



## Culture, Heritage and Libraries Committee

**Date:** MONDAY, 28 JANUARY 2013  
**Time:** 11.30am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

**Members:**

John Scott (Chairman)	Julian Malins
Vivienne Littlechild (Deputy Chairman)	Deputy Wendy Mead
John Bird	Robert Merrett
Deputy Dennis Cotgrove	Sylvia Moys
Martin Day	Barbara Newman
Deputy Billy Dove	Deputy Janet Owen
Peter Dunphy	Alderman Dr Andrew Parmley
Deputy Anthony Eskenzi	Ann Pembroke
Mark Boleat	Henrika Priest
Kevin Everett	Stephen Quilter
Martin Farr	Deputy Richard Regan
Brian Harris	Delis Regis
Michael Henderson-Begg	Deputy Michael Welbank
Tom Hoffman	Alderman Fiona Woolf
William Hunt	Alderman David Graves (Ex-Officio Member)
Deputy Alastair King	Deputy Catherine McGuinness (Ex-Officio Member)
Oliver Lodge	Vacancy

**Enquiries:** Matthew Pitt  
tel. no.: 020 7332 1425  
[Matthew.Pitt@cityoflondon.gov.uk](mailto:Matthew.Pitt@cityoflondon.gov.uk)

Lunch will be served in Guildhall Club at 1PM

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To approve the public minutes of the meeting held on 5 December 2012.  

**For Decision**  
(Pages 1 - 6)
4. **ORDERS OF THE COURT OF COMMON COUNCIL**  
Orders of the Court of 6 December 2012, concerning the Post-implementation review of the Governance Arrangements. Please see the second page of the Order for the matters of relevance to this Committee.  

**For Information**  
(Pages 7 - 8)
5. **TERMS OF REFERENCE**  
In accordance with the Order of the Court of 6 December 2012, the Committee are invited to review their terms of reference prior to their submission to the Court at its meeting in April 2013.  

**For Decision**  
(Pages 9 - 10)
6. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**  
Report of the Town Clerk.  

**For Information**  
(Pages 11 - 12)
7. **CITY ARTS INITIATIVE - CHANGE ALLEY PROJECTION**  
Report of the Town Clerk.  

**For Decision**  
(Pages 13 - 22)
8. **ARTIZAN STREET LIBRARY PRESENTATION**  
Head of Barbican and Community Libraries to be heard.  

**For Information**
9. **GUILDHALL LIBRARY FLOOD - SUMMARY REPORT**  
Report of the City Surveyor.  

**For Information**  
(Pages 23 - 28)

10. **RELOCATION OF DOROTHY ANNAN CERAMIC PANELS TO BARBICAN HIGHWALK AND TRANSFER OF OWNERSHIP TO CITY OF LONDON CORPORATION**  
Report of the City Surveyor.  

**For Decision**  
(Pages 29 - 34)
11. **GUILDHALL ART GALLERY: REVIEW OF ADMISSION CHARGES**  
Report of the Director of Culture, Heritage and Libraries.  

**For Decision**  
(Pages 35 - 36)
12. **KEATS HOUSE - UPDATE ON KEATS FESTIVAL**  
Report of the Director of Culture, Heritage and Libraries.  

**For Decision**  
(Pages 37 - 38)
13. **THE SAMUEL PEPYS COLLECTION (PHR): OVERVIEW AND RECOMMENDATIONS**  
Report of the Director of Culture, Heritage and Libraries.  

**For Decision**  
(Pages 39 - 74)
14. **MEMBERS CULTURAL STRATEGY WORKING GROUP**  
Director of Culture, Heritage and Libraries to be heard.  

**For Information**
15. **CULTURE HERITAGE & LIBRARIES BUSINESS PLAN 2013 -15: PROGRESS UPDATE**  
Report of the Director of Culture, Heritage and Libraries.  

**For Information**  
(Pages 75 - 94)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS 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 approve the non-public minutes of the meeting held on 5 December 2012.  

**For Decision**  
(Pages 95 - 96)

20. **OUTCOME REPORT - LONDON METROPOLITAN ARCHIVES: EXTERNAL REPAIRS & WINDOW REPLACEMENT WORKS**  
Report of the City Surveyor.

**For Decision**  
(Pages 97 - 106)

21. **OUTCOME REPORT - THE MONUMENT MAJOR REPAIR**  
Report of the City Surveyor.

**For Decision**  
(Pages 107 - 116)

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

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

# Agenda Item 3

## CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Wednesday, 5 December 2012

**Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Guildhall, EC2 on Wednesday, 5 December 2012 at 11.30am**

### **Present**

#### **Members:**

John Scott (Chairman)	Julian Malins
Vivienne Littlechild (Deputy Chairman)	Deputy Wendy Mead
John Bird	Robert Merrett
Deputy Dennis Cotgrove	Sylvia Moys
Martin Day	Barbara Newman
Peter Dunphy	Deputy Janet Owen
Deputy Anthony Eskenzi	Ann Pembroke
Kevin Everett	Stephen Quilter
Martin Farr	Deputy Richard Regan
Brian Harris	Delis Regis
Michael Henderson-Begg	Deputy Michael Welbank
Tom Hoffman	Alderman Fiona Woolf
William Hunt	Alderman David Graves (Ex-Officio Member)
Deputy Alastair King	Deputy Catherine McGuinness (Ex-Officio Member)
Oliver Lodge	

#### **Officers:**

Matthew Pitt	- Town Clerk's Department
Mathew Lawrence	- Town Clerk's Department
Mark Jarvis	- Chamberlain's Department
William Heller	- City Surveyor's Department
Julian Kverndal	- City Surveyor's Department
David Summers	- City Surveyor's Department
David Pearson	- Director of Culture, Heritage and Libraries
Carol Boswarthack	- Culture, Heritage and Libraries Department
Geoff Pick	- Culture, Heritage and Libraries Department
David Wight	- Culture, Heritage and Libraries
Andrew Buckingham	- Public Relations Department

#### **1. APOLOGIES**

Apologies were received from Mark Boleat, Billy Dove, Henry Pollard, Henrika Priest, and Alderman Andrew Parmley.

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

There were no declarations.

The Chairman took the opportunity to thank Robin Sherlock for his years of service on the Court of Common Council.

He also took the opportunity to welcome Colette Hiller from the organisation Sing London – who would be speaking to an item later on the agenda.

3. **MINUTES**

The public minutes and summary of the meeting held on 22 October 2012 were approved.

**Matters Arising: -**

**Cultural Strategy Group**

The Committee were informed that the next meeting of the Cultural Strategy Group would be held on 10 January 2013.

**Artefacts from Prince Henry's Room**

The Director advised the Committee that a report outlining options for the future of the artefacts previously housed in Prince Henry's Room would be brought to the next meeting.

**Artizan Street Library**

The Director reported that final preparations were being made for the Library to open on Monday 10 December. He further reported that whilst there were some problems with broadband as a result of the new library not yet having a postcode, staff were working with the service provider to resolve this as quickly as possible. Members were reminded that the official opening would be held on 24 January 2013.

**Billingsgate Bathhouse Visit**

The Director reported that the recent visit to the bathhouse had been useful. He added that a conversation was currently taking place with the Museum of London, looking to improve promotion of Roman heritage sites within the City.

**Sanford Award**

The Director reported that the City had received the Sanford Award for Heritage Education as recognition for its work in this area.

4. **CULTURE, HERITAGE AND LIBRARIES: PUBLIC RELATIONS UPDATE**

The Committee received a report of the Director of Public Relations updating Members on the activities undertaken by his department during the period October 2011- September 2012.

**RECEIVED.**

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

The Committee considered a joint report of the Chamberlain and The Director of Culture, Heritage and Libraries seeking approval to the provisional revenue budget for 2013/14.

In response to Members' concerns, the Chamberlain undertook to circulate an explanatory note to the Committee, detailing movements between the two years budgets on the Culture, Heritage & Libraries Directorate and London Metropolitan Archive elements of the Service Analysis in Appendix 1.

**RESOLVED:** That: -

- i) the provisional 2013/14 revenue budget be approved for submission to the Finance Committee;
- ii) the draft capital budget be approved; and
- iii) the Chamberlain be authorised to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, changes to the Additional Works Programme, and implications arising from Carbon Trading Allowances.

**6. CULTURE HERITAGE & LIBRARIES BUSINESS PLAN 2012-2013 - Q2 MONITORING REVIEW**

The Committee received a report of the Director of Culture, Heritage and Libraries updating Members on progress made against the objectives and key performance indicators set out in the Culture, Heritage and Libraries Departmental Business Plan 2012-13.

**RECEIVED.**

**6a. City Arts Initiative**

The Committee considered a report of the Town Clerk which had recommendations from the City Arts Initiative Group meeting that took place on 8 November.

The Committee heard Collette Hiller from Sing Song, who spoke to the merits of her organisation's proposal, 'Talking Statues'.

**RESOLVED:** That: -

- i) the application 'Southbank Mosaics' be approved subject to the receipt of more detailed information from the applicant;
- ii) the application 'A New Aldgate' be approved for an extension in its current location;
- iii) the application 'Talking Statues' be approved subject to the receipt of more detailed information from the applicant; and
- iv) the application "Weather – it's raining or not" be rejected.

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

In response to a Member's question, the Director of Culture, Heritage and Libraries responded that Gresham College fitted more widely within the City's cultural frame and that he hoped to build upon existing links with the organisation.

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

**The Lord Mayor's State Coach**

The City Surveyor advised that a problem with the coach that occurred at the Lord Mayor's Show had been caused by wet sand getting into the bearing. He added that a team of officers would be meeting to examine ways of preventing the same problem affecting the coach in future years.

**Guildhall Plumbing Issues**

The City Surveyor advised that the recent flooding problems and leakage in certain areas of the Guildhall had been caused by a build-up of lime scale in the piping. He added that measures had been taken to clear the blockages and steps had also been taken to prevent recurrence.

The Director of Culture, Heritage and Libraries reported that the incident highlighted the vulnerability of precious artefacts and manuscripts stored at Guildhall but stressed that the department had taken measures to protect these items from damage in the event of serious incidents.

The Chairman requested a further report on the matter be brought to the next meeting of the Committee.

9. **EXCLUSION OF THE PUBLIC**

RESOLVED – 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.

<u>Item No.</u>	<u>Exemption Paragraph(s)</u>
11 & 12	3
13 & 14	-

10. **NON PUBLIC MINUTES**

The non-public minutes of the meeting held on 22 October were approved.

11. **HERITAGE GALLERY UPDATE - TO FOLLOW**

The Committee approved a report of the Director of Culture, Heritage and Libraries.

12. **TOWER BRIDGE AND MONUMENT PERFORMANCE REPORT - APRIL TO SEPTEMBER 2012**

The Committee received a report of the Director of Culture, Heritage and Libraries.

**RECEIVED.**

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

There were no questions.



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

There were no urgent items.

**The meeting closed at 12.48pm**

-----  
Chairman

**Contact Officer: Matthew Pitt  
tel. no.: 020 7332 1425  
Matthew.Pitt@cityoflondon.gov.uk**

This page is intentionally left blank

Gifford, Mayor



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

## Post-implementation Review of the Governance Arrangements

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

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

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

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

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

Read.

Of particular relevance to your Committee:-

(Extract of the report)

## **“Culture, Heritage and Libraries Committee**

Six Members as well as the Culture, Heritage and Libraries Committee (CHLC) commented on how the new Committee was working. The comments and suggestions ranged from the removal of the cultural elements of its work, whether the Committee and its remit was too large, whether to formalise the work of the Members’ Cultural Strategy Group and whether the Committee should have oversight of the Museum of London and the Spitalfields Music Festival.

With regard to oversight of the Museum and Spitalfields Music Festival, the Working Party noted that such oversight had already been considered as part of the broader consolidation of the CHLC’s responsibilities. Grant funding of the Museum of London is now reported in the Committee’s budget (although agreeing the amount of the budget would remain with the Finance Committee) and the Committee would be responsible for monitoring the activities of the Museum and its alignment with the City’s Cultural Strategy. The Spitalfields Music Festival was however funded by the City Educational Trust Fund and its funding could not be transferred to another body. Nevertheless, earlier this year the Finance Committee agreed that as a condition of the Trust receiving any grant from the City Educational Trust Fund, the views of the Culture, Heritage and Libraries Committee should be sought formally and reported to the Finance Grants Sub-Committee when funding is being considered.

The Working Party also acknowledged the value of the Members’ Cultural Strategy Group (an informal group which was set up to monitor the delivery of the Cultural Strategy and facilitate cross-communication between key cultural institutions in the City and the City Corporation and which comprises the Chairmen and Deputy Chairmen of the Barbican Centre, Guildhall School and Museum of London Boards and the Culture, Heritage and Libraries, Finance, and Policy and Resources Committees). Discussion took place on whether the Group should be formalised and on balance, mainly due to its cross cutting remit, it was felt that the Group was working well in ensuring greater collaboration between the CHLC and the relevant Boards and should therefore remain in its current format.

**Recommendation:** That the Culture, Heritage and Libraries Committee be advised of the above accordingly.”

*Motion* – ‘To agree the recommendation set out in the report relating to the Culture, Heritage and Libraries Committee?’

*Resolved* – That the recommendation set out in the report relating to the Culture, Heritage and Libraries Committee be agreed to.

