City dwellings, demotion orders, eviction of secure tenants, introductory tenants, non-secure tenants and licensees in accordance with City of London policy;
- m. assessing and preventing homelessness in accordance with legislation;
- n. attending the Barbican Residents' Association meetings and discharging functions as set out in the agreed terms of reference of that Committee.

19. To institute proceedings and enforcement remedies in relation to part 1 -6 of the Anti-Social Behaviour, Crime and Policing Act 2014

Barbican Estate

- 20. In relation to the Barbican Estate:-
 - a. to approve lettings and sales between Committee meetings;
 - b. to authorise sale prices above or below consultant values;
 - c. to approve sales of residential property on the Estate;
 - d. to approve assignments, sub-tenancies and tenancies at will to suitably qualified applicants between Committee meetings;
 - e. to authorise signage on private areas of the Estate;
 - f. to approve the occupation of accommodation by Estate Office staff in and around the Barbican;
 - g. to approve the occupation of accommodation managed by the Barbican Estate to other City of London Corporation Departments.
- 21. To approve, where appropriate, filming and photography on the Estate.
- 22. To agree commercial rent levels in consultation with the City Surveyor, subject to reporting to the Barbican Residential Committee.
- 23. To approve valuations of flats submitted by consultant valuers.

24. To appoint consultants in accordance with Standing Orders.

Commercial Property

25. To approve all new lettings of commercial property at market value for a term of 15 years or less, with a minimum of five yearly upward only rent reviews. Such lettings to accord with the relevant approved commercial estate strategy.
26. To conclude all commercial property rent reviews, except where:-
- a. it is proposed that the rent is reduced;
 - b. the review is determined more than 12 months after the review date unless either (a) interest is payable on the reviewed sum, or (b) the matter has been referred for determination by a third party and has been so determined.
27. To approve all lease renewals of commercial property, where the lease is renewed by negotiation or where the lessee is entitled to renewal in accordance with Part II of the Landlord & Tenant Act 1954. Such renewal will be at market value for a term of 15 years or less, with a minimum of five yearly upwards only rent reviews.
28. To negotiate terms and accept surrenders of commercial leases where the level of income is maintained by the simultaneous grant of a new letting to either the existing or a new tenant.
29. To approve the grant of short term periodic tenancies, tenancies at will, licenses, easements, and wayleaves in respect of cables, cranes, scaffolding and hoardings and similar arrangements of a non-permanent and determinable nature, other than those involving capital payments totalling in excess of £10,000.
30. To deal with Rights of Light and Party Wall matters and other items of a similar nature, including those where, in the opinion of the Director capital payments are not considered appropriate or the quantum of such payments has been determined by external advice.
31. To authorise formal minor amendments to any lease, tenancy, licence or other agreement relating to property which does not in the opinion of the Director materially affect the duration of, or income from such agreements.

[NB. The definition of 'market value', as referred to above, is as stated in the RICS Appraisal & Valuation Standards (7th edition) – Practice Statement 33:-
'The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms in an arms-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion. Whenever Market Rent is provided the 'appropriate lease terms' which it reflects should also be stated.']

Proper Officer

1. To act as the Proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc.) pursuant to Section 29 of the Local Government Act 1972.

2. To act as the Proper Officer for the Rent Act 1997 (as amended by the Housing Act 1980).

Public Health

3. To discharge the responsibilities for public health within The City of London in accordance with the requirements of the Health and Social Care Act 2012 and the NHS Act 2006.
4. To manage the Corporation's Public Health functions (where these are not specially delegated to other Chief Officers).
5. Exercising the Corporation's functions in planning for, and responding to, emergencies that present a risk to public health.
6. To cooperate with the police, the probation service and prison service to assess the risks posed by violent or sexual offenders.
7. To provide the Corporation's public health response as a 'responsible authority' under the Licensing Act.
8. To develop and maintain the Joint Strategic Needs Assessment for the City of London and to discharge the responsibilities for research in relation to public health and wellbeing.
9. To produce an annual public health report

Miscellaneous

10. To enter into Commissioning arrangements for the provision of any of the functions of the Director of Community and Adult Services in so far as this is compatible with Part A of the Scheme of Delegation
11. To consider representations from persons seeking access to their files under the Data Protection Act 1998, and to grant such access as appropriate.

Delegations to other Officers

12. The following authorities are also delegated to the Officers as appropriate to the relevant skills and experience of each to be exercised either,

- (a) at the direction of the Director of Community & Children's Services; or,
- (b) in the absence of the Director of Community & Children's Services

Assistant Director People	- Items 5-11
Assistant Director Partnerships (and other items relating to commissioning of services)	- Items 14-18
Assistant Director, Housing & Neighbourhoods	- Items 18-19, 25-31
Assistant Director, Barbican & Property Services	- Items 20-31
Director of Public Health	- Items 34-40

Committee(s):	Date(s):
Port Health and Environmental Services	18 November 2014
Subject: Household recycling services and the requirements of the Waste Regulations 2011 (amended 2012) “TEEP”	Public
Report of: Director of the Built Environment	For Information

Summary

The revised EU Waste Framework Directive (rWFD) includes a requirement for all collectors of waste to take measures to promote high quality recycling, and this requirement was transposed into English legislation by the Waste (England and Wales) (Amendment) Regulations 2012. This includes a specific requirement, by 1 January 2015, to set up separate collections of paper, plastic, metal and glass. The Regulations, which also cover the City’s waste collected by street cleaners and via on-street recycling bins, state these materials must be collected separately unless it is not necessary to do so in order provide high quality recycled material, or it is not technically, environmentally or economically practicable (‘TEEP’) to do so.

It will therefore be necessary for the City of London to review the way we collect our municipal recycled material and complete a formal assessment to ascertain whether it is TEEP to collect source separated recycling material.

Initial work carried out by Officers indicates that it would not be TEEP to collect these materials separately and that is highly unlikely we will be required to change our current recycling collections. However, robust assessments and a clear audit trail of the decision making process are key to ensuring compliance.

The Environment Agency (EA) are due to issue their finalised regulatory regime in November 2014. The proposed regulatory regime states that those deemed to not be complying with the Regulations face an 8-step process to ensure compliance, which begins with a request for information and potentially culminates in prosecution.

