



Markets Committee

Date: WEDNESDAY, 28 JANUARY 2015
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

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

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

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **PUBLIC MINUTES**
To agree the public minutes of the meeting held on the 26 November 2014.
For Decision
(Pages 1 - 6)
4. **MARKETS BUSINESS PLAN UPDATE PERIOD 2 2014/15 (AUGUST - NOVEMBER)**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 7 - 36)
5. **SMITHFIELD MARKET CONDENSER WATER COOLING SYSTEM: UPDATE**
Report of the City Surveyor.

To be read in conjunction with the non-public appendices at Item No. 15
For Information
(Pages 37 - 42)
6. **CHRISTMAS 2014: SMITHFIELD MARKET TRAFFIC MANAGEMENT PLAN UPDATE**
Report of the Superintendent of Smithfield Market.
For Information
(Pages 43 - 46)
7. **REVENUE AND CAPITAL BUDGETS - COMPARISON BETWEEN ORIGINAL 2014/15 AND LATEST APPROVED BUDGET 2014/15**
Joint report of the Chamberlain and the Director of Markets and Consumer Protection.
For Information
(Pages 47 - 54)
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 26 November 2014.
For Decision
(Pages 55 - 56)
12. **WRITE-OFF OF BAD DEBT**
Report of the Chamberlain and the Director of Markets and Consumer Protection
For Decision
(Pages 57 - 72)
13. **DEBT ARREARS MARKETS - PERIOD ENDING 31ST DECEMBER 2014**
Report of the Director of Markets and Consumer Protection
For Information
(Pages 73 - 82)
14. **TENANCIES AT WILL AND ASSIGNMENTS**
Report of the Director of Markets and Consumer Protection
For Information
(Pages 83 - 86)
15. **NON PUBLIC APPENDIX TO THE 'SMITHFIELD WATER CONDENSER COOLING SYSTEM – UPDATE'**
Non-public appendices to be read in conjunction with Item No. 5.
For Information
(Pages 87 - 92)
16. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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MARKETS COMMITTEE

Wednesday, 26 November 2014

Minutes of the meeting of the Markets Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

John Scott (Chairman)	Edward Lord
Hugh Morris (Deputy Chairman)	Professor John Lumley
Christopher Boden	Wendy Mead
Deputy John Chapman	Deputy Joyce Nash, OBE
Karina Dostalova	Graham Packham
Deputy Stanley Ginsburg	Elizabeth Rogula
Alderman Timothy Hailes	Angela Starling
Christopher Hayward	James Tumbleidge
Tom Hoffman	Mark Wheatley
Michael Hudson	

Officers:

Saimah Tahir	Town Clerk's Department
Angela Roach	Town Clerk's Department
Susan Attard	Town Clerk's Department
Debbie Howard	Chamberlain's Department
Paul Nagle	Chamberlain's Department
Julie Smith	Chamberlain's Department
Steven Chandler	City Surveyor's Department
Andrew Crafter	City Surveyor's Department
Paul Hickson	City Surveyor's Department
Malcolm Macleod	Markets and Consumer Protection Department
Nigel Shepherd	Markets and Consumer Protection Department
David Smith	Markets and Consumer Protection Department
Robert Wilson	Markets and Consumer Protection Department
Donald Perry	Markets and Consumer Protection Department

1. APOLOGIES

Apologies were received from Nicholas Bensted-Smith, Alderman Charles Bowman, Jamie Ingham Clark, Robert Merrett, Chris Punter, Deputy Giles Shilson and Patrick Streeter.

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

There were no declarations.

3. **PUBLIC MINUTES**

The public minutes of the meeting held on 19th September were approved as a correct record.

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

A report of the City Surveyor provided Members with an update on the performance of the Condenser Water Cooling System at Smithfield Market which serves Tenants' refrigeration equipment, and the works currently being undertaken to improve the system. The report highlighted that the performance of the condenser water cooling system was satisfactory but some operational issues had been experienced which had impacted refrigeration equipment.

In response to a question by a Member, the City Surveyor explained that five out of the seven Phase 3, sections of work had been completed with the remaining two due to be completed within the next two weeks.

RESOLVED – That the report be noted.

5. **RISK MANAGEMENT STRATEGY**

A report of the Chamberlain was received introducing the new Risk Management Strategy which had been approved by the Audit and Risk Management Committee. At the request of the Audit and Risk Committee, a revised framework for the review of key departmental risks had been developed. The Markets and Consumer Protection Department risk review was due to take place on the 24th February 2015.