BARRADELL

# Agenda Item 5

WOOTTON, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2012, doth hereby appoint the following Committee until the first meeting of the Court in April, 2013.
----------------	---

## CULTURE, HERITAGE & LIBRARIES COMMITTEE

### 4. Terms of Reference

To be responsible for:-

- (a) the City Corporation's activities and services in the fields of culture, heritage and tourism including the development of relevant strategies and policies, reporting to the Court of Common Council as appropriate;
- (b) the management of the City's libraries and archives, including its functions as a library authority in accordance with the Public Libraries and Museums Act 1964 and all other powers and provisions relating thereto by providing an effective and efficient library service;
- (c) the management of the Guildhall Art Gallery and all the works of art belonging to the City of London Corporation;
- (d) the appointment of the Director of Libraries, Archives & Guildhall Art Gallery;
- (e) the management and maintenance and, where appropriate, furnishing the City Information Centre, Temple Bar, the Monument, Prince Henry's Room, the Roman Baths (Lower Thames Street) and the tourist and events elements of Tower Bridge;
- (f) matters relating to the City's obligations for its various benefices;
- (g) the upkeep and maintenance of the Lord Mayor's State Coach, the semi-state coaches, the Sheriff's Chariots and State Harness;
- (h) cart marking;
- (i) the development and implementation of a strategy for the management of Keats House (registered charity no. 1053381) and all of the books and artefacts comprising the Keats collection, in accordance with the relevant documents governing this charitable activity;
- (j) overseeing the City's Miscellaneous Arts and Related Initiatives Budget, including any individual funding requests above £2,000, annual budget requests and any future review of the fund;
- (k) the management of Guildhall Library Centenary Fund (registered charity no. 206950)
- (l) making recommendations to the Court of Common Council regarding the Cultural Strategy, the Visitor Strategy and other corporate strategies, statements or resolutions relating to any of its functions, following consultation with the Policy & Resources Committee;
- (m) appointing such Sub-Committees and/or Consultative Committees as are considered necessary for the better performance of its duties including the following areas:-
  - Benefices
  - Keats House

This page is intentionally left blank

# Agenda Item 6

<b>Committee(s):</b>	<b>Date(s):</b>
Culture, Heritage & Libraries	28 January 2013
<b>Subject:</b> Report of action taken between meetings	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b><u>Summary</u></b>	
In accordance with Standing Orders 41(a) this report provides Members with the details of decisions taken since the Committee's last meeting on 5 December 2012.	
<b>Recommendations</b>	
<ul style="list-style-type: none"><li>• That the contents of the report be noted.</li></ul>	

## **Main Report**

### **Background**

1. Standing Order No. 41(a) provides a mechanism for decisions to be taken between scheduled meetings of the Committee, where in the opinion of the Town Clerk, it is urgently necessary for a decision to be made.

### **Decisions Taken Between Meetings**

2. In accordance with Standing Orders, a decision has been taken in respect of the following matter since the last meeting of the Culture, Heritage and Libraries Committee on 5 December 2012.
  - Approval of Lucid Space Arts Application

### **Decisions taken under Urgency Procedures**

3. The following action has been taken under Urgency Procedures (Standing Order No. 41(a)), since the last meeting of the Committee:-

### **Lucid Space Arts Application**

4. An application was received for a temporary arts installation in Postman's Park as part of the Chelsea Fringe Festival 2013 for a period of three weeks. The application proposed to use a series of light weight fabric panels hung from the trees to create a sensory journey through an enclosed landscape.
5. An urgent decision was required in order that the installation could be included in the promotional material for the Chelsea Fringe Festival which would be finalised by the end of last year.
6. In line with the City Corporation's established procedures for public arts initiatives, the proposed was considered by the City Arts Initiative Group who recommended approval of the application.
7. Consequently, the application was approved in accordance with Standing Order No.41 (a) on 21 December 2012.

### **Conclusion**

8. Members are asked to note the contents of this report.

This page is intentionally left blank



# Agenda Item 7

<b>Committee(s):</b>	<b>Date(s):</b>
Culture, Heritage & Libraries Committee	28 January 2013
<b>Subject:</b> City Arts Initiative – Change Alley projection	<b>Public</b>
<b>Report of:</b> Town Clerk	<b>For Decision</b>
<b>Summary</b>  The City Arts Initiative has considered an application from the Department of Environment to install a temporary art installation in Change Alley. The installation will consist of projected images telling the story of a little boy who lives in Change Alley and his exploration of the area. The City Arts Initiative Group recommends that the application be approved.	
<b>Recommendation(s)</b>  Members are asked to: <ul style="list-style-type: none"><li>• Approve in principal the Change Alley arts application.</li></ul>	

## Main Report

### **Background**

1. The City Arts Initiative was established to improve the management of public art in the City. It provides advice to your Committee and service Committees as appropriate on proposals for new public art, maintenance of the City's public art and if necessary, decommissioning.

### **Current Position**

2. The City Arts Initiative group considered an application from the Department of the Built Environment to install a video projection art installation in Change Alley for up to six months from March 2013. The application and associated images are attached as an appendix.
3. The installation will be a specially developed animation about a little boy who lies in Change Alley projected on to the walls in the alley. The animation, which will change daily, will show the boy experimenting in and exploring the area. Its installation is intended to encourage passers-by to further explore the space.
4. Planning permission will not be required as the project does not affix to the buildings in the proposed area.

## **Options**

5. Your Committee is asked to consider whether or not to approve this application.

## **Proposals**

6. The proposal has been considered by the City Arts Initiative, who recommended it be approved.

## **Corporate & Strategic Implications**

7. The City Arts Initiative was formed to support the City's management of public art which supports the "vibrant and culturally rich" strand of the City Together Strategy and the delivery of the Cultural Strategy.

## **Implications**

The project is fully funded by money associated with the Local Implementation Plan. Due to Change Alley being situated in a conservation area, none of the fittings will be attached to listed buildings. The City Planning Officer has therefore advised that planning permission will not be required as no equipment will be fixed to the buildings, nor will it impede the public highway. The installation will have suspension or secure scaffolding to safely house the projector.

## **Conclusion**

8. It is recommended that the Change Alley application be approved as it will add vibrancy and interest to the area.

## **Appendices**

- Appendix 1 – Application and associated images

## **Esther Sumner**

Policy Officer, Town Clerks

T: 020 7332 1481

E: [esther.sumner@cityoflondon.gov.uk](mailto:esther.sumner@cityoflondon.gov.uk)]



**New Public Art Proposals - Checklist  
City Arts Initiative**

This form should be completed in the first instance when approaching the City of London Corporation about a proposal for public art on City lands within the City of London boundary. The information requested will allow the proposal to be assessed in principle by the City Arts Initiative group.

This group consists of City of London Members, senior officers as well as representatives from its key institutions and the business community. The group's remit is to consider proposals for both temporary and permanent works of public art in the City of London, and to make recommendations to the City of London's Culture, Heritage & Libraries Committee and Service Committee as appropriate.

City of London Officers processing this checklist may contact you if they have any queries. Please email the completed form to [publicart@cityoflondon.gov.uk](mailto:publicart@cityoflondon.gov.uk) along with any supporting documentation. The City Arts Initiative meets on a quarterly basis. Once your proposal is discussed, you will be contacted accordingly.

Please note that you may also need to apply for other individual permissions as required (including Planning Permission, Licences etc). City of London officers will be able to confirm these requirements as part of this process.

**APPLICANT DETAILS**

Contact Name:	Jenette Coduto	Application Date	04 / 01 / 2013
Company:	City of London Corporation	Fax No.	020 7332 1806
Address:	Guildhall London EC2P 2EJ	Tel No.	020 7332 1811
Email:	jenette.coduto@cityoflondon.gov.uk	Mobile No.	07545246702
		Preferred day time contact:	9:00-18:00

**PROPOSAL DETAILS**

Title of proposal	Change Alley
Is the proposal being submitted on behalf of others? And if so who or what company?	No
Brief description of the proposal (Please refer to any supporting documentation as needed and ensure a visual of the proposal is included as part of this submission).	<u>Temporary installation using projection inside Change Alley to promote exploration of spaces and alternative walking routes. Goal is to not only relieve congestion on other nearby busier routes but also encourage people to appreciate the hidden spaces in the city and bring more footfall to the city from visitors.</u>
Brief description of the artistic merits of the proposal (Please refer to any supporting documentation as needed and ensure a visual of the proposal is included as part of this submission).	The installation will be a projected animation against the white tile walls of Change Alley. The animation is about a little boy who lives in Change Alley over the months he does engaging experiments within Change Alley and grows to appreciate the space around him. People can keep coming back as each day the character will be doing something new. The boy uses the architectural features as enjoyment such as swinging from the pipes or climbing into vents. The aim is to encourage the viewer to also explore the space.
Does the proposal have funding and/or sponsorship? Please	Yes. This project is funded through Travel Behaviour in the LIP. If the project is successful we propose doing future installations in Change Alley supported by local businesses in the area surrounding the Great St Helen's & Undershaft public art space.

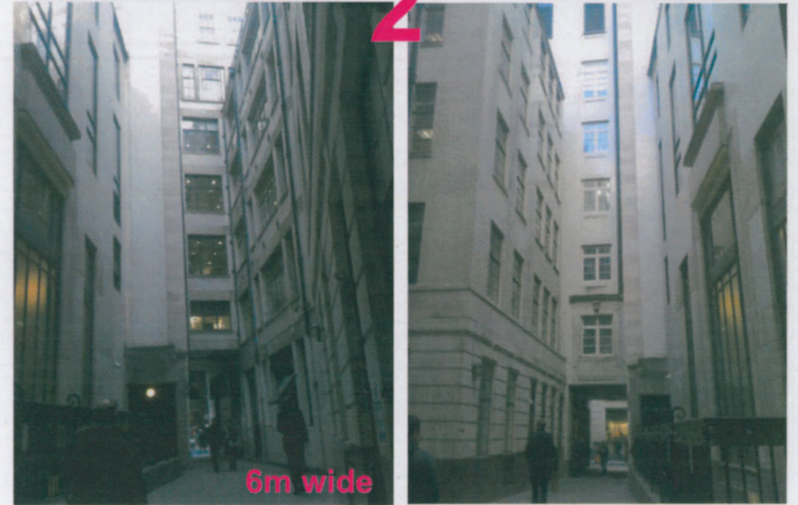
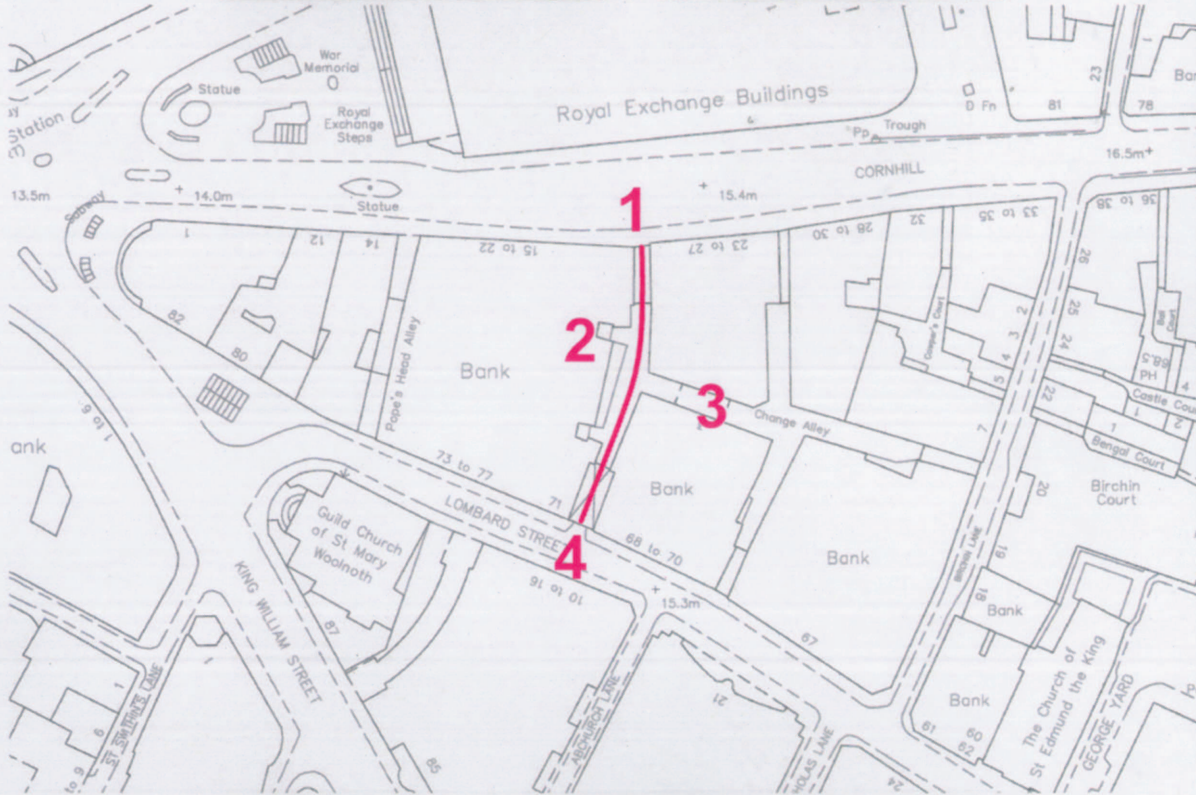
state details, including how funding will be sought if needed.	
When is the proposal for and how long will it be on site?	<u>The project is aimed to be installed before the end of March 2013 and is proposed for 4-6 months depending on cost of equipment.</u>
Where is the proposal to be sited and why was this location chosen?	In Change Alley near Bank Junction (see attached document location options) exact location tbd based on projection technique electricity and approval from necessary building owners. Currently all building owners have been made aware of the idea and are very supportive.
What is the size and dimensions of the proposal, including its weight? Are there any structural requirements?	It's a video projection there is no physical structure. The only on site materials will be projectors and potentially some light blockers needed to get a clear picture. The projectors will need to be mounted securely to the existing structural elements. All changes will be returned after the exhibition is over. Electricity will also need to be supplied for the projectors or a generator. All equipment will be secured safely.
Is the proposal part of a series and/or related to something else in the City, or is it a one off?	This is the first one. If successful we propose to continue to other places in the city or continue in the same space creating new characters or stories of interest.
What are maintenance requirements if any for the proposal? Are there any maintenance contributions to be provided (in kind, monetary or other)?	The maintenance for the projection equipment will be done by the projection suppliers they have facilities to monitor any problems that might occur with the camera. Weekly staff check in will also occur to observe any change to the structure. Only normal street cleaning is required. Because there will be no physical structure, the exhibition will not only behave naturally with the existing space but also will not incur any drastic changes besides installing temporary projectors.
Does the proposal have any special requirements?	<u>No</u>
Please provide any other comments you may require.	
<p><b>For office use only:</b></p> <p>Approved <input type="checkbox"/> Refused <input type="checkbox"/></p> <p>Forwarded to relevant departments _____ <input type="checkbox"/></p> <p><b>Comments of City Arts Initiative Meeting / Date:</b></p>	



1



2



Page 17



4



3

This page is intentionally left blank



This page is intentionally left blank





This page is intentionally left blank

<b>Committee(s):</b>	<b>Date(s):</b>
Culture, Heritage and Libraries Committee	28 <sup>th</sup> January 2013
<b>Subject:</b>	<b>Public</b>
Guildhall Library Flood – Summary Report	
<b>Report of:</b>	<b>For Information</b>
The City Surveyor	

## Summary

This report summarises the incident which occurred on 31<sup>st</sup> October and 1<sup>st</sup> November 2012, leading to the Guildhall Library suffering from closure as a result of flooding caused by a blockage to the West Wing's waste water services.