It is therefore proposed to engage a consultancy to undertake an independent assessment to ascertain whether the City is in compliance with the legislative requirements. The outcome of this assessment will be reported back to your Committee in January 2015 with details of any changes required in order to achieve compliance with the Regulations.

Recommendation(s)

Members are asked to:

- Note the report and agree a further report be presented to this Committee setting out the outcome of the assessment and the detail of any changes in service required, if any, to achieve full compliance with the regulations.

Main Report

Background

1. On 1 October 2012, amendments to the 2011 Waste (England and Wales) Regulations came into force through the Waste (England and Wales) (Amendment) Regulations 2012 which transpose the revised Waste Framework Directive 2008/98/EC2 (rWFD) into English legislation
2. Regulation 13 requires that from 1 January 2015 every collector of waste (including the City of London) must collect paper, metal, plastic and glass (the four materials) for recycling. It further requires that this should be by way of separate collection where it is:
 - necessary to facilitate or improve recovery (in effect, to provide high quality recyclates), and
 - technically, environmentally and economically practicable (TEEP) to do so.
3. In relation to TEEP, European Commission “Guidance on the Interpretation of Key Provisions of Directive 2008/98/EC on Waste” clarifies that:
 - “‘Technically practicable’ means that the separate collection may be implemented through a system which has been technically developed and proved to function in practice”;
 - “‘Environmentally practicable’ should be understood such that the added value of ecological benefits justify possible negative environmental effects of the separate collection (e.g. additional emissions from transport)”;
 - “‘Economically practicable’ refers to a separate collection which does not cause excessive costs in comparison with the treatment of a non-separated waste stream, considering the added value of recovery and recycling and the principle of proportionality.”
4. The objective of the regulation is to achieve high quality environmental performance through high quality and quantities of recycling. The presumption is that this will be achieved through separate collections, but this route need only be taken if the same high quality cannot be achieved by other means (the Necessity Test), and then only if it is practicable (TEEP) to collect the materials separately.
5. Whilst the TEEP test is intended to be a high hurdle, separate collection of each material must meet all three elements of the test to be required, for example if the four materials can technically be collected separately without detriment to the environment, but the economic impacts are too significant (e.g. significant costs to change and run service) then it is deemed not practicable to collect separately.
6. Regulation 13 also applies to street cleansing and on-street recycling bins in addition to collectors.
7. Interpretation of the Regulations is not straightforward and the way that the rWFD is transposed in the Regulations has been the subject of judicial review.

The original wording of Regulation 13 was amended by the Department for Environment, Food and Rural Affairs (DEFRA) and Welsh Ministers in 2012, clarifying that co-mingled recycling is not a form of separate collection.

8. In the absence of guidance from DEFRA on how to interpret the law, a “Route Map” has been created by a variety of bodies, including Waste & Resources Action Programme (WRAP) and the London Waste and Recycling Board (LWARB) to provide some guidance and interpretations of the likely practical meaning of the law. Please see Appendix A.

Current Position

9. The City of London currently collects all four materials required by the Regulations, however this is through a fully co-mingled Dry Mixed Recycling (DMR) service and means that none of the four materials are collected separately.
10. Initial work carried out by Officers indicates that higher quality recycling could be achieved by separate collections, but that it is not TEEP to collect separately for the following reasons:
 - Space limitations within bin stores prohibits ability to provide additional receptacles for separate materials (technical)
 - Additional road journeys (environmental)
 - Provision of more or different types of vehicles (economic) and the necessary additional staffing
 - Provision of additional containers (economic)
 - Provision of additional plastic sacks (economic)
 - Significant rebranding and communication exercise (economic)
 - Tendering and letting of multiple material contracts (economic)
 - The collection contract the City has is mid-term and any major service overhaul would be timely and costly (economic)
 - Limited storage space in residents homes and bin stores (practical)
11. As the default requirement of the legislation is to collect all four materials separately, a specialist consultancy will be commissioned to undertake a review of the Corporation’s co-mingled DMR service to ensure a robust and independent assessment of our compliance with the new legislation.
12. The consultancy will assess whether the City’s comingled DMR is currently of sufficient quality that it does not necessitate a need to introduce separate collections. They will also model the technical, economic and environmental implications of changing our collection method to assess whether it would be TEEP to collect any or all of the four materials separately in order to improve the quality of recycling.

Next steps

13. The consultancy will apply the Necessity and TEEP tests described above. Upon completion of the assessments, they will provide a report setting out their recommendations to ensure the City's compliance with the revised Regulations. This will be reported to your Committee for approval in January 2015. Should the consultancy recommend any variation to our service this will be fully detailed, along with contract variations and implications necessary to implement them. There cannot be any significant financial implications to any variation as this would not be economically practical.
14. The TEEP test will need to be reviewed on an ongoing basis. Contracts and technology may change, removing or introducing barriers to compliance which could change the outcome of the test, and thus the decision reached for January 2015 may not hold if there are significant changes in the future.
15. In particular, if it is deemed to be not economically practicable to change the recycling collection service for January 2015 due to the cost of exiting/amending current contracts, this decision will need to be re-considered at a later date when these contracts expire and therefor would not present a permanent barrier to compliance.

Financial Implications

16. The £10,000 cost of the consultancy service will be met from existing local risk resources.
17. Assessments and modelling undertaken by the consultancy may show that it is necessary to adapt the co-mingled DMR recycling collection service in order to comply with the legislation change and the financial implications of this change will form part of the report detailing the required changes. However, as previously stated, if it is not economically practicable to change the service, or change the service at this time due to mid-term contracts, the City may not be required to change the service.
18. This supports the City's Corporate Plan Key Policy Priority, KPP2 Maintaining the quality of our public services whilst reducing our expenditure and improving our efficiency.