In response to a question, the City Surveyor informed Members that a list of risks was presented triannually to the Markets Committee.

RESOLVED – That the report be noted.

6. **REVENUE AND CAPITAL BUDGETS - 2014/15 AND 2015/16**

A joint report of the Chamberlain and Director of Markets and Consumer Protection provided the annual submission of the revenue and capital budgets which were overseen by the Committee. The report sought approval for the provisional revenue budget for 2015/16 and will then be submitted to the Finance Committee.

A discussion took place regarding the changes from the original 2014/15 revised 2014/15 budgets. Members requested that a report be produced detailing the changes that had taken place.

A Member also requested a breakdown of the 2015/16 depreciation charges for the markets to be provided to Members of the Committee.

RESOLVED – That –

- a) Members review the provisional 2015/16 revenue budget including the service based review proposals and approve for submission to the Finance Committee.

- b) The Town Clerk in discussion with the Chairman and Deputy Chairman be given authority to substitute service based review proposals if the current proposals are rejected. If the new proposal is complex in nature that the Town Clerk shall consult with the Chairman and Deputy Chairman of the Policy and Resources prior to approving an alternative proposal.
- c) Members review and approve the draft capital budget.
- d) Members authorise the Chamberlain to revise the budgets to allow for further implications arising from potential budget developments including any changes from Markets Service Reviews, City of London Procurement Initiative Savings, changes to the Additional Works Programme, implications arising from Carbon Trading Allowances and changes in respect of recharges. If the revisions vary by more than 10% of total expenditure, a further report will be submitted to this Committee for approval.
- e) A report detailing the changes from the original 2014/15 budget to the revised 2014/15 budget be circulated to Members.

7. ENFORCEMENT ACTIVITY AT SMITHFIELD MARKET

Members considered a report of the Director of Markets and Consumer Protection regarding enforcement activity carried out by Smithfield Enforcement Team. Members were advised that current information from the Food Standards Agency on enforcement activity within Smithfield Market was not available.

Members were informed that the Food Standards Agency attendance at Smithfield Markets would be reduced from 75 to 35 a week due to budget pressures. The Smithfield Enforcement Team would be working with tenants and the Food Standards Agency to ensure that the food handling regime would not be compromised as a result.

RESOLVED – That the report be noted.

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

There were no questions.

9. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There were no urgent items.

10. EXCLUSION OF THE PUBLIC

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

Item	Paragraph
11-16	3

11. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on the 19th September 2014, were approved as a correct record.

12. **APPENDIX TO THE 'SMITHFIELD WATER CONDENSER COOLING SYSTEM - UPDATE'**

A report of the City Surveyor provided Members with an update which was to be read in conjunction with Item 4.

RESOLVED – That the report be noted.

13. **DEBT ARREARS MARKETS - PERIOD ENDING 30 SEPTEMBER 2014**

A report of the Director of Markets and Consumer Protection informed Members of the invoiced income raised and outstanding as of 30th September 2014.

RESOLVED – That the report be noted.

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

There were no questions.

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

There was one urgent item.

16. **SERVICE BASED REVIEW PROPOSALS - DEPARTMENT OF MARKETS & CONSUMER PROTECTION**

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the savings proposed under the Service Based Review.

RESOLVED – That:-

- a) the next phase of work which will include consultation with staff and the Trade Unions and may require minor changes and a degree of management flexibility, be noted; and
- b) the savings and income generation proposals for the Department of Markets and Consumer Protection, be approved.

The meeting closed at 12.45 pm

Chairman

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Committee(s):	Date(s):
Markets	28 January 2015
Subject: Markets Business Plan Update Period 2 2014/15 (August – November)	Public
Report of: Director of Markets and Consumer Protection	For Information

Summary

This report provides an update on progress against the Business Plan of the Markets Department for Period 2 (August-November) of 2014-15 against key performance indicators (KPIs) and objectives outlined in the Business Plan.

The report consists of:

- Performance against the key performance indicators (KPIs) and progress report on the business plan – Appendix A
- Matters of general interest to the Committee – Appendix B
- Markets Risk Register – Appendix C
- Financial information – Appendix D
- Sickness statistics – Appendix E

Key points from the report are:

At the end of November 2014, the Department of Markets & Consumer Protection was £713k (55.4%) underspent against the local risk budget to date of £1.3m, over all the services now managed by the Director of Markets & Consumer Protection covering the Markets Committee. Appendix D sets out the detailed position for the individual services covered by this department.