The actions undertaken by Guildhall Facilities Management, in conjunction with contracted service suppliers, are also outlined. As a result of this incident, an inspection of the internal condition of the affected waste water pipe system will be conducted in early January 2013 to try and determine the cause of the blockage resulting in the flood, and if further remedial action will be required to prevent such an incident recurring.

The current estimate of damage to the fabric of the building is £5,000 which is subject to an insurance claim, while the inspection of the waste pipe system is estimated at £1,000 and will be conducted by the Department of the Built Environment.

### **Recommendations**

- It is recommended that Members note the content of this report.

## Main Report

### **Background**

1. At approximately 5.00am on 31st October 2012, during a routine patrol of the building, Guildhall security discovered water flooding on the first floor of the West Wing office area outside the entrance to the female/male toilet facilities. The previous patrol took place at approximately 3.00am and had nothing to report.
2. The affected toilet was flooded with water overflowing from initially the female and then also the male facilities. At approximately 6.00am while everything was being done by security officers to stem the flow of water, arriving cleaning contractors at Guildhall Library reported that water had entered the Business Library area and that the carpet was wet. While now seeking assistance from

the cleaners to help clear the water, Guildhall security contacted Saeed Khadki – Library Service Manager, and informed him of the incident. It was later discovered that the lower ground floor area had also been affected, with some water penetrating as far as two floors below, into the manuscript store.

3. As soon as Guildhall maintenance staff arrived on site, every effort was made to isolate the water supply to the flushing systems as this was initially identified as contributing to the flooding. At this point in time, it was assumed that there was a blockage in the waste system resulting in automatic flushing water backing-up the system with flush water. The toilet facilities on all floors were immediately taken out of use and arriving staff informed of the problem.
4. While Guildhall maintenance staff made every effort to deal with what was thought to have been a localised blockage, it was soon realised that further assistance would be required from specialist drainage contractors. This was initiated via the City Surveyors Service Desk. Meanwhile, additional cleaning resources were mustered to begin to clear-up the water from the affected areas in the office and library.
5. Following the arrival of the drainage contractor, it was quickly established that the location of the blockage was in a horizontal waste pipe run located in the ceiling void near to and above the affected area of the Guildhall Library.
6. The fixed fabric of the ceiling was breached to ascertain if the waste pipe system could be accessed. This proved positive, and plans were made for the run of waste pipe to be cleared later that afternoon following the closure of the Library at approximately 5.00pm. This operation seemed to be successful with the backed-up water having been discharged from the waste system. It could not be ascertained as to what exactly had caused the blockage, but it was thought that it may have been due to a build-up of scale resulting in the diameter of the 4 inch pipe being significantly reduced.
7. Despite the blockage being cleared, the same problem reoccurred the following morning. Once again, the same actions were instigated as per the previous day with the blockage being quickly cleared within 2 hours of the incident being reported. To ensure that this particular run of waste pipe would not suffer a further blockage, the drainage contractor cleared the blockage using a special diamond tipped tool clearing any build-up of scale from within the waste pipe from the affected area to street level where the system discharges to street services
8. The affected areas were subsequently subjected to a deep clean using appropriate cleansing products and equipment to quickly allow all facilities to be brought back into use.

### **Possible contributing factors**

9. While it is relatively common to experience localised blockages to toilet systems across the Guildhall complex, this particular incident was unusual given that the blockage occurred within the waste pipe system. This type of blockage is thought to be the first of its kind affecting the Guildhall.

Unfortunately, the material causing the blockage could not be recovered to establish the exact cause, but the drainage contractor had stated that the most probable cause was due to the accumulation and build-up of water scale. This can happen in older buildings (the West Wing was built late 60's/early 70's), in hard water areas (the City's utilities system supplies hard water) and in a horizontal element of the waste pipe system where scale can rest.

10. It is believed that this section of the waste water pipe system also serves the Member's dining facilities. Whether or not waste products from these facilities were also a contributing factor remains to be established. Therefore, the possible accumulation of fatty products cannot be ruled out.
11. The blockage resulted in automated flushing water backing-up the waste pipe system until the water level reached a point of overflow and release which in this case was the toilet pans on the first floor of the West Wing. On both occasions, the accumulation of flushing water occurred over night.

### **Current Position**

12. **Insurance** – As a result of the water ingress affecting the fabric of the building, the Chamberlains Department (Property, Risk Management & Insurance) were informed and arrangements made for a Loss Adjuster from Royal Sun Alliance to visit Guildhall and assess the extent of damage and the value of services procured in response to the flooding. The Loss Adjuster conducted an assessment on 28th December 2012 from which the initial feedback was that costs incurred as a result of damage to the fabric of the building and services procured will be subject to a claim and therefore receipts and quotations were asked to be submitted. Guildhall Facilities Management is working with the Loss Adjuster in settling a claim. It is anticipated that the affected tiled carpet area of the Guildhall Library will be replaced.
13. **System Inspection** - An inspection of the waste pipe system is being planned to be conducted by the City's Department of the Built Environment. This inspection using a camera is aimed at assessing the condition of the internal surface of the waste pipe.
14. **Flood alert systems** - Throughout the Guildhall complex, where there are significant wet services at lower ground floor levels, water flood alert systems are installed (including the Library/Archive stores in West Wing). An assessment of other vulnerable areas is being carried out by Guildhall Facilities Management and such alarm systems will be installed where significant risks are identified. Relevant stakeholders will be consulted.
15. **Prevention** – To further help prevent any further blockages, all associated toilet facilities in the West Wing now have notices reminding users that only toilet consumables provided should be flushed down toilet pans.

## **Future preventative measures**

16. Such internal waste water systems are generally not subjected to routine maintenance as they are designed to be maintenance free under normal planned use. However, such systems are generally fitted with removable plates to facilitate the clearing of blockages. However, the locations of such removable plates are not always known and can be hidden within the fabric of the building. The installation drawings for the West Wing will be sought from the City's archives to establish the level of detail and information provided by the architects to enable any future troubleshooting to be undertaken more swiftly.
17. The planned inspection of the affected waste water system and others with West Wing, utilising a camera, will establish if any further remedial works are required to prevent such a blockage occurring again. It is anticipated that this inspection will be completed in January 2013.
18. Meetings have been held between staff in the City Surveyor's and Culture, Heritage and Libraries Departments to review the incident, learn any lessons, and ensure that clear lines of communication are in place should any further incidents occur.
19. No damage was sustained to the collections during this incident but the risks associated with this possibility, should such an incident recur, are actively monitored. There are two basement stores below Guildhall Library, devoted to manuscripts and printed books, including very valuable historical material. The security and vulnerability of such items needs careful consideration wherever it is placed, and there are advantages and disadvantages to all possible locations; secure basement storage is standard professional practice for many institutions (e.g. the British Library). The most valuable items stored in the Guildhall basements are either in separate strong rooms or placed in areas known to be less vulnerable to water ingress. On this occasion, although some water came through to the manuscripts store, no items were placed such that water reached them, and the associated area was immediately covered with plastic sheeting to minimise risks. It is deliberate policy to avoid placing historic material in storage areas that are known to be vulnerable to water ingress.

## **Flood risks within the Guildhall complex**

20. The Guildhall complex has many systems which are classified as 'wet systems/services'. These not only include waste water as in this particular incident, but also:
  - Sprinkler systems to extinguish an outbreak of fire (installations are in the Members Car Park and the Art Gallery);
  - Domestic hot and cold water supplies (throughout the complex);

- Air conditioning (cooling towers located on the roof of the West Wing and a number of other air conditioning systems throughout the complex);
  - Sewerage ejector pumps;
  - Heating;
  - Ponds and water features (pumps and treatment services located within Guildhall plant rooms);
  - Citigen district heating system (North Wing lower floor plant rooms);
  - All catering facilities throughout the complex.
21. There is always a risk of flooding associated with wet systems. For this reason, there are preventative measures or procedures in place for early detection of system failure. Not all scenarios are foreseeable, however most incidents would come to the attention of Guildhall facilities staff as a result of an alarm, alerts from the Building Management System, system failure or as with this particular incident, staff discovering an incident.
22. During silent hours, Guildhall security conducts extensive and regular patrols around the whole Guildhall complex. Historically they have encountered many scenarios requiring immediate response to prevent extensive damage to property and assets. They are able to call upon resources to assist in responding to such incidents while having some ability to provide an initial response.
23. All incidents are fully investigated and if any improvements can be made in mitigating risk, then action is taken to implement improvements.

### **Implications**

24. Guildhall Facilities Management will, together with stakeholders, examine potential risk areas in protecting corporate assets and will contribute to disaster recovery plans ensuring that it has access to contact details of departmental staff that would need to be informed of an incident affecting their department at Guildhall.
25. Early indications is that the cost of replacing the affected carpet tiles and making good the ceiling in the Business Library will be £3,500 and £1,500 respectively. These costs will be subject to an insurance claim. The cost of the camera inspection of the waste pipe is estimated to be £1,000 being met from Guildhall maintenance budgets.

### **Conclusion**

26. This unforeseeable incident unfortunately affected areas of the West Wing, particularly Guildhall Library, as result of a circumstances not directly related to activities being undertaken by the affected departments. The exact cause

of the flooding is inconclusive but experienced advice indicates that a contributing factor could be the age of the services in the West Wing, hard water scale and the accumulation of food deposits from the Members dining facilities. The planned inspection by camera of the affected waste pipe system will hopefully indicate the possible cause. The results of this inspection will determine if any remedial works and/or future checks will be required to be undertaken to prevent the reoccurrence of such incidents.

**Appendices** - None.

**Stephen Bursi**

Guildhall Manager/Assistant Director

T: 020 7332 1487

E: [stephen.bursi@cityoflondon.gov.uk](mailto:stephen.bursi@cityoflondon.gov.uk)



<b>Committee(s):</b>	<b>Date(s):</b>
Streets and Walkways Sub Committee Culture Heritage and Libraries	14 January 2013 28 January 2013
<b>Subject:</b> Relocation of Dorothy Annan Ceramic Panels to Barbican Highwalk and Transfer of Ownership to City of London Corporation	<b>Public</b>
<b>Report of:</b> The City Surveyor	<b>For Decision</b>
<b>Ward (if appropriate):</b> Cripplegate	

### Summary

Nine ceramic panels created by Dorothy Annan are currently located on the Fleet Building, Farringdon Street. The panels were commissioned by the Ministry of Works in 1960 and now are listed. Goldman Sachs is seeking to undertake a comprehensive redevelopment of Fleet Building and Plumtree Court to provide a new HQ building in the City. Goldman Sachs considers that the panels would not sit comfortably within the scheme design for their new building and have sought agreement to relocate them elsewhere within the City.

The panels comprise abstract art representations of the telecommunications industry and it was considered any new location should provide an appropriate setting both in terms of architecture and accessibility. Having considered a range of options, a new location has been identified within the Barbican on the highwalk that links the Barbican Centre with Speed House. The location has been agreed in consultation with English Heritage and the 20<sup>th</sup> Century Society. Planning permission and listed building consent have been granted for their relocation to the highwalk, subject to conditions requesting details of the framing, fixing and lighting scheme.

It is proposed that the panels will transfer to the City Corporation ownership on completion of the relocation works and that a dowry of £100,000 provided by Goldman Sachs, be set aside in a ring fenced fund to provide for future maintenance and repair. Analysis of the likely costs associated with repair and maintenance has shown that the sum should be sufficient.

### **Recommendations**

- It is recommended that the Culture Heritage and Libraries Committee agree in principal to the relocation of the panels to the Barbican highwalk and that on completion of the works the ownership shall be transferred to the City Corporation along with a dowry of £100,000 to be set aside in a ring fenced fund for future maintenance and repair.
- It is recommended that, subject to the approval of the Culture, Heritage & Libraries Committee, the Streets and Walkways Sub Committee agree the sum of £100,000 as being appropriate for the future maintenance and repair of the ceramic panels and associated light fittings and add it to the register of art works maintained by the City Corporation

## **Main Report**

### **Background**

1. Goldman Sachs is in the process of formulating proposals for the comprehensive redevelopment of Fleet Building, 70 Farringdon Street and Plumtree Court, 42 Shoe Lane, for a new HQ building. A series of ceramic panels by Dorothy Annan are currently located on the east elevation of Fleet Building. There are a total of nine panels that relate to the sites previous use as a telephone exchange. These ceramic panels were commissioned by the Ministry of Works in 1960 for the building. They are semi-abstract in form and incorporate stylistic images of telecommunications equipment, each are titled and one is signed. They were unveiled by the then Lord Mayor of London in April 1961 and form a representation of the telecommunications industry. On 21 November 2011, the panels were added to the statutory list of listed buildings with grade II designation. Goldman Sachs is of the view that the listed panels would not fit comfortably with their aspirations to deliver a new HQ building and have been liaising with the City Corporation, English Heritage and the 20<sup>th</sup> Century Society to find an alternative location to display the panels.
2. The artistic merit and historical importance of the panels is recognised by the listing by English Heritage. In discussions with English Heritage and the 20<sup>th</sup> Century Society, they advised that it would be preferable to keep the panels in the City due to their historic relevance to the City context, and further that they should be placed on a listed building to reduce the risk of future development necessitating a further move. In considering the approach to the panels, officers first considered whether it was desirable to accept the panels from Goldman Sachs, and then secondarily where they should be sited.
3. Following the consideration and deferral of a report to Streets & Walkways in December 2012, the transfer of the panels and the proposed location was considered by the City's Arts Initiative Panel. This group includes elected Members and officers. The Panel strongly supported the transfer of the panels to the City, citing their artistic and historical importance, and further the specific proposed location on the Barbican Highwalk.
4. On 18 September 2012 the Planning and Transportation Committee resolved to grant listed building consent for the removal and safe storage of the ceramic panels. The permission was subject to a S106 agreement which provided that every effort should be made to find the panels a new home in the City. The report to committee indicated that a suitable and agreeable location had been found on the Barbican Highwalk and the S106 required Goldman Sachs to use all reasonable endeavours to secure its safe relocation.
5. When reviewing options to relocate the listed murals a key consideration was their special architectural and historic character and the need to ensure the new location complemented their modern / abstract appearance and the need to seek agreement with both English Heritage and the 20<sup>th</sup> Century Society that the new setting was appropriate. The need to ensure the murals did not compromise future redevelopment of any building (due to the murals listed status) on which they are sited was also considered relevant. In all respects, the Barbican estate, given its grade II listed status and modern brutalist style, was considered to be the most appropriate location in the City. A number of options were reviewed including the Beech Street Tunnel, the Museum of

London Rotund, the external elevations to Silk Street and Frobisher Crescent. None of these options were considered to provide as an appropriate setting as the proposed location on the City of London Highwalk.