Legal Implications

19. From 1 January 2015 the City should keep and be able to provide for inspection, an audit trail which will help the Environment Agency (EA) to understand the basis of the decision-making process upon which the comingled DMR recycling service operates. Records should be such that, if necessary, they could demonstrate compliance with the regulations in a court of law.
20. At time of writing, the EA have not yet finalised the regulatory regime they will adopt from January 2015. The proposed regime states they will ask waste collectors to supply information on the collection methods in place and retain

this information. The EA state in their proposed regime it is their “*aim is to help people achieve compliance, but to be robust with those who deliberately ignore their obligations. We will work with collectors to help them to comply, by holding practical conversations or issuing advisory letters in the first instance. Further action will be taken only where necessary. Enforcement action will be a last resort as it is costly and time-consuming to both parties.*” (Separate collection of recyclables, EA Briefing Note 3, version 15 October 2014)

21. The proposed regulatory regime indicates that where non-compliance is suspected, an 8-step intervention programme may be evoked to gain compliance. The first intervention measure is likely to be an “*an advisory phone call or letter seeking to explore and understand the collection activity, and whether improvements can or should be made*”. Formal caution would be the penultimate step, culminating in prosecution.
22. The confirmed regulatory regime is due to be announced November 2014.

Conclusion

23. With a robust assessment, clear audit trail of the decision making process and regular review, the City should be confident in complying with the new legislation.

Appendices

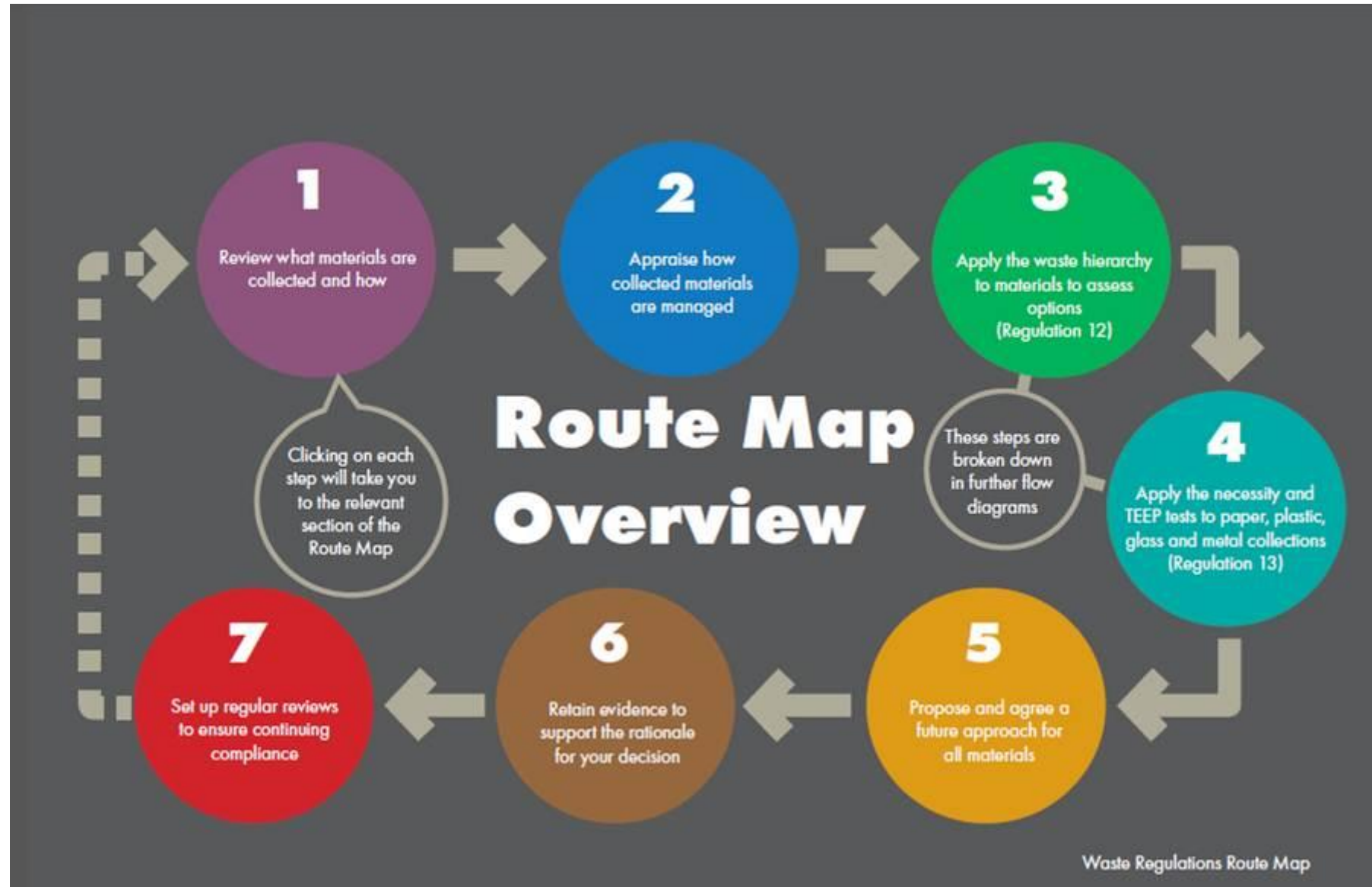
- Appendix A – TEEP Route map.

Jim Graham

Assistant Director Cleansing, Operations

T: 020 7332 4972

E: jim.graham@cityoflondon.gov.uk



Committee(s):	Date(s):
Port Health and Environmental Services	18 November 2014
Subject: Five year extension of London Wide Hazardous Waste Collection and Disposal Service.	Public
Report of: Director of the Built Environment	For Decision
Summary	
<p>The City currently acts as the lead authority for the London-wide Hazardous Waste Collection and Disposal Service, which is delivered through a contract with PHS Waste Management.</p> <p>The current contract commenced on 1 October 2010 for five years, with the option to extend by a further five years subject to satisfactory performance and further authority being obtained from your Committee and the participating boroughs.</p> <p>The service has been increasing usage over the contract period, and online facilities have been improved. Officers have reviewed the contract and concluded that it is performing well and provides good value for money. The contractor has indicated their willingness to extend the contract on the present terms.</p> <p>It is therefore recommended that a five-year extension to the contract be agreed, subject to the agreement of the participating boroughs, which is currently being sought.</p>	
Recommendation(s)	
Members are asked to agree that:	
<ul style="list-style-type: none"> • The City continues to act as lead authority for the provision of a London-wide Hazardous Waste Collection and Disposal Service. • The City seeks formal agreement with PHS Waste Management for a five year extension to the existing contract subject to such amendments as may be agreed by the Comptroller & City Solicitor subject to participating Borough agreement of contract extension. 	