Overall the Director of Markets & Consumer Protection is currently forecasting a year end underspend position of £193k (10%) for his City Fund and City Cash services.

Other key topics:

- Improving Communication
- Cleanliness
- Improving Health & Safety
- Recycling
- Increase income generation activities
- Sickness Absence

Recommendation(s):

It is recommended that your Committee notes the content of this report and its appendices.

Main Report

Financial and Risk Implications

1. The end of November 2014 monitoring position for Department of Markets & Consumer Protection services covered by Markets Committee is provided at Appendix D. This reveals a net underspend to date for the Department of £713k (55.4%) against the overall local risk budget to date of £1.3m for 2014/15.
2. Overall the Director of Markets & Consumer Protection is currently forecasting a year end underspend position of £193k (10%) for the City Fund and City Cash services under his control. The table below details the summary position by Fund.

Local Risk Summary by Fund	Latest Approved Budget £'000	Forecast Outturn £'000	Variance from Budget +Deficit/(Surplus)	
			£'000	%
City Fund	47	63	16	34%
City Cash	1,883	1,674	(209)	(11.1%)
Total Markets Services Local Risk	1,930	1,737	(193)	(10%)

3. The reasons for the significant budget variations are detailed in Appendix D, which sets out a detailed financial analysis of each individual division of service relating to this Committee, for the services the Director of Markets & Consumer Protection supports.
4. The better than budget position at the end of November 2014 relates mostly to underspends on the AWP (additional works programme) which is under the control of the City Surveyor for works at Billingsgate and Spitalfields Repair & Repainting Fund, any underspend on this at year end will be returned to the reserve. Further underspends relate to the timing of repair projects funded as part of the carry forward budgets from 2013-14 at Smithfield, this again is dependent upon the City Surveyor to complete. Finally, there are further underspends to date relating to Smithfield Market for salary savings on vacant posts and savings on the Citigen hot water budget due to seasonal trends.
5. The Director of Markets & Consumer Protection anticipates this current better than budget position will largely reduce by year end, although there is still a projected underspend, mainly as a result of projected salary savings on vacant posts and savings on the Citigen hot water budget at Smithfield.

Strategic Implications

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

Consultees

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

Background Papers

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

Appendix B - Matters of general interest to the Committee.

Appendix C – Markets Risk Tracker

Appendix D – Financial Information

Appendix E – Sickness statistics

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2014-2015 Progress against Markets Business Plan

This Report aims to bring Members up to date on progress against the key performance indicators and objectives set out in the annual Business Plan for the 2nd period of 2014/15 (August– November inclusive).

Key Performance Indicators

To end of Period 2 (August–November 2014)		Target days	Total days lost		Average days per FTE
MKPI 1	Achieve an overall sickness level of no more than 7 days per person by 31 March 2015, and a total of no more than 868 days across all markets ¹ .	186	Billingsgate	181	4.5
		229	Smithfield	284	5.7
		135	Spitalfields	29	1
		28	Directorate	0	0
Comments: The underperformance at Smithfield Market during Period 2 was due to 4 long-term sickness cases within the Constabulary team.					

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		Target	Period 2 Result	
MKP 2a	90% of debts to be settled within 60 days.	90%	Billingsgate	95%
			Smithfield	100%
			Spitalfields	85%
Comments: The underperformance at Spitalfields Market during Period 2 is due to small debts arising from one-off enforcement charges applied to tenants to encourage them to reach compliance on a range of issues. These are being chased locally and are individually mainly below the threshold set for C&CS for action to be taken.				
MKP 2b	100% of debts settled within 120 days.	100%	Billingsgate	100%
			Smithfield	100%
			Spitalfields	97%
Comments: The underperformance at Spitalfields Market during Period 2 is due to small debts arising from one-off enforcement charges applied to tenants to encourage them to reach compliance on a range of issues. These are being chased locally and most are individually below the threshold set for C&CS for action to be taken.				
MKP 3	Divert 90% of waste from landfill at the Markets	90%	Billingsgate	100%
			Smithfield	100%
			Spitalfields	95%

¹. Target based upon Full Time Equivalent (FTE) members of Markets staff at 31 December 2013 (no. 124).