6. The S106 was signed on 4 November 2012 and there was provision within the agreement for a maintenance sum of £100,000 to be made to the owner of the panels to cover specialist conservation, future upkeep, maintenance, repair and proper display of the panels. As part of the agreement, provision has been made that the transfer of the ownership and the maintenance sum should occur on completion of the relocation of the panels. All associated costs including removal, refurbishment storage and relocation will be met by Goldman Sachs.
7. On 8 November planning permission and listed building consent were granted for the relocation of the panels to the covered elevated walkway at second floor level on the south wall of the Guildhall School of Music and Drama which forms part of the grade II listed Barbican Estate. Associated conditions were attached requiring details of the lighting arrangement, the means of fixing and appearance of the framework together with the content of an interpretation panel. The site was selected as an appropriate site for the display of the panels as it is open to the public, is protected and relates to a listed building that is similar in period to the building from which it will be removed. Appendix 1 contains an image of how the panels will appear once in situ.
8. The scheme design will see the panels displayed in the same historic sequence and at a comparable height to their original setting. Since the highwalk is covered, it will be necessary for the panels to be artificially lit in an appropriate manner. The lighting scheme will provide for appropriate enhancement of the panels and will improve the lighting arrangements in what is a currently poorly lit environment. The scheme will also provide for the replacement of existing lighting on the south side of the highwalk with units that are more energy efficient than those currently used. The Guildhall School of Music and Drama has confirmed that they consider that a new lighting scheme that incorporates low energy LED lighting should be cost neutral when compared to the existing situation.

### **Current Position**

9. Goldman Sachs has now submitted a formal application to redevelop their site and are keen to progress arrangements for the seamless removal and relocation of the murals to a yet to be determined timetable that is suitable for the Guildhall School of Music and Drama.
10. On completion of the relocation, the ownership of the panels shall transfer to City Corporation and a sum of £100,000 will be paid by Goldman Sachs to be set aside in a ring fenced fund to provide for future management and maintenance of the panels to be managed by the City Surveyors Department. The likely cost of future maintenance and repair has been reviewed with our consultants and an annual figure of £3,220 has been derived (including 20% contingency). The sum of £100,000 would therefore be more than sufficient to provide for maintenance over a 25 year period, which has been the norm for calculating such payments. This sum includes a provision of £1,750 for an annual clean which due to the covered nature of the highwalk would not always be necessary. An additional insurance premium has been provisioned for within this payment.

11. It is considered that the display of the ceramic panels will not harm the special architectural and historic interest of the Barbican. The current area of highwalk is poorly lit and the panels and associated lighting will provide an enhanced environment within this part of the Barbican estate.

### **Proposals**

12. It is proposed that the relocation of the ceramic panels to the Barbican highwalk on the south face of the Guildhall School of Music and Drama be approved, subject to agreeing the precise timings, and that the panels are transferred to City Corporation ownership along with £100,000 to provide for future maintenance.

### **Conclusion**

13. The relocation of the ceramic panels to the Barbican highwalk would provide a fitting environment for their display. The introduction of new and replacement lighting will create an enhanced environment for this part of the Barbican. The transfer of the ownership to the City Corporation will be accompanied by £100,000 dowry to provide for future maintenance and repair.

### **Appendices**

#### **Appendix 1 – computer generated image of panels in situ**

**Contact:**

*Simon McGinn | [simon.mcginn@cityoflondon.gov.uk](mailto:simon.mcginn@cityoflondon.gov.uk) | 1226*

**Appendix 1**



This page is intentionally left blank

<b>Committee:</b>	<b>Date:</b>
Culture, Heritage and Libraries Committee	28 January 2013
<b>Subject:</b>	<b>Public</b>
Guildhall Art Gallery: review of admission charges	
<b>Report of:</b>	<b>For Decision</b>
The Director, Culture, Heritage and Libraries Department	

### Summary

The Libraries, Archives and Guildhall Art Gallery Committee at its meeting on 10 May 2010 approved that charging for admission to the City's permanent art collection displayed in Guildhall Art Gallery should be stopped for a pilot period of two years beginning on 1 April 2011 but that charges should continue to be levied for admission to special exhibitions.

The pilot period is coming to an end and the evidence strongly indicates that this has been a successful introduction and should be maintained on a permanent basis. Visitor numbers have dramatically increased and admission income has matched or exceeded pre-2011 levels.

### Recommendations

It is recommended that:

- Charging for admission to the City's permanent collection of works of art displayed in Guildhall Art Gallery should be discontinued on a permanent basis
- Charges should continue to be levied for admission to special exhibitions

### Main Report

#### **Current position**

1. Since the pilot was introduced, the visitor figures and admission income have been as follows:
2. Table 1

<b>Financial year</b>	<b>Visitors</b>	<b>Admission income</b>	<b>Notes</b>
2010/2011	33,087	£13,041	
2011/2012	75,038	£36,609	Grimshaw exhibition September to January
2012/2013	57,748	£13,945	April to December figures only

3. It is clear that free general admission has contributed significantly to the dramatically increased number of visitors to the Gallery. This has also been assisted by the introduction of a number of late views, the occasional display of some of the City's archival treasures such as Magna Carta and in 2011/12 the Atkinson Grimshaw exhibition which was by far the most popular exhibition at the Gallery since it opened in 1999.
4. The original aim of providing free general admission was to increase visitor numbers while at the least maintaining existing admission income. This was achieved very successfully in 2011/12 because of the Grimshaw exhibition but the base line figure from 2010/11 has also been exceeded already in the current year.

### **Community strategy and other significant implications**

5. The proposal falls within the *vibrant and culturally rich* theme of the City Together Strategy. It addresses the access and equalities agenda by allowing free access to every visitor to the Gallery. It also supports the City's Cultural Strategy by facilitating the promotion of the Gallery as a City visitor attraction.

### **Consultees**

6. The Chamberlain has been consulted in the preparation of this report.

### **Conclusion**

7. The proposals contained in this report should continue to assist increased usage of Guildhall Art Gallery.

### **Contact**

Geoff Pick  
Head of Public Engagement  
Culture, Heritage and Libraries Department  
020 7332 3811/1632: [Geoff.Pick@cityoflondon.gov.uk](mailto:Geoff.Pick@cityoflondon.gov.uk)



<b>Committee:</b>	<b>Date:</b>
Culture, Heritage and Libraries Committee	28 January 2013
<b>Subject:</b>	<b>Public</b>
Keats House – update on Keats Festival	
<b>Report of:</b>	<b>For Decision</b>
The Director, Culture, Heritage and Libraries Department	
<b><u>Summary</u></b>	
<p>This report requests the use of the monies in the Keats House Charity's reserves for preparation for the fourth Keats Festival in May 2013.</p>	
<b><u>Recommendation</u></b>	
<p>It is recommended that the request to use monies in the Keats House charity's reserves to fund next year's Keats Festival be agreed.</p>	

## **Main report**

### **Background**

1. Keats House began running its annual Keats Festival in 2010, as part of the outreach work within the Heritage Lottery Fund project. To date there have been three festivals, each with a major poet in residence:

2010	Rommi Smith
2011	Benjamin Zephaniah
2012	John Hegley

2. The poet in residence is appointed for a period of approximately six months, so that although the first focus of their work is the festival itself, they also contribute to the cultural life of the house for a large part of the year, and promote the house through their own networks and events. For example in 2012 John Hegley held monthly Sunday tea parties at Keats House during the autumn which attracted a good following.
3. Each festival also includes numerous other literary, cultural and educational sessions, for both children and adults; some are pre-booked and others run on a drop-in basis. In 2012 they included: creative writing, art, poetry readings, short story readings, talks, guided tours, musical workshops and performances (John Lake & Keith Waithe), open mic sessions, singing in Yiddish, Klezmer Klub concert, calligraphy and jewellery making and an amazing mechanical dragon.

4. Additionally a small poetry book is produced each year with contributions from the festival, for sale at Keats House the following year. In 2012 it was entitled *Sweet Beats for Keats* and edited by Benjamin Zephaniah.

### **Current position**

5. The Keats Festival is becoming a major event in the literary life of Hampstead and contributes significantly to the cultural activities of the City in north London.
6. As part of the planning for the Keats Festival 2013, the programme is now being put together to build on the success of the first three festivals. The booking of participating poets and writers, particularly the 2013 Poet in Residence, and the preparation of the first wave of publicity need to be carried out during the current year and confirmation that funds are available is necessary even though expenditure will not practically be incurred until 2013/14.

### **Proposal**

7. It is therefore proposed that as in previous years £20,000 be released from the Keats House reserves in 2013/14 to fund this increasingly important festival.

### **Implications**

#### ***Financial and risk implications***

8. Your Committee is being asked to approve the release of monies from the Keats House reserves, which currently stand at £95,079. The total sum requested is £20,000. The Keats Festival is a major part of the Keats House cultural work and a significant contribution to its charitable objectives.

#### ***Strategic implications***

9. The role and work of Keats House meets the requirement of the Vibrant and Culturally Rich theme of The City Together's Community Strategy and the corporate objective '*To support and promote the City as a cultural asset and to encourage greater vibrancy and diversity in cultural and leisure activities*'

### **Conclusion**

10. The use of funds from the Charity's reserves will significantly add to public benefit, a requirement of the Keats House charity trust deed.

### **Contact:**

David Pearson  
Director, Culture Heritage and Libraries Department  
[david.pearson@cityoflondon.gov.uk](mailto:david.pearson@cityoflondon.gov.uk)

<b>Committee(s):</b>	<b>Date(s):</b>
Culture, Heritage and Libraries	28 January 2013
<b>Subject:</b> The Samuel Pepys Collection (PHR): overview and recommendations	<b>Public</b>
<b>Report of:</b> Director of Culture, Heritage and Libraries	<b>For Decision</b>

## Summary

At the meeting of your Committee on 22 October 2012, your officers were requested to research options for the rehousing of the Samuel Pepys Collection (PHR), bought by the City Corporation from the Samuel Pepys Club in 1985.

This paper suggests a five-tier strategy to do this, with particular emphasis given to ensuring that the Collection receives the highest possible public exposure through the most appropriate and responsible guardians. The strategy also seeks to ensure that the role of the City Corporation as benefactor and as custodian of London's heritage is promoted.

In brief, the strategy suggests that where items from the Collection already reside within City Corporation collections or assets they are not rehoused; those items that do not fall under this categorisation should then be offered freely, and in turn, to City Corporation assets, the Museum of London and UK museums generally, with any unclaimed items being sold and the revenue derived being added to departmental acquisition funds.

The report also highlights the need for a swift resolution to the rehousing issue because the space required to store items is limited and could, over time, create significant issues for the on-going operations of the London Metropolitan Archives, where all items are currently stored.

### **Recommendations**

- That Members accept the five-tier proposal for rehousing the Collection as described above and in more detail under item 18 of this report.

## Main Report

### **Background**

1. At the meeting of your committee on 22 October 2012, recommendations were received regarding the future use of Prince Henry's Room, your Members resolving to declare the Room surplus and return it to the Property Investment Board so that it may be managed by the City Surveyor on a commercial basis.
2. At that same meeting, Members requested that the Collection previously housed in the Room and bought by the City Corporation from the Samuel Pepys Club in 1985, be audited and that options be proposed as to where it may best reside, especial consideration being given to how greatest public access to the Collection may be granted and with whom guardianship may most appropriately rest.

3. The Collection was originally acquired by members of the Samuel Pepys Club, who, for many years, used Prince Henry's Room as their Club House. There it was displayed, with the public being granted access on weekday afternoons until the Room was closed for refurbishment in 2006. It comprises artefacts relating to the diarist, including letters, paintings, prints and other ephemera as itemised in the 2010 Christie's valuation document, appendix 1.
4. While the cost of the Collection to the City Corporation at the time of purchasing was £1,000 (see appendix 2 – extract from the minutes of the City Lands and Bridge House Estates Committee meeting on 13 March 1985), Christie's suggest that the total value today is between £13,285 and £20,300. According to Guildhall Art Gallery experts, this will have not changed significantly since August 2010 when the valuation was undertaken.
5. The discrepancy between what the City Corporation paid the Samuel Pepys Club and what the Collection is worth now can probably be attributed to appreciation since the time of purchase (1985) but is also be due to the fact that all assets in Prince Henry's Room (including the light fittings and carpet) have been evaluated in the Christie's assessment. Some of these will not have been a part of the original "Collection". Whatever the case, for the purposes of this report, all items appearing on the inventory are considered to make up the "Collection".
6. In addition to the items listed on the inventory, members of the Samuel Pepys Club assert that two silver inkpots and a silver bowl presented to the Club on the tercentenary of Hoare's Bank were a part of the original Collection sold to the City Corporation. In the case of the bowl, a letter to the Chairman of the Trustees of the Pepys House Charity, written on 3 April 1985 confirming the purchase (see appendix 3) shows that it was excluded from the sale and offered for collection to the Club.
7. Despite significant research, the inkpots and a total of eight items from the Christie's inventory cannot be located (see appendix 4, list of missing items). Those with responsibility for the Collection prior to its transfer to the Department of Culture, Heritage and Libraries (CHL) suggest that the items probably went missing during the course of 2009/10, around the time when the Room was re-decorated. During this time the Collection was moved on a number of occasions and was split up.
8. At the time responsibility for the Collection passed to CHL (October 2011), it was stored on a temporary basis at the Fruit and Wool Exchange on Brushfield Street (a City Corporation building which closed in December 2012), with the exception of the carpet, light fittings, refectory table and a Carloean walnut armchair, all of which still reside in the Room. In March 2012, all items at the Fruit and Wool Exchange, excluding the furniture, were moved to the London Metropolitan Archives (LMA), with the furniture following in December, when the Fruit and Wool Exchange closed. This now occupies all available storage space at LMA and so an early resolution as to the future of the furniture is urgently sought.
9. Prince Henry's Room is expected to be commercially let any time after 24 December 2012, when responsibility for it has passed back to the City Surveyor. While this report recommends that the light fittings and the carpet (which is bespoke to the Room and so will be of even less than its already-low-value if it

is removed) remain there, the removal of the table will be a cause for concern – not only because it will require specialist dismantling and carriage, but also because of the lack of space at Guildhall should it need to be stored while a suitable guardian is found. The proposal addresses this issue.