Main Report.

Background

1. The City currently acts as the lead authority for the provision of a London-wide Hazardous Waste Collection and Disposal Service. This service is used by all of the London Boroughs, with the exception of Hillingdon, and provides a mechanism for the collection of small quantities of asbestos and chemical wastes from members of the public, registered charities, schools, local authority offices and the Emergency Services.

2. The City has acted as lead authority for this service since 1 April 1998. Prior to this it was administered by the Environment Agency from 1 April 1996 to 31 March 1998. They in turn succeeded the former London Waste Regulation Authority and the Greater London Council respectively. It is believed that this particular service has been provided within London since 1966.
3. In 2010 a tendering exercise was carried out for the provision of a Hazardous Waste Collection and Disposal Service. Your Committee agreed to award a five year contract to PHS Waste Management for the collection and disposal of chemicals and asbestos which commenced on 01 October 2010. The contract was for an initial five year period, with an option to extend by a further five years subject to satisfactory performance and further authority being obtained from the participating boroughs and this Committee.

Current Position

4. As part of its responsibilities for administering this service, the City employs two full time officers to co-ordinate the various requirements of the contracts. These include taking telephone calls from residents, processing on-line applications and making arrangements with the specialist contractor.
5. The relationship between the City and each participating authority is governed by the existence of individual Borough Agreements made under Section 5 of the London Government Act 1963 and Section 101 of the Local Government Act 1972. These Agreements allow for the City to charge each participating authority for the costs associated with the provision of the service, namely an apportionment of the administrative and fixed charges of both the City and the contractors, paid in advance at the start of each contract year, together with the costs of the actual collections carried out within that particular authority's area, paid at the end of each quarter. The estimated total cost of the contract for the present financial year is £363,000. The residual charge to the City for the last financial year was less than £3,000 (its proportion of the fixed costs plus collection costs).
6. The existing arrangements for the service have proved popular with the participating authorities and there has been a steady year on year increase in its usage. During the first four years of the present contract the amount of collections carried out has risen from 2,500 in 2010/11 to 3,200 in 2013/14, when the service was responsible for the collection of 240 tonnes of asbestos and 35 tonnes of chemicals from within the London area. During this period the service has also evolved with an improved facility for residents to make applications for the service online, which has resulted in the percentage of collections made from online requests rising from less than 5% in 2010/11 to over 25% in 2013/14.

The Future

7. The existing contract with PHS Waste Management ends on 30 September 2015. Your officers have looked at options post 2015 and consulted with the Greater London Authority and the London Waste and Recycling Board during September of this year. Following this exercise it was concluded that the existing arrangements worked well and that the contract provides value for money for Boroughs due to the administration of one contract for 32 participating Boroughs. This exercise resulted in the contractor being approached regarding a possible extension to the existing contracts for a period of 5 years, for which there is provision within the existing Agreements.
8. The contractor has expressed a willingness to extend the existing contract on the present terms, although they have expressed concerns regarding possible increases to landfill tax regarding the disposal of asbestos. This type of increase is already provided for within the existing Borough Agreements and any additional costs involved would be passed on to the participating authorities.
9. Agreement is currently being sought by Comptrollers and City Solicitors from the existing participating authorities for their formal acceptance of these arrangements in parallel with seeking Committee approval.

Financial Implications

10. Due to the increase in usage of this service there may be a need to increase staffing in the future depending on demand. This initially would be on a part time basis during the peak spring/summer period and cover would be provided on an agency basis although it is hoped that with more applications being made on line this need may be reduced. This type of scenario is already provided for within the existing Borough Agreements and any additional costs involved would be shared amongst the participating authorities, and the impact on the City would be minimal.

Environmental Implications

11. The contract provides an invaluable service for the collection and disposal of an increasing amount of hazardous wastes. This has been recognised by the Greater London Authority within the Mayor's Municipal Waste Management Strategy and the Mayor's Hazardous Waste Strategy. Without this type of service for London, hazardous wastes could be disposed of through less environmentally friendly means such as fly-tipping, via the drainage system or hidden in the general waste stream.

Value for Money

12. The present arrangement within London is unique and cannot be compared with any other hazardous waste service that is carried out within the rest of the UK. It is therefore difficult to compare like for like costs, however a single contract administered by the City on behalf of another 31 other Boroughs is seen as a role model for joint procurement by the GLA.

Conclusions

13. The present contractual and administrative arrangements have provided an essential and reliable service to the participating London authorities. The service has also gained praise from other bodies and other local authorities have used it as a model on which to base their own schemes. The existence of the service has meant a significant amount of hazardous waste generated in London has been managed properly.
14. The City acts as lead authority on behalf of all London boroughs (with the exception of Hillingdon) for the provision of this service which provides an excellent example of joined up partnership working on a London-wide scale. It also reinforces the City's position of providing services or amenities for the benefit of London as a whole.

Jim Graham

Assistant Director Cleansing, Operations

T: 020 7332 4972

E: jim.graham@cityoflondon.gov.

Committees:	Dates:
Streets and Walkways – For Information	17 November 2014
Port Health & Environmental Services – For information	18 November 2014
Health and Wellbeing Board – For Information	28 November 2014
Policy and Resources – For information	11 December 2014
Planning and Transportation – For decision	13 January 2015
Subject:	
Items placed on the Highway (streets and pavements)	Public
Report of:	
Director of Built Environment	For Information
<p>Summary</p> <p>This report considers the adoption of a policy to enable the safe management of footpaths and the street environment in a proportionate manner.</p> <p>The comments received from Members following a recent report relating to ‘A’ boards indicated that the issues being experienced on the City’s streets were wider than just ‘A’ boards. One of the issues was around the management of dealing with a variety of different items placed on the highway, including inappropriately parked cycles, newspaper and leaflet stalls and tables and chairs as well as ‘A’ boards.</p> <p>The City continues to receive a number of complaints every year relating to items obstructing the highway. The review has had regard to Highways legislation in relation to obstruction and the need in the City for increased unobstructed footway.</p> <p>A footpath capacity assessment will be undertaken using specific criteria to identify streets that are at full or near full pedestrian capacity at peak times and streets where footfall is lower. Using an industry standard methodology for assessing footpath capacities criteria can be used to identify streets that are at full or near full pedestrian capacity at peak times and streets where footfall is lower. These locations will be identified by Officers through the street classification in line with the design guidelines of the Mayor of London for what makes a good street.</p> <p>The report recommends that while each case will be considered on its merits, a pragmatic and proportionate approach will be adopted as follows:</p> <ol style="list-style-type: none"> 1. For footpaths and footways which are narrow in design, less than 2m wide, there will be a presumption that anything placed on a pavement will cause a significant obstruction and constitute a nuisance/danger and will be dealt with using Highway Legislation to secure removal. 2. For footpaths and footways wider than 2m (other than those with high footfall referred to in (3) below) - an assessment will be made 	