MKP 4	Achieve 95% occupancy of all lettable space at Billingsgate, Smithfield and New Spitalfields Markets.	95%	Billingsgate 99%
			Smithfield 88%
			Spitalfields 100%
			Comments: The underperformance at Smithfield Market during Period 2 is due to vacant space in the Poultry Market Building remaining unlet while the City awaits tenants fit out proposals.
MKP 5	Improve the standard of incident reports, ensuring all information and evidence is gathered thoroughly and documented. All reports to be completed within 3 days following the reporting of an incident.		Billingsgate 71.4%
			Smithfield 100%
			Spitalfields 100%
			Comments: The underperformance at Billingsgate Market during Period 2 was due to two reports being submitted late.

Key Objectives

1	<p>Customer and Stakeholder. <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i></p>	<p>August – November 2014 progress update</p>
	<p>Maintain regular communication between the markets, the tenants, and other stakeholders.</p> <ul style="list-style-type: none"> • Regular meetings with the Tenants' Associations maintaining a two-way flow of information. • In consultation with the tenants, complete the review of the Working Manual at Smithfield Market and the Billingsgate Market code of practice; and create a Working Manual for New Spitalfields Market. • Maintain a good relationship and channels of communication between the City of London Markets and all other wholesale food markets in the country. 	<p>General</p> <ul style="list-style-type: none"> • The National Association of British Market Authorities (NABMA) launched a "Mission for Markets" project at its Annual Conference in London in September. Six issues were identified as being vitally important to the markets industry: <ul style="list-style-type: none"> • The next generation of market trader • Adapting to new technology/new trading skills • New skills for the management of markets • Structural change to local government • Legislation • Markets at the centre of our high street • To support and promote "Mission for Markets", NABMA and the National Market Traders Federation (NMTF) are holding a joint conference in Birmingham on 29 January. The conference will be a major "stepping stone" in the progress towards a completed Mission for Markets publication. The conference will include the Great British Market Awards ceremony. <p>Billingsgate</p> <ul style="list-style-type: none"> • The Code of Practice, covering Food Hygiene compliance requirements for tenants and the City, as well as good working practices for the whole of the Billingsgate Market site, is undergoing a review that will be completed by the end of March 2015. The Fishmongers' Company and The London Fish Merchants Association (LFMA) are being consulted. • Billingsgate Seafood School hosted festive breakfasts and tours of the market between 13-19 December. • The Border Force conducted an enforcement exercise at Billingsgate Market on 29 October to check for illegal immigrants being employed by tenants. None were identified.

		<p>Smithfield</p> <ul style="list-style-type: none"> The Smithfield Management Team has attended regular meetings with the SMTA and the Food Standards Agency to update the Working Manual and review food hygiene training for the self-employed. The revised Working Manual has now been agreed with the SMTA. <p>Spitalfields</p> <ul style="list-style-type: none"> The New Spitalfields Market stand won the award of runner up for the Presentation of Small Stand at the National Fruit Show 2014, which was run by the tenants. The Superintendent attended the National Fruit Show and the Restaurant Show as part of the Spitalfields stand team. Delegates at the World Union of Wholesale Markets (WUWM) conference were given a tour of the market, which was very well received, followed by breakfast. Feedback from WUWM and the delegates was that the visit was the highlight of the conference. Market tenants are being consulted on whether to retain or sell the emergency electrical generators which were initially installed to provide cover during the construction phase of the Olympic Park.
	<p>Ensure that the Crossrail project does not prejudice the continued uninterrupted, safe, effective, and hygienic operations at Billingsgate and Smithfield Markets.</p> <ul style="list-style-type: none"> Ensure stakeholder involvement by attending all relevant meetings regarding Crossrail and cascading information to staff and tenants. Work in unison with the London Fish Market Association (LFMA) and Smithfield Market Tenants' Association (SMTA) over Crossrail developments. Monitor Crossrail proposals with relevant CoL staff. 	<p>Billingsgate</p> <ul style="list-style-type: none"> The works continue with no impact on the Market. <p>Smithfield</p> <ul style="list-style-type: none"> Six monthly meetings (last held 18 November 2014) continue to take place with Crossrail Farringdon senior project managers to receive updates on progress. Continued attendance at two weekly meetings of the Crossrail Traffic Liaison Group at the Guildhall: SMTA and other partners such as TfL also attend. The Maintenance Department has been assisting Crossrail engineers as required to enable them to undertake work on their dust monitoring equipment and use the Rotunda car park work site.