10. A number of items in the Collection (and itemised in the Christie's document, appendix 1) have, over the time the Collection has been owned by the City Corporation, been subsumed within existing City Corporation collections. This includes the first item on the Christie's valuation document – a painting, *The Great Fire of London*, after Waggoner – which is part of the Guildhall Art Gallery collection and features in the recently published *London: 1000 Years*, edited by the Director of Culture, Heritage and Libraries.

### **Museum of London**

11. Members may wish to note that in the original documentation from 1985 surrounding the sale of the Collection to the City Corporation, the Museum of London had “expressed an interest in certain items” and that following the sale, it was the intention of the City Lands and Bridge House Estates Committee to “re-sell certain items” to the Museum (see appendix 2). This did not happen.

### **Guildhall Library**

12. Members will be aware of the recent agreement between the Guildhall Library and the Trustees of the Samuel Pepys Award Trust and the Executive Committee of the Samuel Pepys Club, to house the Samuel Pepys Club Collection of Documents and Archives (please note this is separate from the Samuel Pepys Club Collection (PHR) which is the subject of this report). Appropriate items from the PHR Collection would give added value to these archives and so this is considered within the proposal.

### **Current position**

13. The Collection comprises all items listed on the Christie's valuation report except the eight items listed in appendix 4 and the inkpots that the Samuel Pepys Club assert were part of the original inventory, none of which can be located.
14. The Collection is stored at the LMA with the exception of the furniture and fittings listed in item 8 which are stored in Prince Henry's Room. A swift execution in housing all items appropriately is strongly desired because of the much-needed space they are occupying and because there is no further space available to store the items residing in the Room, once this has been commercially let.
15. As previously indicated, some items are already published as belonging within the City Corporation's own collections where they enhance the value of that collection. Their removal would require updating of the works in which they are cited and weaken the appeal of those collections.
16. A five-tier strategy for rehousing the Collection that brings rewards and recognition for the City Corporation and enhances the value of City Corporation assets is proposed. Inevitably, this will see the Collection being split up but, in any circumstance, it is unlikely that all parts of the Collection would be gratefully received by one organisation as, in its entirety, it has no historic or intellectual

coherence and items are linked only in that some have a loose connection with Pepys or that they were together in the same room for a number of years.

17. It should also be noted that identifying a single, appropriate home for all items could be a timely process whereas the proposal offered can be begun immediately, saving on time and removal arrangements.

### **Options**

18. The strategy proposed is as follows:
  - I. Collection items already indexed within existing City Corporation collections to remain where they are;
  - II. Low-value items currently stored within Prince Henry's Room, such as the light fittings and carpet, to remain where they are and to be a part of the fixtures and fittings when the Room is commercially let, noting that it is unlikely that a home could be found for them were they removed; the higher value items, such as the table and Carloean chair to be considered under the following tiers;
  - III. The curators of the Guildhall Art Gallery, Keats' House, the Guildhall Library and the London Metropolitan Archives to assess all other items within the Collection and identify those that they deem appropriate for their archives and displays – these items will then be retained by said assets adding value to existing City Corporation collections and promoting the City Corporation's role as a custodian of London's heritage;
  - IV. The Museum of London to be offered (for free but meeting removal costs) all items not sought by the above City Corporation assets (this is most likely to include all items of furniture) – items identified by the Museum as having value for them should be donated to the Museum with the caveat that the City Corporation is credited as benefactor when items are displayed, deriving recognition and credit for the City Corporation as a custodian of London's heritage and as a philanthropist;
  - V. CHL to dispose of all remaining items by gift or sale (these are likely to have a very low value) – with any beneficiary (eg a UK museum) wishing to add them to their collections meeting the cost of removal and crediting the City Corporation as the benefactor, and any revenue raised through the sale of items being added to departmental acquisition funds (it is not anticipated that this will be more than a few hundred pounds).
19. Members may wish to agree to omit any tier or tiers of the above strategy, resulting in the process jumping to the next tier upon which they are agreed.

### **Proposals**

20. The five-tier strategy described in item 18 provides a comprehensive filter for rehousing the Samuel Pepys Collection, ensuring that items of most value remain with the City Corporation. That value may be monetary or because of

the item's ability to enhance an existing collection or the visitor's experience of that collection (eg candlesticks as dressing at Keats' House or benches to seat visitors at Guildhall Art Gallery).

21. Furthermore, in all cases, it ensures that the role of the City Corporation as a custodian of London's heritage and a good philanthropist is promoted; tier V providing some small financial support in our execution of this role.

### **Corporate & Strategic Implications**

22. The proposal is aligned with one of three strands of the City Corporation's Communications Strategy 2012/15 in that it promotes the role of the City of London Corporation as a provider of valued services to London and the nation as a whole, and is a key priority for 2012/13 within that strategy in that it illustrates our commitment to looking after London's heritage.
23. That items from the Collection are freely offered to London and national organisations aligns the proposal with the City Corporation's Corporate Plan 2012/16, because it helps "maximise the benefits afforded by our role as a good neighbour and major sponsor of culture and the arts".
24. Furthermore, the proposal works in support of the *Animating the Heritage* theme with the City Corporation's Cultural Strategy 2012/17 and both the *Product Development* and *Support and Recognition* themes within the forthcoming City Destination Development Strategy (visitor strategy) 2013/18.

### **Consultation**

25. The Chamberlain and the City Surveyor have been consulted in the writing of this report and their comments are incorporated.

### **Conclusion**

26. The Samuel Pepys Collection has sat in storage for too long. Your Committee's recent decision regarding the future of Prince Henry's Room has excited interest in it and has kick-started a process that will ensure greater access to its artefacts and ephemera while ensuring the City Corporation's role as custodian of London's heritage and as a philanthropist is promoted. The proposal offered seeks to maximise impact on all these points.

### **Background Papers:**

1. Prince Henry's Room: evaluation of potential use, report to the Culture, Heritage and Libraries Committee, 18 November 2011
2. Prince Henry's Room: proposals for public access, report to the Culture, Heritage and Libraries Committee, 22 October 2012

### **Appendices**

- APPENDIX 1: Christie's Valuation Report, 3 August 2010
- APPENDIX 2: Extract from minutes of the City Lands and Bridge House Estates Committee meeting on 13 March 1985

- APPENDIX 3: Letter to the Chairman of the Trustees of the Pepys House Charity, 3 April 1985
- APPENDIX 4: List of missing items

**Contact:**

*Nick Bodger | [nick.bodger@cityoflondon.gov.uk](mailto:nick.bodger@cityoflondon.gov.uk) | 020 7332 3263*



CHRISTIE'S

## Valuation at Current Auction Estimates

---

Samuel Pepys Collection  
Prince Henry's Room  
17 Fleet Street  
London  
EC4Y 1AA

3 August 2010

Christie, Manson & Woods Ltd.  
8 King Street, St James's London SW1Y 6QT  
tel +44 (0)20 7839 9060 fax +44 (0)20 7839 1611  
[www.christies.com](http://www.christies.com)

1663688/043650

## Christie's Conditions of Business for Valuations

These terms and conditions and our letter of engagement (the "Letter of Engagement") are the terms and conditions (the "Conditions of Business") governing the preparation of the valuation report (the "Valuation") by Christie, Manson & Woods Ltd ("Christie"). If there is any inconsistency, the terms of the Letter of Engagement shall prevail. Any variation to the Conditions of Business must be agreed in writing.

These Conditions of Business will be binding on the Client upon confirmation by the Client that the Client wishes Christie's to proceed with the Valuation.

1. The Valuation is prepared for the person to whom it is addressed (the "Client") for the specific purpose for which it is requested. The Valuation shall not without Christie's prior written agreement be (a) used for any other purpose, (b) communicated, in whole or in part and in any manner to any third party, and/or (c) relied upon by any third party.
2. If, with Christie's written consent, the Valuation is communicated to a third party, the Client agrees that they will provide such third party with a copy of these Conditions of Business.
3. Neither the Valuation nor any part of the Valuation shall be reproduced, published or referred to in any way without Christie's prior written approval of the form and context in which it may appear.
4. If requested, Christie's will provide a Valuation in electronic form as well as in hard form. Christie's will not be liable for any loss of data or corruption thereof if the Valuation is sent in electronic form. If the Valuation or any part of the Valuation is provided in electronic form the Client agrees that they will not edit or alter the data and agrees that Christie's shall not be responsible if the data is edited or altered.
5. The Client represents and warrants to Christie's that they are entitled or are duly authorised to have the property Christie's are valuing (the "Property") valued. In issuing the Valuation, Christie's expresses no opinion as to the ownership of the Property.
6. The Client represents and warrants to Christie's that, unless otherwise notified in writing before Christie's begins the Valuation, none of the Property is a fixture. Christie's will undertake the Valuation on this basis. Christie's makes no representation or warranty as to whether or not any of the Property is a fixture.
7. The Client agrees to pay Christie's fees for valuation work which will be charged on the basis set out in the Letter of Engagement. The Client will also be responsible for Christie's out of pocket expenses incurred in connection with the Valuation which may include, but are not limited to, travel, accommodation and subsistence together with any applicable VAT on such costs.
8. Christie's will submit an invoice for its fees and expenses on completion of the draft Valuation. Any additional fees and expenses incurred subsequently will be invoiced on completion of such additional work. Payment is due within 30 days of the date of the invoice. In the event of late payment in addition to Christie's legal rights at law, (i) Christie's shall have the right to charge interest on the debt due at an annual rate equal to 5% above the base rate of Lloyds TSB Bank plc from the date payment was due and (ii) the Client authorises Christie's to use any amounts Christie's owes the Client to discharge the payment due to Christie's in relation to the Valuation.
9. If Christie's undertake at the Client's request additional work arising out of or in relation to the Valuation but which is not covered by the Letter of Engagement, Christie's shall be entitled to charge the Client further fees for such work at Christie's daily rate in force from time to time, together with any applicable VAT.
10. Christie's make no representation and give no warranty that the Property will realize the amount at which it is valued upon a subsequent sale by public auction or otherwise.
11. Unless otherwise agreed in writing, values given in the Valuation are provided for the purpose stated without the

benefit of the further research that would normally be undertaken prior to any sale of the Property. In particular, Christie's have not considered the attribution, authenticity or condition of the Property with any outside expert or authority, nor researched the provenance of the Property, nor obtained outside laboratory or other scientific analysis designed to detect latent defects, enhancements, repairs or treatments. Accordingly, in the absence of written agreement to the contrary, no representation is made, warranty given, or responsibility accepted in the Valuation as to the attribution, authenticity, condition or provenance of any item, its saleability, or the absence or presence of latent defects, enhancements or treatments relating to such item.

12. The Client agrees that they will not call upon Christie's to give evidence in legal or other proceedings concerning the contents of the Valuation except that, where requested, Christie's will take reasonable steps to justify its valuations prepared for tax purposes in response to inquiries made by HM Revenue & Customs, in which event Christie's fees for such work will be charged at hourly rates in force from time to time, together with any applicable VAT.
13. The Client understands and agrees that Christie's offers its valuation services as an auction house and not as a retail outlet. All Valuations provided are based on current auction estimates. Christie's accepts no responsibility for the accuracy of its estimates of profit margins, the cost of feasible replacement (if applicable), or other relevant factors applicable to the retail trade.
14. In issuing a Valuation, Christie's expresses no opinion as to the commercial value of exploiting intellectual property or other intangible rights attached to the Property.
15. Any images contained in the Valuation are provided for guidance only. All rights in the images will belong to Christie's.
16. In accepting these Conditions of Business, the Client accepts that Christie's will hold and process their personal data or information and may pass it to another Christie's group company, including those in the United States:
  - i) for the purposes of performing this agreement,
  - ii) so the Client can buy and sell property;
  - iii) so the Client can buy services from us;
  - iv) so Christie's can carry out its obligations to the Client;
  - v) so that Christie's can communicate with the Client, including for the purpose of letting the Client know about similar services or sales and events.
 Christie's will not share the Client's personal information with any other person or organisation unless Christie's has to by law. The Client can ask Christie's not to process their personal information for marketing purposes and the Client can ask to see the information Christie's holds about them. If any of the information is not correct, the Client can ask Christie's to correct any details or remove any information that is not relevant for its purposes. The Client can do this at any time by emailing [dataprotection@christies.com](mailto:dataprotection@christies.com) or [dataprotection@christies.com](mailto:dataprotection@christies.com).
17. If any part of these Conditions of Business is found by any court to be invalid, illegal or unenforceable, that part shall be treated as being deleted and the rest of these Conditions of Business will not be affected.
18. These Conditions of Business and any rights arising outside these will be governed by English law. Before either the Client or Christie's starts any court proceedings, and if both agree, the Client and Christie's will each try to settle any dispute by mediation following the CEDR Model Mediation Procedure (for further details see [www.cedr.co.uk](http://www.cedr.co.uk)). Unless both parties agree otherwise, the mediator will be chosen by CEDR. The Client agrees, for Christie's benefit, that any dispute will be dealt with only in the courts of England and Wales. However, Christie's will have the right to bring proceedings against the Client in any other court.

11/2009

# CHRISTIE'S

## Specialists

---

Estimated by

Edward Monagle

Director, General Valuer - Estates, Appraisals & Valuations

Specialists consulted

Susannah Morris

Associate Director - Books and Manuscripts, London

# CHRISTIE'S

## Contents

---

	Page
Pictures	1
Prints	2
Books & Manuscripts	8
Furniture & Objects	9
Not Seen - 2010	15

## Valuation at Current Auction Estimates

---

Samuel Pepys Collection  
Prince Henry's Room  
17 Fleet Street  
London  
EC4Y 1AA

### Pictures

---

1.  
P90 **AFTER WAGGONER**

*The Great Fire of London*  
oil on canvas  
23½in. x 40½in.  
in a gilt composition frame

**£4,000-6,000**

**LITERATURE:**

V. Knight, *Corporation of the City of London Catalogue*, 1936, p.311, acc. no.1379.



2.  
P86 **AFTER HALES**

*Samuel Pepys*  
oil on canvas  
30in. x 19½in.