by Officers, on a case by case basis, as to whether the Item poses a significant obstruction due to the available footpath space. This will allow all users adequate space to pass and re-pass or whether the obstruction is so minor that it can be considered a *de minimis* or “fractional” obstruction.

3. For footpaths and footways assessed and identified as having high footfall (such as transport hubs and related pedestrian routes) there will be a presumption that any items placed on the highway will cause a significant obstruction and constitute a nuisance and/or danger (and will be dealt with using Highways Legislation to secure removal)

This policy also aligns with the Mayor of London’s strategies via TfL, they have adopted a progressive approach to reducing obstructions on the highway.

The City is recommended to formally adopt this approach to manage obstructions on the highway.

Recommendations

Members of Port Health and Environmental Services Committee, Health and Wellbeing Board and Streets and Walkways sub-committee and Policy and Resources committee are asked to comment on the contents of this report prior to it going to Planning and Transportation Committee for decision.

Members of Planning and Transportation Committee are asked to consider this report and agree the recommendations that:

1. The City adopts this progressive approach to obstructions on the highway set out in the report to enable the safe management of footpaths and the street environment in a proportionate manner.
2. In doing so applies the principles set out in the summary above at 1, 2, and 3.

Main Report

Background

1. A report relating to ‘A’ boards was presented to a number of Committees for comments, these included Streets and Walkways sub-committee, Health and Wellbeing Board, Port Health and Environmental Services Committee and Policy and Resources Committee. From this process the comments received from Members indicated that the issues being experienced on the City’s streets were wider than just ‘A’ boards and the primary issue being one of how the streets should be regulated to deal with obstructions. These could be from a wide variety of sources but would include inappropriately parked cycles, newspaper and leaflet stalls, and tables and chairs as well as ‘A’ boards. A revised policy concerning the control of Tables and Chairs was agreed by Planning and Transportation Committee on 30 July this year.

2. This report proposes a policy on how the City will deal with items causing an obstruction of the highway.

Context

3. The historic layout of many City streets means that there are a number of areas where streets and lanes have very narrow footways. Even streets with wider footways may often not be able to cope with the high levels of pedestrian footfall they experience at peak travel times.
4. To date, redevelopment and environmental enhancement schemes have resulted in a number of street design improvements which provide more usable pedestrian space. An example of this is Cheapside where there has been a conscious design decision to widen the footpaths and to maintain a 'clear street' with minimal street furniture, creating more freedom of movement for all users.
5. The City is also expecting a significant increase in commuters, shoppers and visitors. The current daily population of users of the City is estimated to be around 330,000 people and with the arrival of the 'Eastern Clusters' office developments, the construction of Crossrail, Bank upgrade and the ThamesLink upgrade, the City's daily population, over the next ten years, is predicted to rise to well over 400,000. This will result in the streets becoming even more congested and public footpath space ever more precious. It is already apparent from daily observation that pressure on footways is often leading pedestrians to 'walk in the road'. Accordingly a high priority for the Corporation's Environmental Enhancement Team is that the City's streets should continue to be altered to create more space for pedestrian movement.
6. Supporting the principle of providing more and safer space for pedestrian movement Corporation officers have also been working to de-clutter the streets removing unnecessary signage and street furniture as well as introducing 'Time Banding' for Bagged Waste. This initiative, agreed by the Port Health and Environmental Services Committee in September 2011, restricts the times when waste bags may be placed on the highway for collection to avoid times of high footfall.
7. Despite recognising the importance of available footway to facilitate the safe movement of pedestrians the Corporation also recognises, where practicable, the needs of traders. Tables and Chairs are licensed to be placed on the highway if the site is suitable and many traders also consider that placing boards or other items on the street helps generate business. A report setting out the current policy adopted by the Planning and Transportation Committee concerning Tables and Chairs use in the highway was agreed on 30th July this year and the principles contained are consistent with this report. In some streets placing items such as boards or tables and chairs would clearly cause an unacceptable degree of obstruction whereas in others, where the footway is wider or footfall less, it might be argued that any obstruction is negligible or 'de-minimis'.
8. A further consideration is that the needs of those wishing to place items on the highway have to be balanced against those who consider such items as dangerous obstructions, for example, some groups representing the

visually impaired. The City has received increasing numbers of complaints for items causing an obstruction of the highway over recent years resulting in officers dealing with 59 reports in 2011, 119 in 2012 and 127 in 2013.

9. A final consideration is that even small scale use of additional 'things' or structures placed out on the street by some traders can serve to encourage wider use as individual businesses seek to compete with neighbours which results in a proliferation of items in an area or street. Some traders may feel disadvantaged against their competitors if they are not allowed to place out items on the highway due to the footway size. Clearly this problem is most likely to manifest itself in narrow side streets where traders may already feel disadvantaged against main street traders.
10. It is against the above backdrop that Members are asked to consider the City's approach to items causing an obstruction on the highway. In so doing Members may wish to be aware that TfL, over recent years, have revised their approach to obstruction and have implemented a zero tolerance policy to obstructions on what they call 'prestige footways'. See Appendix 1.