2	<p>Operations and Finance. <i>Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.</i></p>	<p>August – November 2014 progress update</p>
Page 15	<p>Actively manage business risks and improve contingency plans.</p> <ul style="list-style-type: none"> • Review effectiveness of current safety management and assurance systems. • Review and update risk registers on a quarterly basis. • Update contingency plans. • Train staff on emergency plans, and conduct test exercises. • Implement agreed multiple fire inspections regime with costs applied for non-compliance (New Spitalfields Market). 	<p>Billingsgate</p> <ul style="list-style-type: none"> • The Business Risk Register is up to date. • Constabulary staff have been fully trained in dealing with emergency events. <p>Smithfield</p> <ul style="list-style-type: none"> • Business Continuity Plans are in place for all areas. • Risk registers are updated quarterly. • All Constabulary risk assessments are current and all members of the Constabulary have been briefed on the contingency plans. • Risk assessments for the Maintenance Team are reviewed annually. Following the transfer of responsibility for operation of the rail system to the tenants, the team is now carrying out additional inspections of essential equipment on the system to ensure it is fit for purpose. • Contingency plans have been updated and new arrangements put in place following the recent power shutdown of the West Market. • Liaison meetings with City Police continue for public reassurance and to discuss enforcement issues around criminal damage, traffic, rough sleepers and public order. • Work continues with partnership agencies (City Police, Islington, Highways, DBE and other areas of M&CP) to tackle issues occurring from the lively night-time economy. • The Christmas Traffic Plan was presented to the SMTA principals on 25 November and received widespread support. The plan was successfully implemented throughout the busy Christmas trading period. Positive feedback was received from traders, delivery drivers and customers and a meeting will take place in January to discuss what worked well and identify further improvements. • Fire Risks are under review, improvement actions that are being taken include: <ol style="list-style-type: none"> 1. Assessment by CoL Fire Officer and tasks identified being progressed. 2. Training review e.g. fire marshals. 3. Review of previous/future visits by London Fire Brigade and Single Point of Contact to be identified. 4. Commercial and Market tenants to provide Risk Assessments.

		<ol style="list-style-type: none"> 5. Budget secured to enable on site improvements, repair & signage. 6. Comprehensive Fire Log being progressed. 7. The Maintenance Team is undertaking some of the recommended alterations as specified by the CoL Fire Officer following his site visit. <p>Spitalfields</p> <ul style="list-style-type: none"> • Contingency plans were reviewed and completed in December 2014. • Training on contingency planning for members of staff is scheduled for 2015. • Regular fire inspections of tenants' stands are now in place, and a charging regime has been introduced. If tenants do not pass an initial fire inspection, they have 28 days to make the necessary changes; if they fail to do this a £100 re-inspection fee is charged.
	<p>Continue to monitor and actively manage health and safety performance. (Links to MKPI 5)</p> <ul style="list-style-type: none"> • Identify 'Top X' risks to health and safety across the Department of Markets and Consumer Protection. • Continue to monitor and impose effective workplace traffic management controls. 	<p>Billingsgate</p> <ul style="list-style-type: none"> • The three main Top X issues are: <ul style="list-style-type: none"> • Traffic management • Fire safety • Saturday trading • Working at Height was identified as a further risk during a safety audit carried out by the Corporate Health & Safety team. <p>Smithfield</p> <ul style="list-style-type: none"> • The three main Top X issues are: <ul style="list-style-type: none"> • Working at height • Traffic management • Fire safety • The Top X action plan, Risk Register and Annual Certificate of Assurance documents are monitored as business as usual, being reviewed quarterly and annually where necessary, and in line with Corporate Policies. • Banksmen duties, which are currently a Red risk on the Departmental Risk Register, are under review. This has included a site visit by The Freight Transport Association on 31 October, which has now been commissioned to prepare an Audit and Risk Assessment report on traffic management around the market. • To reduce traffic risks in East Poultry Avenue, 'Give Way' lines have been painted and DBE (Highways Team) are considering installation of 'speed bumps' and pedestrian crossings.