**£250-350**



## Prints

P15 3.  
PELTRO

*An elegant and correct view of London as it appeared before the dreadful fire in the year 1666*  
hand-coloured line engraving, published A. Hogg,  
No. 16 Paternoster Row  
9in. x 12¾in.  
framed and glazed

£50-80



P32 4.  
BY AND AFTER J.T. SMITH

*Domestic architecture, houses lately standing on the west corner of Chancery Lane and Fleet St.*  
line engraving, pub. 1812  
12in. x 9½in.

£40-70



P33, P34 5.  
ENGLISH SCHOOL

*A line engraving of St. Olave Hart St.*  
19TH CENTURY  
6in. x 3¾in.  
foxed and faded  
and a framed photographic reproduction of house at  
Brampton

£30-50

(2)



## Prints

6.  
P41 AFTER HALES

*Elizabeth, wife of Samuel Pepys, by J. Thomson*  
line engraving, Pub. 1825  
10¾in. x 9½in.

£10-20



7.  
P58 AFTER SIR GODFREY KNELLER

*Samuel Pepys Esq., by T. Bragg*  
line engraving, pub. by H. Colburn 1827  
9in. x 6in.

£10-20



8.  
P59 ENGLISH SCHOOL, 20TH CENTURY

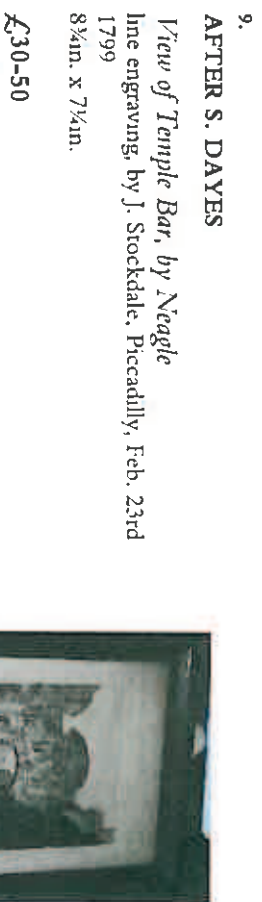
*He washed his feet and thighs with brandy, a*  
*caricature of Samuel Pepys*  
signed with initial 'G'  
pen and ink  
7¾in. x 4¾in.

£10-20



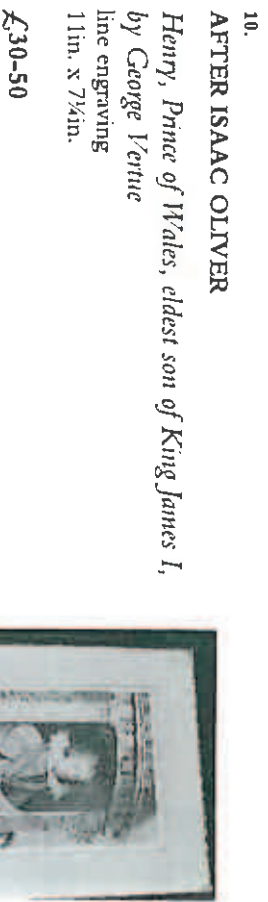
Prints

9.  
**AFTER S. DAVES**  
*View of Temple Bar, by Neagle*  
 line engraving, by J. Stockdale. Piccadilly, Feb. 23rd  
 1799  
 8½in. x 7¼in.



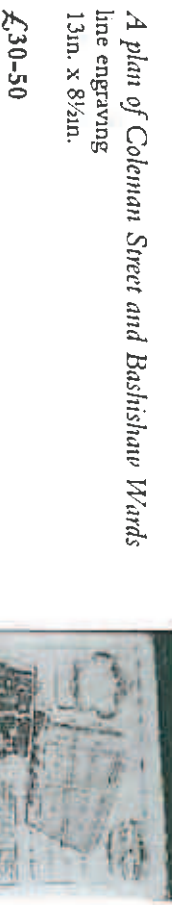
£30-50

10.  
**AFTER ISAAC OLIVER**  
*Henry, Prince of Wales, eldest son of King James I,*  
 by *George Vertue*  
 line engraving  
 11in. x 7¼in.



£30-50

11.  
**ROYCE**  
*A plan of Coleman Street and Bashishaw Wards*  
 line engraving  
 13in. x 8½in.



£30-50



Prints

---

12.  
P65 **AFTER D. LOGGAN**

*A plan of Magdalene College*  
reproduction  
16½in. x 18in.  
£10-15

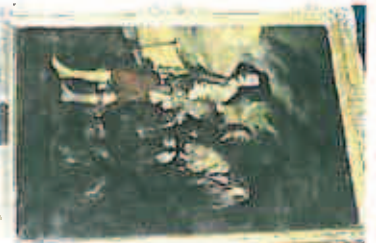


13.  
P66 **ROYCE**

*A plan of Bread Street and Cordwainers Wards*  
line engraving  
13in. x 8½in.  
£30-50



14.  
P72 **KING CHARLES I**  
**TWENTIETH CENTURY**  
coloured reproduction  
18½in. x 13in.  
in a gilt composition frame  
£30-50



Prints

15.  
P75 JOHN THOMAS SMITH

*A reduced copy of Fisher's ground plan of the Royal Palace of Whitehall, Pub. 1867*  
colour reproduction  
8in. x 11in.

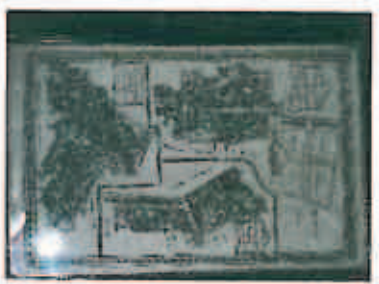
£150-250



16.  
P84 AFTER ROYCE

*A Plan of Coleman Street Ward and Bassishaw Ward*  
line engraving  
14in. x 11½in.

£40-60



17.  
P85 HERMAN MOLL

*A New and Exact Map of the Coast, Countries and islands within ye limits of ye South Sea Company*  
hand-coloured engraving  
26in. x 19¾in.

£300-500



## Prints

---

18.  
P87 ENGLISH SCHOOL, 19TH CENTURY

*The Pepysian Library*  
hand-coloured etching, pub 1837  
10in. x 7in.

£15-25



19.  
THE REMAINING PRINTS,  
REPRODUCTIONS AND PHOTOGRAPHS  
approximately forty items, mostly relating to S. Pepys

£300-500



## Books &amp; Manuscripts

20.  
P16. P35  
Order of Service, Pepys commemoration, St. Olave  
Harts St., 27th May 1927, pub by London and Middx  
Archeological Society and the Samuel Pepys Club, letter  
press  
7¼in. x 5½in.  
and a reproduction of the London Gazette, September  
10th, 1666  
framed and glazed

(2)

£40-70



21.  
P39  
Pepys, Samuel (1633-1703). Letter signed to [Edward]  
Gregory (clerk of the cheque at Chatham), Navy Office,  
17 July 1669, requesting that wages be paid to the cook  
of the *Dyffance*, whom the King has 'dispensed with as to  
his attendance on the ship', half page, folio, also signed  
by other members of the Navy Board, framed and glazed

£900-1,200



22.  
P46  
The remaining ephemera including:  
The Samuel Pepys Club formed 26th May 1903 framed  
pamphlet  
The Chronicles of St. Brides No. 3, The Great Fire of  
London  
The Prince Henry's Visitor's Book, nine volumes from  
1930 onwards  
The Universal Family Bible printed for J. Cooke  
No. 17, in Pater-Noster-Row  
photographic copies of Pepys' diary, etc.

£300-500



## Furniture & Objects

---

- M5, M6  
23.  
A TURNED AND CAST BRASS PRICKET  
CANDLESTICK  
on three feet  
16½in. high  
and a pair of matching candlesticks  
10½in. high

£100-150

(3)



- M8, M9  
24.  
A TURNED BRASS CANDLESTICK  
19TH CENTURY  
on square base  
8in. high  
and a brass chamber candlestick, fitted with ejector and  
circular drip-pan  
6in. high

£60-100

(2)



- M10, M11  
25.  
A PEWTER PINT TANKARD  
with false bottom  
6¾in. high  
and a Victorian pint pewter baluster tankard, stamped  
James Yates and excise mark  
5in. high

£40-60

(2)



## Furniture & Objects

---

M15, M18  
 26. **A TURNED PEWTER CAPSTAN INKWELL**  
 (lacking glass pot)

6in. diam.  
 and a turned pewter inkwell of cylinder form, with glass  
 liner  
 2½in. high

£50-70

(2)



M20, M23  
 27. **AN OAK FRAMED RECTANGULAR TABLE**  
**TOP DISPLAY CASE**

with sloping glazed top fitted with a lock  
 20in. x 24in.  
 and an oak wooden lectern, with sloping top

£40-70

(2)



M25  
 28. **A WOODEN MODEL OF A 17TH CENTURY**  
**MAN-OF-WAR**  
 on an oak base

21in. long; 20½in. high

£100-150



Furniture & Objects

M26 29.  
A WOODEN MODEL OF H.M.S. LION OF 58  
GUNS

in a glazed oak case

£200-300



P45 30.  
A PLASTER IMPRESSION FROM A CIRCULAR  
MEDALLION BY CAVALIER DEPICTING  
SAMUEL PEPYS

(broken)  
3 6/8 in. diam., mounted on a square wooden plaque

£20-30



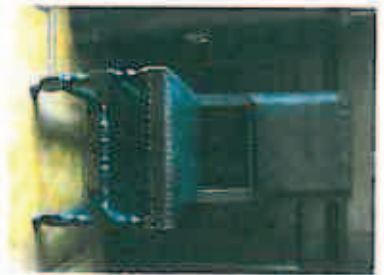
SF1 (1-4),  
SF1 (5-15) 31.  
A HARLEQUIN SET OF FIFTEEN CAROLEAN  
STYLE OAK AND STAINED BEECH SIDE  
CHAIRS

four with burgundy leather upholstered backs and seats  
with studded borders on turned front supports and  
stretchers.

and eleven similar chairs upholstered in  
leatherette/brown leather (restorations)

£2,500-4,000

(15)



## Furniture & Objects

---

SF2 (1-4)

32.

A SET OF FOUR LATE 17TH CENTURY  
STYLE OAK SIDE CHAIRS

with arched rectangular padded backs with brass stud  
borders, on turned front supports and stretchers

(4)

£500-700



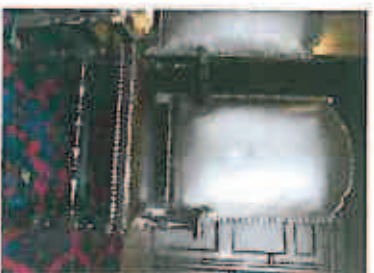
SF3

33.

A LATE 17TH CENTURY STYLE OAK OPEN  
ARMCHAIR

with brown leatherette upholstery on turned baluster  
and block front supports and turned stretchers

£400-600



SF4

34.

AN OAK HALL BENCH  
LATE 19TH CENTURY

the back with turned supports, plank seat and turned  
bulbous legs joined by a shaped stretcher  
57½in. wide

£250-350





## Furniture & Objects

---

- SF5  
35. AN OAK HALL BENCH  
LATE 19TH CENTURY  
with plank seat on turned bulbous legs joined by shaped stretchers

57½in. wide

£200-300



- SF6  
36. A CAROLEAN WALNUT ARMCHAIR  
LATE 17TH CENTURY AND LATER  
with barley-sugar twist back supports, S-shaped scrolling and angel and crown crest rail and stretcher rail, with caned back and seat (restored) on scroll supports

£800-1,200



- SF7  
37. A MAHOGANY CAPTAIN'S SWIVEL CHAIR  
20TH CENTURY  
upholstered in green button leather

£50-100



Furniture & Objects

---

T2  
38. AN OAK REFECTORY STYLE DRAW-LEAF DINING-TABLE OF 17TH CENTURY STYLE

the frieze carved with rosettes and vines on bulbous supports with similar decoration, height reduced 148½in. long, extended

£1,000-1,500



39. A SET OF SEVEN TWIN-BRANCH BRASS WALL-LIGHTS fitted for electricity

£70-140

(7)



40. A MACHINE WOVEN TURKEY PATTERN CARPET 159½in. x 218in. £300-500



Not Seen - 2010

---

41.  
P20 AFTER SIR GODFREY KNELLER

*William Haver Esqr., by R. Cooper*  
mixed media engraving, published 1825  
1 1/4in. x 8 3/4in.

\*

42.  
P26 THE SAMUEL PEPPYS CLUB INAUGURAL  
DINNER, CLOTHWORKERS HALL,  
DECEMBER 1, 1903

table plan  
6 3/4in. x 5in.

\*

43.  
P50 A LATE 19TH CENTURY COLOURED  
ENGRAVING OF KING JAMES II  
9 1/2in. x 6 1/2in.

\*

## Not Seen - 2010

44.  
 P82 AFTER P. J. DE LOUTHERRBOURG  
*The Great Fire of London, by A. Smith*  
 hand-coloured engraving. Pub 1805  
 9½in. x 11¼in.

\*

B4 45.  
 Guide to Samuel Pepys memorial  
 Guide to Samuel Pepys memorial. London, privately  
 printed: MDCCCL XXV. Engraved frontice

\*

M12 1-2 46.  
 A PAIR OF PEWTER CIRCULAR PLATES  
 PSEUDO TOUCH MARKS  
 each 10in. diam.

\*

(2)

## Not Seen - 2010

- M19 47.  
A CIRCULAR SILVER PIN TRAY  
BRITANNIA STANDARD, LONDON, 1972  
decorated with a central heraldic device, the border  
engraved 1672-1972  
3½in. diam., in display box
- \*
- Presented by the managing partners of C. Hoare & Co.  
to their customers on the 300th anniversary of the bank.