Proposed Policy on Obstructions of the Highway

11. In considering the de-minimis principle to obstructions the City will need to do two things; firstly, define the necessary footpath space that must at all-time be available and secondly, consider the peak footfall requirements of any street.
12. In terms of available footpath width, advice from the City's Access Team is that a minimum of 2m of clear footpath is a practical approach to managing the street environment, this is currently the criteria used when assessing table and chairs applications which the Access Team are consulted on.
13. Following an assessment of the footpath widths across the City around 50% are less than 2m and therefore it is proposed that there will be a presumption that no form of obstruction be permitted on these streets and that any item placed on these footpaths is not capable of being considered a *de minimis* or fractional obstruction.
14. The approach to be taken for the remaining 50% of streets is that it will be necessary to assess the footfall at peak times. Officers in the Planning and Transportation use an industry recognised methodology, see Appendix 2, to assess and identify footpaths where high footfall is experienced at peak times.
15. Where an assessment exceeds the parameters of this methodology and shows that the footpath is being used to or near its capacity, it is likely that anything placed on the footpath will cause a significant obstruction, this will be broadly in line with assessments made for tables and chairs license applications. Where footpaths fall within the parameters of the methodology, then consideration will be given to permitting items to be placed on the footpath as any resulting obstruction could be considered to be *de minimis*. As these assessments are carried out the City will be able to give streets a classification of use and purpose.

Enforcement of Policy

16. The City as the Highway Authority has powers to secure removal of any unlawful obstructions and deal with any person causing such an obstruction. These powers are set out in Appendix 3
17. Where items could be permitted by this policy on the basis of constituting a *de minimis* obstruction it would be essential to consider each on a case by case basis.
18. There are some exceptions when the highway can be used for purposes other than the primary purpose of passing and re-passing. These include the temporary erection of scaffolding for building repairs, maintenance or development and other things such as signs and bollards, temporary roping of defined areas for patrons of licensed premises, to improve pedestrian safety. Additionally there are 'Tables and Chairs', which may be deemed 'an amenity' or to be 'a public benefit' and may be licensed where appropriate under section 115E of the Highways Act 1980.
19. The Comptroller and City Solicitor advises that the highway authority's powers, S.115E Highways Act 1980, to license the placing of objects or structures on the highway extend only to objects or structures which enhance amenity or provide a public benefit. Some local authorities have been found to license 'A' Boards, using section 115E of the Highways Act 1980; however this is being challenged by London TravelWatch. The City Solicitor advises that licensing could only be considered appropriate if 'A' boards were considered to be a public amenity or for public benefit. Officers do not consider this to be the case in relations to advertising boards and therefore licences would not apply to such 'A' Boards.
20. Other permitted activities by the City as Local Highway Authority include the requirement to maintain, repair and clean the highway to the required standards using associated equipment. In addition, certain signage is permitted or required for public benefit or public safety purposes in connection with the exercise of statutory functions, such as traffic management, street works or polling station signage.
21. The Street Environment Officers (SEO), within Cleansing Services are responsible for monitoring compliance with the above highway legislation. Currently the SEOs use a set of guidelines relating to 'A' boards, but not policy, which follow the 'de- minimis' principles to ensure that anything placed on the street does not significantly obstruct the highway. These stipulate a minimum width of 2 metres of available footpath which allows users to pass and re-pass on the highway. This width is an 'ideal minimum width' quoted within the industry. The guidelines prescribe a number of other criteria to ensure that they are not an obstruction on the highway and aid the safe management of street furniture. These can be easily modified for this policy to encompass items placed on the highway. A copy of these can be found in Appendix 4.
22. The current approach to enforcement of is that the SEOs do not aggressively target businesses using additional equipment. However, when a complaint is received, SEOs will investigate using the above guidelines. If the business does not or cannot comply then they are asked to remove it. Failure to do so will result in the SEO removing it in

accordance with the above relevant highway legislation procedures. By approving this policy the SEO team will have a clear understanding of the City's approach to obstructions on the highway and will be able to manage the street environment more consistently and effectively.

23. There will be a requirement for good communication of this policy, with possibly a transition period of education and engagement to help support businesses to understand the reasons for this approach before any enforcement is taken. A similar approach was adopted for the introduction of the Time Banding Scheme restricting when bagged waste can be put out on the highway. This approach was generally successful. This will be undertaken by the Street Enforcement team within the Cleansing Services as they already monitor the City streets for compliance under the highway regulatory framework.

Other considerations

Transport for London's Position

24. Transport for London (TfL) has for some time been advocating the de-cluttering of the pavements and streets. With an initiative in 2001 'to return our pavements back to the pedestrian' by clearing away unnecessary obstructions etc. from the TfL Road Network. In 2009, the Mayor of London initiated 'the better streets initiative' which offered guidance on what makes good streets. The document published guiding principles including statements such as:

'Street design should be based on simple and robust principles which reflect the characteristics of London and its neighbourhoods.'

'A clear understanding of the function of a particular street and a brief that articulates this is one of the fundamentals of creating great streets. Improvements need to reflect whether the street is primarily a retail high street, a residential road, a place for cultural activity, a busy through route, or something else; the more capable the street is of bearing heavy pedestrian use, the more appropriate the removal of segregation measures is likely to be.'

25. The London Plan followed and, TfL, taking forward the Mayor's Transport Strategy - Accessibility Implementation Plan, stated how it intended to improve access for all.
26. TfL are taking a progressive approach to removing obstructions from the street and have identified a number of streets which they call 'prestige footways' where they are taking a zero tolerance to obstructions on these, this can be found in Appendix 1 and includes Bishopsgate, Gracechurch Street, Upper and Lower Thames Street, Byward Street and Tower Hill within the City. TfL highway officers currently enforce against any obstructions on these streets within the City.

London TravelWatch

27. London TravelWatch is a watchdog organisation representing the interests of transport users in and around the capital. Officially known as London Transport Users Committee, they were established in July 2000. London TravelWatch is sponsored and funded by the London Assembly, which is

part of the Greater London Authority, and is independent from the transport operators.