		<p>Spitalfields</p> <p>There are two main Top X issues at Spitalfields:</p> <ul style="list-style-type: none"> • Traffic management • Fire safety • Several health and Safety campaigns were carried out during the period: <ul style="list-style-type: none"> • No smoking awareness campaign (August). • Fork lift truck survey (August). • Review of HGV parking/movements (September). • Campaign targeting fork lift truck speed (October). • Fire Safety Inspections: most tenants are fully compliant and being checked less frequently. Two tenants have ignored advice and are involved in Comptroller & City Solicitor Court processes to encourage compliance. Approximately £13k has been levied in costs to date. A further 4 months of funding (now a total of £61K) has been approved by the City's Insurance Section and Royal Sun Alliance to support this work.
Page 17	<p>Ensure the Markets are cleaned to a high standard.</p> <ul style="list-style-type: none"> • Regular monitoring of general cleanliness of markets. • Ensure that cleaning schedules are kept up to date and regular inspections are carried out to maintain standards. 	<p>Billingsgate</p> <ul style="list-style-type: none"> • Occasional complaints have been received from tenants about the standard of cleaning of the Market. • To follow up on a previous Fish Inspector's audit, a CoL Environmental Health Officer carried out a cleaning audit throughout the Market complex after trading hours on 6 November. In general, the cleaning of the internal structure of the Market Hall, East Canopy and Cold Store was found to be of a satisfactory standard with some non-compliances. In contrast, the external areas were found to be in a less than satisfactory condition with litter being blown across the complex and seagulls competing for scraps of seafood that had been littered. Cleaning was in progress at the time of the audit and the cleanliness of external areas improved as the audit progressed. • The following recommendations were made: <ul style="list-style-type: none"> • A general litter picker should be allocated to the external areas on all trade days, preferably commencing duties before the market closes. • Whilst there is a shelter around the polystyrene crushing machine and compactor, additional protection should be erected around this area to help prevent packaging being blown from there. The City Surveyors Department is already looking into this matter. • The concrete pillars in the market hall should be metal clad to the floor to reduce the risk of impact damage and facilitate cleaning. • All damaged partitions between the market stands should be repaired or renewed to make good so that they can be easily cleaned.

		<p>Smithfield</p> <ul style="list-style-type: none"> • Cleaning schedules are continuously reviewed, particularly in light of recent discussions at JSC (Joint Specification Committee) regarding the cleaning function at the Market. All cleaning schedules are up to date and have recently been audited by the Head of Maintenance to allow for lower staffing levels to be considered. <p>Spitalfields</p> <ul style="list-style-type: none"> • Daily inspections and audits are carried out to ensure that the cleaning contractor, Countrystyle, is actively engaged in rubbish clearance. In general Countrystyle's performance is very good; any failures are reported to them immediately to be addressed. • New bins and "know your bin" signs are being introduced in order to encourage tenants to segregate their waste for recycling. Countrystyle is to launch a campaign on this issue in March 2015.
Page 18	<p>Work more efficiently to achieve greater value for money, especially via the Service Based Review and, in conjunction with City Surveyors, the implementation of the new property management system, Oracle R12. <i>(Links to MKPI 2)</i></p> <ul style="list-style-type: none"> • Review main areas of activity at each market and assess whether still fit for purpose or identify changes that could be made. • Work to ensure that tenants are being provided with a good service and investigate ways of reducing running costs. • Actively manage outstanding debts in line with corporate policy and in accordance with MKPI 2. • Develop/enhance current business partnering relationships. • Review systems and processes for raising invoices for rent and service charges to make effective use of the integrated property management and finance system, Oracle R12, when it is introduced. 	<p>Billingsgate</p> <ul style="list-style-type: none"> • The Service Charge increased by 8.4% in 2014/15. The need to ensure sufficient finance to fund cyclical works such as the £150,000 fire alarm replacement project was the main reason for such a significant increase. <p>Smithfield</p> <ul style="list-style-type: none"> • The work of the JSC continues with reviews progressing in the following operational areas: <ul style="list-style-type: none"> • Possible restructuring of the constabulary is currently being considered by a dedicated Project Board. • Current cleaning schedules have been audited by the Head of Maintenance and staffing levels reviewed. • The general waste contract and other services are being reviewed in an effort to achieve best value. • A reduction in general waste going to incineration has been achieved by separating cardboard, wood and plastic pallets into separate waste streams for a more cost effective means of disposal. However, with recent changes in legislation requiring higher standards for cardboard recycling this may change.