- M24 48.  
TEN ARTS & CRAFTS BEATEN COPPER  
CIRCULAR ASHTRAYS  
each 5¼in. diam.
- (10)
- \*

49.  
A STEEL SMALL SWORD OF 18TH CENTURY  
STYLE  
with 32½in. triangular section blade and wire bound hilt
- \*

TOTAL

£13,285-20,300

# CHRISTIE'S

## Summary

---

Pictures	£4,250-6,350
Prints	£1,115-1,860
Books & Manuscripts	£1,240-1,770
Furniture & Objects	£6,680-10,320
Not Seen - 2010	*

---

**TOTAL** £13,285-20,300

**\*\*\* Please note not all items have values \*\*\***

This document is strictly confidential. It can not be delivered to or shared with any third party, other than legal or insurance advisors assisting you in the consideration of this valuation, without Christie's express written consent. © Christie Manson and Woods, Ltd.

Artist Index

---

	Page
<b>D</b>	
Dayes, S.	4
<b>E</b>	
English School	3, 7
<b>H</b>	
Hales	1, 3
<b>K</b>	
Kneller, Sir Godfrey	3, 15
<b>L</b>	
Loggan, D.	5
Loutherbourg, P.J. de	16
<b>M</b>	
Moll, Herman	6
<b>O</b>	
Oliver, Isaac	4
<b>P</b>	
Peltro	2
<b>R</b>	
Royce	4, 5

## Artist Index

---

	Page
<b>S</b>	
Smith, J.T.	2
Smith, John Thomas	6
<b>W</b>	
Waggoner	1



APPENDIX 2: Extract from minutes of the City Lands and Bridge House Estates Committee meeting on 13 March 1985

CORPORATION OF LONDON  
RECORDS OFFICE

T.C. Files, 1983-86

CBHE/CLP/PHR/1

City Lands & Bridge House Estates Committee, 13 March  
1985.

Prince  
Henry's  
Room -  
Sammel  
Pepys  
Collection:

A circulated report of Mr. Town Clerk referring to the offer of the Pepys House Trustees to sell to the Corporation the collection of Pepys memorabilia on display in Prince Henry's Room, stating that the Library Committee were not interested in purchasing the collection but had referred it to the Director of the Museum of London who was interested in certain items which he valued at approximately £1,000; stating that the collection would be removed by the Trustees if not purchased and seeking instructions as to whether, if the Trustees were prepared to sell the complete collection for £1,000, the Committee would wish to retain the collection for that sum or to re-sell certain items to the Museum of London. was read.

Mr. Town Clerk stated that the Trustees had since indicated that they would be prepared to accept an offer of £1,000 for the collection.

RESOLVED: That the collection be purchased for £1,000 and retained at Prince Henry's Room, the cost being met from this Committee's Rates contingency.

13 MAR 1985

CLP/PHR

This page is intentionally left blank

APPENDIX 3: Letter to the Chairman of the Trustees of the Pepys House  
Charity, 3 April 1985

CLRO:  
TC's Files 1983-86      CBHE/CLP/PHR/1

R.K. Adams

CBHE/CLP/PHR

DW

2417

3rd April 1985

Dear Mr. Hackman,

PEPYS HOUSE TRUST - PRINCE HENRY'S ROOM

I write to confirm that the Corporation will purchase from the Trustees the collection of Pepys memorabilia, presently on display at Prince Henry's Room at 17 Fleet Street for the sum of £1,000 and the Corporation's cheque for that sum is enclosed herewith.

I also confirm that the Silver bowl presented to the Samuel Pepys Club on the tercentenary of Hoare's Bank, 37 Fleet Street is not included in the sale and will be available for collection by you at your convenience.

Yours sincerely,

*G.W.R.*

F.H. Hackman, Esq.,  
Chairman,  
The Trustees of Pepys House Charity,  
2 Montpelier Walk,  
London, SW7 1VL

This page is intentionally left blank

#### APPENDIX 4: List of missing items

Format	Maker	Description	Christie's Valuation 30 March 1993*
Prints	R. Cooper	"William Hewer Esq"	£20
Prints		The Samuel Pepys Club Inaugural Dinner, Clothworkers Hall, Dec 1st 1903 - table plan	£10
Prints		"King James II"	£45
Prints	A. Smith	"The Great Fire of London"	£100
Books		Guide to Samuel Pepys Memorial, London, privately printed MDCCCLXXV with engraved frontice	£10
Plates		Pair of circular pewter plates with pseudo-touch marks	£50
Trays	Britannia Standard, London	Circular silver pin tray decorated with a central heraldic device, the border engraved	£50
Ashtrays		10 Arts and Crafts style beaten copper circular ashtrays	£100
		<b>Total</b>	<b>£385</b>

*\* The total value of the Samuel Pepys Collection, according to Christie's at March 1993 was £19,555. In August 2010 the valuation of the Collection minus the above missing artefacts according to Christie's was between £13,285 and £20,300. It can therefore be assumed that there was not a significant change in the value of the missing items in the intervening years.*

This page is intentionally left blank

<b>Committee(s):</b>	<b>Date(s):</b>
Culture, Heritage and Libraries Committee	28 January 2013
<b>Subject:</b> Culture Heritage & Libraries Business Plan 2013 -15: Progress Update	<b>Public</b>
<b>Report of:</b> Director of Culture, Heritage and Libraries	<b>For Information</b>

## Summary

This report provides a progress update on the Departmental Business Plan for 2013-15 which builds on the foundations agreed by Committee in early 2012.

The three overarching Strategic Aims for the department will be retained as they are still relevant, with a minor amendment to Aim 3.

The number of objectives and key performance indicators (KPIs) set out in the Department's Business Plan 2012-2013 have been reduced from 29 objectives and 30 KPIs to 10 of each, in line with corporate guidance.

The full plan will be brought to the April 2013 Committee meeting and will be built around a series of high-level summary plans for each of the main service areas. This report represents the current drafts of those summaries, to provide an opportunity for comment and endorsement before the main plan is finalised.

### **Recommendations**

I recommend that your Committee approves:-

- the content and underlying policy of the attached summary business plans.

## Main Report

### **Background**

1. At your meeting of 17 January 2012, Members approved the new structure of the Culture Heritage & Libraries Department's Business Plan for the period 2012-2013. This included a new vision, cross-departmental strategic aims, priorities and key objectives.
2. Your Committee previously agreed 29 business plan objectives which are linked to our three overarching departmental Strategic Aims:
  - 1) To refocus our services with more community engagement and partnerships with others;
  - 2) To transform the sense of the City as a destination; and

- 3) To continue to use new technology to improve customer service and increase efficiency.
3. Strategic Aim 3 has been slightly revised to remove the word 'new' before technology as we have got to grips with current needs.
  4. We have significantly reduced the number of key improvement objectives to 10 across the Department (Appendix 2).
  5. Members should note that all previous references to White Kennet Street have now been replaced with Artizan Street Library & Community Centre which will be formally opened by the Lord Mayor this month.
  6. Performance against a range of 30 Key Performance Indicators was also agreed and these have also been reduced in number to 10 to support the 10 improvement objectives (Appendix 2).
  7. Service Summary Business Plans have been drafted and are attached at Appendix 3 for information.

#### **Financial and Risk Implications**

8. The monitoring position for Culture, Heritage & Libraries services covered by the Cultural, Heritage & Libraries Committee is provided in the Departmental Summary Business Plan at Appendix 1.

#### **Strategic Implications**

9. The work of the Department links to the Corporate Plan and the City Together Strategy aims and objectives through its business plans. The business plans are part of a clearly defined annual planning cycle devised to improve the links between service and financial planning and drive service improvement.
10. The review of the City's Cultural Strategy was led by our department and the new version has been formally approved by all the relevant Committees. It was presented to and approved by the Court of Common Council in October 2012 and will be reviewed and monitored by the Members' Cultural Strategy Working Group, comprising the relevant Chairmen, Deputy Chairmen and officers, next due to meet on 24 January 2013. Many of our objectives and key performance indicators relate directly to this strategic document (see Appendix 4).

#### **Consultees**

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

#### **Appendices**

- Appendix 1 – Departmental Summary Business Plan
- Appendix 2 – Departmental Key Objectives /Key Performance Indicators
- Appendix 3 - Service Summary Business Plans
- Appendix 4 – Strategic Links

#### **Background Papers:**

- Culture Heritage & Libraries Department's Business Plan, 2012–2013.



**Contacts:**

Margaret Jackson (*Performance information*)

Policy & Performance Officer

020 7322 3355

[margaret.jackson@cityoflondon.gov.uk](mailto:margaret.jackson@cityoflondon.gov.uk)

Mark Jarvis (*Financial information*)

Head of Finance

020 7332 1221

[mark.jarvis@cityoflondon.gov.uk](mailto:mark.jarvis@cityoflondon.gov.uk)

This page is intentionally left blank

Our **Mission Statement** is:

To educate, entertain and inform, through discovery of our amazing range of resources.

Our **Strategic Aims** are:

To refocus our services with more community engagement and partnerships with others.

To transform the sense of the City as a destination.

To continue to use technology to improve customer service and increase efficiency.

Page 79

Our **Vision and Key Policy Priorities** are:

**KPP1** Supporting and promoting the international and domestic financial and business sector

**KPP2** Seeking to maintain the quality of our public services whilst significantly reducing our expenditure and improving our efficiency

**KPP4** Maximising the opportunities and benefits afforded by our role as a good neighbour and major sponsor of culture and the arts

**KPP5** Maximising the benefits and opportunities offered to the City of London and beyond by the London 2012 Olympic and Paralympic Games

Our **Staffing** is made up of:

	2011	2012	<b>Notes on Staffing Information:</b>
Headcount	279	298*	
Turnover	31	39 leavers (1/1-31/12/2012)	
Gender	F: 142 (50.9%) M: 137 (49.10%)	F: 156 (52.35%) M: 142 (47.65%)	
Age range	Under 21=1(0.4%) – 61+ =14(5%)	Under 21=1 (0.34%) – 61+ =14 (4.7%)	
Ethnicity	White: 220 (84.94%) Asian/Asian British: 13 (5.02%) Black/Black British: 16 (6.18%) Mixed: 6 (2.32%) Other ethnic groups: 4 (1.54%)	White: 227 (76.17%) Asian/Asian British: 12 (4.03%) Black/Black British: 19 (6.38%) Mixed: 6 (2.01%) Other ethnic groups: 5 (1.68%)	
City of London Service	Up to 1 year = 13 (4.66%) 31+ years = 8 (2.87%)	Up to 1 year = 40 (13.42%) 31+ years = 6 (2.01%)	

1.\*Correct as at **31/12/12**

2. Ethnicity statistics do not show the 29 people who chose not to answer.

3. CoL Service – the category with the most staff is 11-20 years = 75 (25.17%).

## Culture, Heritage and Libraries Business Plan Summary 2013-14

## APPENDIX 1

### Our Financial Information:

	2011/12	2012/13	2012/13	Forecast Outturn		2013/14	N.B.
	Actual	Original Budget	Revised Budget (latest approved)	(latest)*		Original Budget	
	£000	£000	£000	£000	%	£000	
Employees	10,672	10,206	10,274	10,274	-	10,262	1
Premises	1,266	1,264	1,491	1,491	-	1,355	1
Transport	52	38	38	38	-	43	
Supplies & Services	3,242	2,762	2,478	2,478	-	2,282	1
Third Party Payments	-	-	-	-	-	-	
Transfer to Reserve	134	-	-	-	-	-	
Unidentified Savings	-	(231)	(12)	(12)	-	-	1
Total Expenditure	15,366	14,039	14,269	14,269	-	13,942	
Total Income	(5,352)	(4,201)	(4,415)	(4,461)	1.0	(4,609)	
Total Local Risk	10,014	9,838	9,854	9,808	0.5	9,333	
Central Risk	1,278	966	6,460	6,460	-	6,512	2
Total Local and Central	11,292	10,806	16,314	16,268	0.3	15,845	
Recharges	4,018	3,852	4,674	4,674	-	4,684	
Total Net Expenditure	15,310	14,658	20,988	20,942	0.3	20,529	

### Notes on Financial Information:

1. The 2012/13 and 2013/14 budgets have reduced due to a combination of allocating the unidentified savings and the IS and Procure to pay strategic reviews.
2. Central Risk budgets have increased in 2012/13 and 2013/14 due to the responsibility for overseeing the Museum of London grant being transferred to the Culture, Heritage and Libraries committee.

### Notes on Forecast Outturn variance - The main reasons for the forecast outturn variances are given below:

#### Tower Bridge Tourism

Income for Tower Bridge Tourism is at the highest level for the last 12 months. This has been reflected in the forecast outturn for the Bridge House Estates fund and there is a planned underspend of £46K which if realised will form part of a future carry forward request in 2013/14.

#### Business Planning 2013-2015

#### Departmental Key Objectives and Performance Indicators

Listed below are our 10 departmental key objectives and related key performance indicators; progress against them will be reported to Committee on a quarterly basis.

Sectional Summary Business Plans will set out 2 key objectives/performance indicators and may show local objectives/performance indicators as well. These sectional plans will form part of the appendix to the main business plan to provide our Committee with more detailed information about the direction of each service.

#### **CHL1 (London Metropolitan Archives)**

To transform access to our collections by making catalogues and digitised archive content available for use online around the world, and broadening and deepening access in all its forms.

**KPI:** Making collections available to the public - 25 million usages by 31 March 2014.  
To include a) physical visitors b) other usages.

#### **CHL2 (London Metropolitan Archives)**

To refine our collections and assist business change by disposing of redundant items/collections and improving access to the remainder.

**KPI:** Appraise and deaccession redundant items - 1000m of shelves cleared by 31 March 2014.

#### **CHL3 (Guildhall Art Gallery)**

To transform usage of the Art Gallery by delivering the exhibition, events and education programmes in partnership with others.

**KPI:** 350,000 public usages by 31 March 2014.  
To include a) physical visitors b) other usages.

#### **CHL4 (Keats House)**

To transform usage of Keats House by delivering the events, education and community programmes in partnership with others.

**KPI:** 320,000 public usages by 31 March 2014.  
To include a) physical visitors b) other usages.

#### **CHL5 (Guildhall Library /Bibliographical Services)**

To explore opportunities to support and promote London's communities, collections and heritage.