28. London TravelWatch promotes integrated transport policies and presses for better public transport, with higher standards of quality, performance and accessibility. They liaise with transport operators, providers, regulators and local authorities.
29. London Travelwatch has recently undertaken a campaign sponsored by the Royal National Institute of Blind People (RNIB) to highlight the problems caused by obstructions on the highway. This work found that street clutter was a major concern around the country affecting those with impaired vision and guide dogs. This is also an issue which affects those in wheelchairs and with mobility impairments and people with prams etc.
30. Following the campaign a report was published challenging authorities to carry out their obligations under legislation to clear the highway of such obstructions. This report is available on their website:

http://www.londontravelwatch.org.uk/news/2013/11/passenger_watchdog_calls_for_the_removal_of_obstructions_on_london_s_pavements

Other London Boroughs

31. Across London, local authorities take differing approaches to deal with the various 'things' or structures that are placed on the highway, these include:
 - Royal Borough of Kingston upon Thames has a zero tolerance.
 - In Greenwich enforcement is focused on its town centres.
 - Hackney and Barnet have zero tolerance of highway obstructions.
 - Newham is pro-active in dealing with highway obstructions.
 - Kensington and Chelsea, operates a zero tolerance policy on a selection of their streets.
 - Bromley is successful in keeping its town centre clear of unlawful obstructions. The rationale for selection relates to footfall and the profile of the street.

Equalities Act 2010

32. Section 149 - Public sector equality duty - A public authority must, in the exercise of its functions, have due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes removing or minimising disadvantages suffered by people due to their protected characteristics (such as visual or mobility disabilities).
33. The maintaining of clear and accessible pavements has particular importance in relation to the elderly and those with visual and mobility impairments. It could be argued that anything placed on a highway of any width could potentially become a hazard and obstruction for people with sight impairment or mobility issues.
34. The City of London Corporation's Access Officer comments that, structures placed on the highway and their positioning can be very

problematic for disabled people. For blind and partially sighted people it is essential to have as clear route as possible along footways however in practical terms it wouldn't be the intention to advocate a blanket ban on everything but a measured approach which enables greater control over what is on the streets.

35. Equally for wheelchair/ mobility scooter users and parents with buggies, negotiating a footway which has structures placed on it can be challenging. If things are poorly positioned they can lead to a lack of available footpath space and can have far reaching impacts ranging from minimal inconvenience to major health and safety concerns. The fact that many of the footways in the City are of narrow width means that anything placed upon such a footway results in there often being insufficient space to pass by without stepping into the carriageway.
36. It is important that, in considering the exercise of its legal powers, the City reaches its view based on the considerations as set out above and therefore the City should be mindful of how it responds taking into account proportionality.

Conclusion

37. In conclusion, whilst it is recognised that some traders consider the placing of items on the street important to their business, these 'items' are becoming more problematic and the City has seen continued complaints relating to them. The City has sought to apply principles in design to maintain a clear street environment when developing new projects, as has been shown with the Cheapside redevelopment and with new initiatives such as the introduction of restrictions on when waste bags can be placed on the highway by means of the Time Banding Policy. These measures go to reinforce the need to keep the footpaths free from obstructions and clutter at times of greatest demand.
38. The City must also plan for the ongoing growth in population with more than 400,000 people predicted to be competing daily for the use of the footpaths to move around the City.
39. For highway (footpaths) which are narrow in design, less than 2m wide, anything placed on them will be deemed to be an obstruction and dealt with using the Highway Legislation to have it removed. For footpaths wider than 2m, an assessment will be made by Officers as to whether the *de minimis* principles can be applied as the structure does not pose a significant obstruction due to the available footpath space allowing all users adequate space to pass and re-pass.
40. For areas assessed and identified as having high footfall, such as transport hubs and related pedestrian routes, it is highly unlikely that any obstruction could be considered *de minimis* and these will have a zero tolerance approach to anything being placed on the highway and the Highway Legislation will be used to maintain a clear street principle for the reasons outlined in the report. These locations will be identified by Officers through the street classification process being undertaken which aligns with the design guidelines of the Mayor of London for what makes a good street.

41. This policy seeks to start to address the issues which have gradually emerged over time in a pragmatic way and also aligns with the Mayor of London's strategies via TfL, which have adopted a progressive approach to reducing obstructions on the highway by having a zero tolerance to on their 'prestige footways' which include streets within the City.
42. The GLA funded London TravelWatch group are actively championing to clear London streets of obstructions and clutter which is supported by the RNIB.
43. Given the above, the City is recommended formally to adopt the approach to manage obstructions on the highway using the de-minimis principle which will allow officers to manage obstructions on narrower footpaths and also apply design principles to specific locations of high footfall.

Implications and implementation

44. Implementing the recommended approach is likely to be very challenging and may, in part, be unpopular amongst some who have placed items on the highway in the past.
45. It will therefore require careful communication, possibly with a transition period of education and engagement to help support businesses to understand the reasons for this approach before any enforcement is taken. A similar approach was adopted for the introduction of the Time Banding Scheme restricting when bagged waste can be put out on the highway. This approach was generally successful. This could be undertaken by the Street Enforcement team within the Cleansing Services as they already monitor the City streets for compliance under the highway regulatory framework.
46. It is also acknowledged that the City itself needs to ensure that signage used by for legitimate activities such as road works and diversions needs to manage in a way that reduces or minimizes the impact on the pedestrian movement.
47. These principles are broadly in-line with the City's enforcement policy of education, engagement, support and enforcement only as a last resort.

Financial and HR Implications

48. There may be additional training required for the officers responsible for monitoring and enforcing compliance of all of the relevant legislation and policies.

Legal Implications

49. De minimis – the courts have held that some encroachments are so minor as to fall outside the ambit of criminal sanction, but it will be a matter of fact and degree in each case whether or not the encroachment is "de minimis".
50. All other legal implications are contained in the body of the report.

Property Implications

51. None

Strategic Implications

- 52. SA1 - To support and promote The City as the world leader in international finance and business services. Creating clean and attractive city environment to attract businesses.
- 53. SA2 - To provide modern, efficient and high quality local services within the Square Mile for workers, residents and visitors with a view to delivering sustainable outcomes.
- 54. SA3 - To provide valued services to London and the nation.