		<ul style="list-style-type: none"> The Superintendent and Finance Officer continue to represent the Market at corporate meetings on the implementation of the Oracle R12 system in order to raise issues specific to Smithfield Market. It is hoped that this will result in the Oracle R12 team addressing the issues and ensuring that the system works effectively for the Market when it is introduced. <p>Spitalfields</p> <ul style="list-style-type: none"> Low value debt is becoming a problem. Tenants often ignore reminders, the number of debtor days is increasing and there are higher costs involved in taking legal action to recover money at levels of debt between £200-£500.
	<p>Implement the lease schedule 3 (part 4) and service charge arrangements at Smithfield Market.</p> <ul style="list-style-type: none"> Actively manage the Joint Specification Committee and Joint Review Group regarding services and service charge budgets at Smithfield Market. Update the Working Manual. 	<p>Smithfield</p> <ul style="list-style-type: none"> Security, Cleaning and Waste services are being reviewed through the Joint Specification Committee (JSC). The revised Working Manual has now been agreed.
Page 19	<p>Increase income generation. (Links to MKPI 4</p> <ul style="list-style-type: none"> Investigate ways in which the markets could increase their income streams. Promote car parking usage at Billingsgate and Smithfield Markets. Review car park tariffs at Smithfield Market. Let all vacant office premises at Billingsgate and Smithfield Markets. Renew the advertising hoardings lease at Billingsgate Market. Complete letting of vacant premises in the Smithfield Poultry Market. 	<p>Billingsgate</p> <ul style="list-style-type: none"> Overall, commercial car parking in 2014/15 is on schedule to have increased to £375,000 for the year, a year on year increase of some £115,000. Included in the figures is payment by mobile phone which is producing car parking income of up to £10k per month. IS has been asked to provide an on-line payment facility for customers. The following factors have contributed to increased car park usage: <ul style="list-style-type: none"> A higher number of people working in Canary Wharf The introduction of facility to pay by mobile phone Additional internet advertising; an advert features on 'Parkopedia' A dedicated email address for car park enquiries. Filming income for 2014/15 is estimated to be £30k. Confirmation is expected in early 2015 as to whether Clearchannel achieve planning permission from Tower Hamlets to amend their advertising panels on site. Planning success will produce additional income of £100k per annum. <p>Smithfield</p> <ul style="list-style-type: none"> Work continues, in conjunction with DBE and external businesses, to examine opportunities to increase use of the car park: <ul style="list-style-type: none"> Two commercial delivery companies outlined their proposals to use space in

CoL car park in a presentation to the COL on the 27 October. The Smithfield car park was found to be unsuitable for the purpose, but DBE and City Surveyor's are to review the feasibility of other City car parks for this purpose.

- Smithfield continues to be represented on the working party developing the Corporate Car Park Strategy and contract bid document. This will tender for the management of all off-street car parks in the City including Smithfield.
- A tariff review of the Smithfield Rotunda car park has been undertaken by the Operations Manager. Proposals for revised parking charges will be put to Members late in 2015.
- Contact has been made with neighbouring interested parties e.g. Bart's Hospital, to promote greater usage of the car park.
- Work on a communication strategy to increase car park usage has continued. Completion of a strategy document is anticipated by the end of February 2015.
- The City Surveyor has concluded the initial exercise of evaluating the tenants' budget fitting out costs for units in the Poultry Market. The tenants' more detailed plans are still awaited.
- Progress is being made towards vacating unit 224 in the Poultry Market to release it for letting. A letting agent has been appointed for the now vacant 202/203 offices. Tenancies at will are being converted to full leases and demised areas are being varied for office units 207, 211, 213 and 213A in the Poultry Market, in order to increase the total let space. City Surveyor's Department are drawing up Heads of Terms for these changes.

Spitalfields

- It has been a record year for the self-surrender of unsellable fruit and vegetables. Work is being undertaken in conjunction with Internal Audit, the waste contractor and the SpMTA to reduce this method of disposal. The solution will be an increase in the price charged to tenants for self surrender of waste, to a level equal to, or higher than, the contractor's charge for dealing with higher than anticipated volumes of waste.
- The Superintendent and SpMTA have met with Defra (Department for Environment, Food and Rural Affairs) to discuss the increased volume of low grade produce entering the market.