**KPI** - To achieve a per annum increase of 20% in audiences to events, exhibitions and talks. (Base average figure c.500)

#### **CHL6 (City Business Library)**

To support local SMEs by organising a programme of themed day events.

**KPI** To deliver a minimum of 3 themed days by March 2014.

## **Culture Heritage & Libraries Department**

### **CHL7 (Barbican & Community Libraries)**

Consolidate and extend partnership working to improve the range and quality of services offered by Barbican & Community Libraries.

**KPI** Minimum of 10 partnership projects/services delivered by 31 March 2014.

### **CHL8 (Barbican & Community Libraries)**

To build on our e-strategy for books and e-commerce.

**KPI** 5000 e-loans/downloads by 31 March 2014.

### **CHL9 (Tower Bridge)**

Progressively launch Tower Bridge quality branded merchandise range for retail and online sales to develop retail income by March 2014.

**KPI** To achieve the income target for retail at Tower Bridge (£534,000).

### **CHL10 (Visitor Development)**

To implement all elements of the Phase 2 plan for the City Visitor Trail by 31 March 2014.

**KPI** To secure external funding of £20k by August 2013.

**Margaret Jackson**

Policy & Performance Officer

January 2013



**Mission Statement**

To support and promote learning, reading and literacy, facilitate participation in community and cultural life and meet the needs of all our customers – current and potential



# BARBICAN AND COMMUNITY LIBRARIES

## What We Do:

- Lend books/ DVD/CDs      Internet access      Exhibitions & Events
- Reading Groups      Comprehensive enquiry service      Health & Wellbeing agenda
- Learning: Skills & Employability      Children's services/events      Destination Music Library

## Departmental Strategic Aims:

- S1 - To refocus our services with more community engagement and partnerships with others
- S2 - To transform the sense of the City as a destination
- S3 - Continue to use technology to improve customer service and increase efficiency

## Our Service Key Improvement Objectives are:

1. To consolidate and extend partnership working to improve the range and quality of services offered by Barbican & Community Libraries.
2. To build on our e-strategy for books and e-commerce.



Carol Boswarthack

Head of Barbican  
and Community  
Libraries

# Culture Heritage & Libraries Department



## Our Key Performance Indicators are:

1. Minimum of 10 partnership projects/services delivered by 31 March 2014.
2. 5000 e-loans/downloads by 31 March 2014.

## Social Media:

**Twitter:** @Barbicanlib @BarbicanMusic @BarbicanKids

<http://twitter.com/artizanlibrary>

<http://twitter.com/ShoeLaneLib>

**Facebook:**

<http://on.fb.me/barbilb>

[www.facebook.com/artizanstreetlibrary](http://www.facebook.com/artizanstreetlibrary)

[www.facebook.com/ShoeLaneLibrary](http://www.facebook.com/ShoeLaneLibrary)

## Quality Awards:

Recognised as an Investor in People





## City Business Library

To support UK  
economy by  
helping  
businesses to be  
successful



## City Business Library

### What We Do:

- Professional Business Information Service - Internet & IS Access & Support - Wifi - Training - Events
- Workshops - Networking - Job Seekers Support - Business and SME Support - Promotion - Social Media - I-Stock Maintenance - 1-2-1 Mentoring - Publications

### Departmental Strategic Aims:

- S1 - To refocus our services with more community engagement and partnerships with others
- S2 - To transform the sense of the City as a destination
- S3 - Continue to use technology to improve customer service and increase efficiency

### Our Service Key Improvement Objectives are:

1. To support local SMEs by organising a programme of themed day events: min 3 by March 2014.
2. To produce a programme of featured events for National Enterprise Week – by Nov 2013.

#### Local Improvement Objectives:

3. To implement findings from the strategic review of the services provided by the City Business Library by January 2014.
4. To develop the City Business Library events calendar and develop initiatives to support job seekers by March 2014.
5. Continue to develop the City Business Library as a centre of excellence for small businesses working with EDO and other business support organisations by March 2014.
6. To make best use of social media tools and technologies to promote the service by March 2014.

## Our Key Performance Indicators are:

1. To hold a minimum of 3 themed days for SMEs by March 2014.
  2. To plan and implement a programme for National Enterprise Week (including one evening event) November 2013.
- Local Performance Indicators:
3. To increase income from room hire and events by 10% by March 2014.
  4. To continue to review the balance between print and electronic resources by March 2014.
  5. To plan a programme for promotion of the services by March 2014.
  6. To develop a social media engagement programme for City Business Library by March 2014.

## SOCIAL MEDIA

Twitter: @CBL\_London

LinkedIn:[http://www.linkedin.com/groups/London-City-Business-Library-4260680?goback=.anp\\_4260680\\_1335428075458\\_1](http://www.linkedin.com/groups/London-City-Business-Library-4260680?goback=.anp_4260680_1335428075458_1)

Facebook: <http://www.facebook.com/CityBusinessLibrary>

Goretti Considine  
Head of City  
Business Library



## What We Do:

Events, talks & tours      Partnerships      Promotion / Enquiries      Educational support  
Extensive reference collections      Online services      Historic printed collections  
Library system management      Acquisitions, cataloguing and inter-library loans

## Departmental Strategic Aims:

- S1 - To refocus our services with more community engagement and partnerships with others
- S2 - To transform the sense of the City as a destination
- S3 - Continue to use technology to improve customer service and increase efficiency

## Our Service Key Improvement Objectives are:

1. To improve self-service access for users through automation.
2. To explore opportunities to support and promote London's communities, collections and heritage.



To develop  
Guildhall Library  
as a centre of  
information and  
discovery on  
London's history,  
and to create and  
exploit  
bibliographic  
data for the  
benefit of the  
department and  
its users

## Our Key Performance Indicators are:

1. To facilitate the promotion and use of E-resources inside and outside the libraries, to include adding 250 new electronic titles per annum in support of all sites by March 2014.
2. To achieve a per annum increase of 20% in audiences to events, exhibitions and talks. [base/average figure c500]

## Social Media:

**Twitter:** @GuildhallLib @CityBibs

**Facebook:** Guildhall Library

**Flickr:** <http://www.flickr.com/photos/guildhalllib>

**Blog:** <http://citybibs.wordpress.com/>

**YouTube:** <http://www.youtube.com/user/citybibs>

## Quality Awards:

Designated as an Outstanding Collection  
Investors in People



Page 88  
Sara Pink  
Head of  
Guildhall  
Library





Supporting the City of London's strategic aims through enhanced access to the City's archive collections



# Culture Heritage & Libraries Department



## LONDON METROPOLITAN ARCHIVES

### What We Do:

- Access and preservation of the City's and the region's archives
  - Local history and genealogy
  - Corporate records management and research
  - Schools programme and public lectures

### Departmental Strategic Aims:

- S1 - To refocus our services with more community engagement and partnerships with others
- S2 - To transform the sense of the City as a destination
- S3 - Continue to use technology to improve customer service and increase efficiency

### Our Service Key Improvement Objectives are:

1. To transform access to our collections by making catalogues and digitised archive content available for use online around the world, and broadening and deepening access in all its forms.
2. To refine our collections and assist business change by disposing of redundant items/collections and improving access to the remainder.



# Culture Heritage & Libraries Department



## Our Key Performance Indicators are:

1. To make the collections available to the public - 25 million usages by 31 March 2014.  
To include: a) physical visitors b) other usages.
2. To appraise and deaccession redundant items - 1,000m shelves cleared by 31 March 2014.

## Social Media:

Twitter:

[www.twitter.com/ldnmetarchives](http://www.twitter.com/ldnmetarchives)

Facebook:

[www.facebook.com/londonmetropolitanarchives](http://www.facebook.com/londonmetropolitanarchives)

Historypin:

<http://www.historypin.com/channels/view/id/6487189/>

YouTube:

[www.youtube.com/ldnmetarchives](http://www.youtube.com/ldnmetarchives)

Flickr:

[www.flickr.com/londonmetropolitanarchives](http://www.flickr.com/londonmetropolitanarchives)

Great Parchment Blog:

<http://greatparchmentbook.wordpress.com/>

## Quality Awards:

1. Designated as an outstanding collection
2. UNESCO Memory of the World Register
3. Top rated 4 star local authority archive service
4. Sandford Award
5. Investors in People



### Mission Statement

To promote the City as an internationally renowned visitor destination and to increase footfall to CoL visitor attractions



# Culture Heritage & Libraries Department

## VISITOR DEVELOPMENT & SERVICES

### What We Do:

- **City Visitor Information**
  - Monument Tourism
  - Keats House Museum
- **Visitor Strategy**
  - Bridge Lifts
  - Guildhall Art Gallery
- **Tower Bridge Tourism**
  - Retail Sales
  - Destination Marketing

### Departmental Strategic Aims:

- To refocus our services with more community engagement and partnerships with others
- To transform the sense of the City as a destination
- Continue to use technology to improve customer service and increase efficiency

### Our Key Improvement Objectives:

#### Tower Bridge & Monument

- Progressively launch Tower Bridge quality branded merchandise range for retail and online sales to develop retail income by March 2014.

#### Visitor Development

- To implement all elements of the Phase 2 plan for the City Visitor Trail by 31 March 2014.

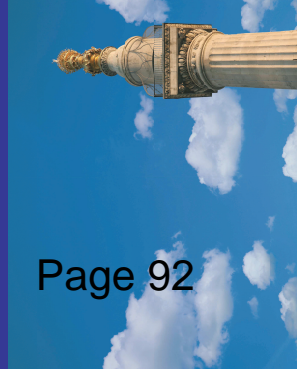
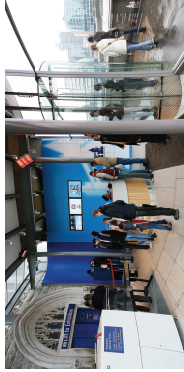
#### Guildhall Art Gallery

- To transform usage of the Art Gallery by delivering the exhibition, events and education programmes in partnership with others.

#### Keats House

- To transform usage of Keats House by delivering the events, education and community programmes in partnership with others.





**David Wight**

**Visitor  
Development &  
Services  
Director**



# Culture Heritage & Libraries Department

## Our Key Performance Indicators:

Description	Target 2013/14
To achieve the retail income target for Tower Bridge (£534,000)	100%
To secure external funding of £20k for the City Visitor Trail by August 2013	£20,000
Guildhall Art Gallery - 350,000 public usages by 31 March 2014. a) physical visitors b) other usages	350,000
Keats House - 320,000 public usages by 31 March 2014. a) physical visitors b) other usages	320,000

## Social Media

**Twitter:** @TowerBridge @visitthecity @GuildhallArt @KeatsHouse

**Facebook:** facebook.com/towerbridge facebook.com/visitthecity  
facebook.com/guildhallartgallery facebook.com/keatshousemuseum

**Flickr:** flickr.com/visitthecity

## Quality Awards

- Awarded the UK's Best Unusual Venue at UK:Event awards (TB)
- Awarded the UK Events Gold Award for Best Small Venue of the Year for the Walkways (TB)
- Rated "Excellent" in VAQAS Quality Assurance Accreditation (TB)
- Granted the Sandford Award for Heritage Education (KH and GAG)
- England Official Partner Status (CIC)
- First place (London category): Visit England's TIC Mystery Shopper (CIC)
- Clean City Awards: Merit – recognising achievements in waste management, waste minimisation, re-use and recycling (CIC)

## VISITOR DEVELOPMENT & SERVICES





Culture Heritage & Libraries Department: Strategic Aims – matrix

		Improvement Objectives / Key Performance Indicators									
(N.B. Objective/KPI descriptions have been abridged)		OBJ 1 - Transform access to our collections by making catalogues and digitised archive content available for use online. <b>KPI 1 - Make collections available to the public.</b>	OBJ 2 - Refine our collections and assist business change by disposing of redundant items/collections. <b>KPI 2 - Appraise and deaccession redundant items.</b>	OBJ 3 - Transform usage of the Art Gallery by delivering the exhibition, events and education programmes in partnership with others. <b>KPI 3 - 350,000 public usages.</b>	OBJ 4 - Transform usage of Keats House by delivering events, education and community programmes in partnership with others. <b>KPI 4 - 320,000 public usages.</b>	OBJ 5 - Explore opportunities to support and promote London's communities, collections and heritage. <b>KPI 5 - Achieve a per annum increase of 20% in audiences to events, exhibitions and talks.</b>	OBJ 6 - Support local SMEs by organising a programme of themed day events. <b>KPI 6 - Deliver a minimum of 3 themed days.</b>	OBJ 7 - Consolidate and extend partnership working to improve the range and quality of services offered. <b>KPI 7 - Minimum of 10 partnership projects /services.</b>	OBJ 8 - To build on our e-strategy for books and e-commerce. <b>KPI 8 - 5000 e-loans/downloads.</b>	OBJ 9 - Progressively launch Tower Bridge quality branded merchandise range for retail and online sales. <b>KPI 9 - Achieve the retail income target of £534,000.</b>	OBJ 10 - Implement all elements of the Phase 2 plan for the City Visitor Trail. <b>KPI 10 - Secure external funding of £20k.</b>
The City Together: the Heart of a World Class City which...	...is competitive and promotes opportunity	Y				Y	Y	Y		Y	Y
	...supports our communities	Y	Y	Y	Y	Y	Y	Y	Y		Y
	...protects, promotes and enhances our environment			Y							Y
	...is vibrant and culturally rich	Y		Y	Y	Y	Y	Y	Y	Y	Y
	...is safer and stronger										
Corporate Strategic Aims	<b>SA1:</b> To support and promote 'The City' as the world leader in international finance and business services.						Y				
	<b>SA2:</b> To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors with a view to delivering sustainable outcomes.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	<b>SA3:</b> To provide valued services to London and the nation.	Y									Y
Departmental Strategic Aims	<b>S1 Community Engagement:</b> To refocus our services with more community engagement and partnerships with others.	Y	Y	Y	Y	Y	Y	Y			Y
	<b>S2 City Destination:</b> To transform the sense of the City as a destination.			Y			Y	Y		Y	Y
	<b>S3 Customer Service through Technology:</b> Continue to use technology to improve customer service and increase efficiency.	Y		Y	Y				Y	Y	

This page is intentionally left blank

# Agenda Item 19

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

Document is Restricted

This page is intentionally left blank

# Agenda Item 20

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



# Agenda Item 21

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

Document is Restricted

This page is intentionally left blank