Appendices

- 55. Appendix 1: London TravelWatch – Inclusive Streets
- 56. Appendix 2: City of London Footway Guidance Note
- 57. Appendix 3: The City as Local Highway Authority
- 58. Appendix 4: City of London A Boards Guidance

Contact:

Doug Wilkinson MBA CMgr MCM
Assistant Director
Department of Built Environment
Street Scene, Strategy & Safer City Partnership

T: 020 7332 4998 / 07990567275
E: doug.wilkinson@cityoflondon.gov.uk



The voice of transport users

Inclusive streets

TfL schedule of prestige footways with „zero tolerance“ for „A“ Boards.
A zero tolerance approach to advertising boards on these roads was agreed in November 2011 by TfL’s Surface Transport Panel:

A200 Tooley Street

A200 Duke Street Hill

A 3 London Bridge

A3 King William Street

A10 Bishopsgate

A10 Gracechurch Street

A501 City Road (Moorefield Eye Hospital approaches)

A3211 Upper Thames Street

A3211 Lower Thames Street

A3211 Byward Street

A3211 Tower Hill

A4 Knightsbridge

A4 Cromwell Road

A4 Cromwell Gardens

A4 Thurloe Place

A4 Brompton Road

A3211 Victoria Embankment

The following have been described as additional areas to be covered.

Already Established

Bishopsgate/Gracechurch Street

Brompton Road
Victoria Embankment
Tooley Street

City of London

Kensington and Chelsea
Westminster
Southwark

In Progress (i.e. prior to May 2013)

Stoke Newington High Street
Nags Head
Clapham High Street
Borough High Street
Balham High Road

Hackney
Islington
Lambeth
Southwark
Wandsworth

May 2013 Rollout

Camden High Street
Edgware Road
Whitechapel Road

Camden
Westminster
Tower Hamlets

September 2013 Rollout

Finchley Road
Earls Court Road
Kingsland High Street
Upper Street
Streatham High Road
Peckham High Street
Tooting High Street
Wandsworth High Street

Camden
Kensington & Chelsea
Hackney
Islington
Lambeth
Southwark
Wandsworth
Wandsworth

City of London Footway Guidance Note

Pedestrian comfort on footways is of paramount importance in the City's streets, and ideally we require wide footways which can accommodate huge numbers of pedestrians as well as places for people to dwell. However, due to the City's historic street pattern and narrow lanes it is often the case that a careful balance needs to be struck between having vibrant streets with places to sit and streets that are able to accommodate the safe and efficient movement of thousands of pedestrians

Manual for Streets, which is national guidance published in 2007 by the Department for Transport as a replacement for Design Bulletin 32, sets out that pedestrians should be at the top of the road user hierarchy and that it is important to have safe, clear, well defined and accessible footways, which will improve the quality of the walking experience and thus encourage people to walk more. **It states that there should be no maximum footway width, but for the lightest used streets (defined as lightly trafficked residential streets) there should be a minimum of 2 metres of unobstructed width.** This replaces the previous 1.8m minimum width.

TfL have also published some London-wide guidance: in 2004, Gehl Architects produced a document for TfL called Towards A Fine City For People. This looked at the way pedestrians move in cities, and introduced the **Gehl Threshold of 13 pedestrians per metre per minute (13 pmm) which is the threshold at which pedestrians become uncomfortable and seek alternative routes, or are at greater risk of behaviour such as stepping out into the carriageway.** This is considered to be more effective than Fruin's Level of Service (LoS), as LoS is more about capacity than pedestrian comfort, and as such LoS A can go as high as 23 pmm.

In 2010, TfL published a further guidance document, Pedestrian Comfort Guidance for London, which takes Gehl's findings into account. **This gives the following recommended minimum widths which the City has adopted:**

- For areas with a low flow (less than 600 pedestrians per hour): 2 metres. In tourist areas or high street areas this increases to 2.6 metres.
- For areas with an active flow (between 600 and 1,200 pedestrians per hour): 2 metres. In tourist or high street areas this increases to 3.3 metres.
- For areas with a high flow (more than 1,200 pedestrians per hour): 3.3 metres, although this may need to increase if it is an area of transport interchange with multiple bus stops on the same footway.

NB: High street areas are defined as areas dominated by a range of retail and food and drink premises. Tourist areas are those with high tourist activity, close to renowned sights such as St Paul's Cathedral or the Tower of London.

These numbers take into account the DfT and accessibility guidance, and the fact the pedestrians naturally leave a buffer of approximately 200mm between themselves and any obstructions. Minimum widths are measured at the narrowest point.

The City as Local Highway Authority

The City is the Local Highway Authority for most City streets and as such also has an obligation to ensure compliance with the Highways Act 1980. The relevant sections of this Act are:

- a) Section 137 - if a person, without lawful authority or excuse, in any way wilfully obstructs the free passage along a highway it is an offence and liable to a fine on Level 3 of the Standard Scale (currently up to £1,000.00).
- b) Section 148(c) - if, without lawful authority or excuse a person deposits anything whatsoever on a highway to the interruption of any user of the highway he is guilty of an offence and liable to a fine (again, Level 3 on the Standard Scale).
- c) Section 149 – if anything is so deposited on a highway as to constitute a nuisance, the highway authority for the highway may by notice require the person who deposited it there to remove it forthwith. In the event of non-compliance, a court order may be obtained authorising the removal and disposal of the offending item. In the event that the highway authority considers the item to constitute a danger to users of the highway it can remove the item forthwith and, ultimately, seek a court order for its disposal.
- d) Section 149 (3) of the Act allows a Local Authority to recover its 'expenses' incurred in removal, but not for storage. A charge of £40 for removal of item if owners come forward to claim it may be levied. This charge is to be treated as a measure of deterrence rather than securing an income from this service.
- e) Section 130 – the highway authority has a duty to assert and protect the rights of the public to use and enjoyment of the highway.



CITY OF LONDON A-BOARDS GUIDANCE

Section 149 Highways Act (1980)

A-Boards placed on the footway are subject to the following conditions;

- Must be overall a maximum of 1200mm High X 800mm Wide x 500mm Base/Footprint
- Only one A-Board per business
- Footpath must have a minimum residual width (width of footpath not obstructed by A Board) of 2.0 metres left for the passage of pedestrians
- Must be placed against (physically touching) your building/business
- Must not cause an obstruction to pedestrians
- Must be placed on straight sight lines and not on any curved angles along the building line
- Rotating or swinging banner type signs are not permitted
- Boards must not be fixed or attached to any street furniture (lamp poles, sign posts etc.)
- All boards must be taken in/removed from the footpath when the business is closed

**A-BOARDS THAT DO NOT CONFORM TO THE ABOVE REQUIREMENTS WILL
BE REMOVED WITHOUT NOTICE BY CITY OF LONDON STREET
ENVIRONMENT OFFICERS**

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

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