3	<p>Sustainability and Site Optimisation. <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i></p>	<p>August – November 2014 progress update</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 21</p>	<p><i>In accordance with the Corporation's objectives, and in consultation with the City Surveyor's Energy Team, reduce energy usage, in our control, in line with the City's Carbon Descent Plan (CDP).</i></p> <ul style="list-style-type: none"> • Work with the City Surveyor's Energy Team to clearly identify and separate tenants' energy usage from that of the City at each site. • Encourage tenants to consider reducing their utility usage, illustrating the potential cost saving to incentivise. 	<p>Billingsgate</p> <ul style="list-style-type: none"> • The provision of more sub-metering within the common areas of the market is being investigated as a large section cannot be broken down to show detailed individual consumption figures. • CoL electricity usage stayed the same for the same period as last year, but had reduced considerably for the previous four years. <p>Smithfield</p> <ul style="list-style-type: none"> • Considerable work has already been undertaken to install check meters to identify specific tenants' electricity consumption and sub divide common part areas, such as the exterior of the buildings, to identify levels of electricity used to illuminate the public highway. • The installation of energy saving fittings in all common part areas, such as the exterior of the Market buildings, buyers' walks, service corridors, Grand Avenue and fridge decks, as well as car park lighting is now complete. • Members of market staff continue to encourage tenants to reduce energy consumption, making them aware of the potential cost savings they could achieve and offering further assistance to interested parties. To date, however, this has been met with little interest. • CoL electricity usage was 6% lower than the same period last year. <p>Spitalfields</p> <ul style="list-style-type: none"> • Meters have been installed in all common part areas of the site so that tenants' electricity usage can be distinguished from that of the City. • Solar thermal water heating systems will be introduced when existing units need replacing; this is included in the 20 year plan. • Tenants' lights will be replaced with either LED or low energy replacement lamps in the future. Some tenants are reluctant to change lighting types, despite the potential for savings, because of the initial monetary outlay. • Installation of smart meters is being carried out.

		<ul style="list-style-type: none"> The water consumption of tenants in the catering supply units is now being monitored. The CoL's electricity usage was 7% lower than the same period last year.
Page 22	<p>Reduce landfill and incineration of waste and increase recycling. (Links to MKPI 3)</p> <ul style="list-style-type: none"> Continue to apply charges for services and or issue waste dumping fines at the Markets. Work with tenants to incentivise them to segregate recyclable waste. 	<p>Billingsgate</p> <ul style="list-style-type: none"> No waste is being sent to landfill. <p>Smithfield</p> <ul style="list-style-type: none"> Work continues, in close liaison with City Procurement and Cleansing Services, on progressing options for waste management to deal with the disposal of wooden and plastic pallets and cardboard. Options include agreeing a single contract for the removal of wooden and plastic pallets, both usable and broken. The JSC continues to consider potential measures to increase recycling, particularly of cardboard where the current contractor is continuing with their cardboard compactor trial. <p>Spitalfields</p> <ul style="list-style-type: none"> During period 2 (August-November) 95.9% of waste was recycled and 96.4% of waste was diverted from landfill. During the period April-September 2014, 41 non-tenant fly tippers were identified and action taken to recover a total of £1300 in waste disposal fees.
	<p>Improve the material state of the markets.</p> <ul style="list-style-type: none"> In conjunction with the City Surveyor, ensure that each market's 20 year maintenance plan is brought up to date. Ensure that quarterly liaison meetings with the City Surveyor's Department at all three markets are effective in making progress, and that the agreed level of maintenance work is carried out to time and cost. Monitor at Senior Management Group. <p><u>Billingsgate</u></p> <ul style="list-style-type: none"> Replace the flat roof (priority 1) work commencing April 2014. Replace the metal roof (priority 2). Additional facilities project (priority 3). <p><u>Smithfield</u></p> <ul style="list-style-type: none"> Replace or repair the Poultry Market roof. 	<p>General</p> <ul style="list-style-type: none"> Heads of Security across all three markets are working on a CCTV review project with the aim of producing a common specification. <p>Billingsgate</p> <ul style="list-style-type: none"> The replacement of the flat roof is complete with only snagging to be done. The new roof has not leaked despite many periods of heavy rain. A report on the Metal Roof is scheduled to be submitted for Gateway 2 approval in March 2015. All tenants have completed questionnaires on options for Additional Facilities. Results indicate that 15 tenants would like private facilities to be provided. Consultants have been appointed to produce a proposal with options to make best use of the additional space. Once the Consultant's findings are received, a report will be submitted for Gateway 4 approval in the summer.

	<p><u>New Spitalfields</u></p> <ul style="list-style-type: none"> Establish outline business case for photovoltaic cells on Market Hall roof. 	<p>Smithfield</p> <ul style="list-style-type: none"> The Market's 20 year maintenance plan is currently the subject of discussion with the City Surveyor's Senior Corporate Property Facility Manager and Assistant Director Building Services to ensure it is up date and fit for purpose. The Poultry Market Re-roofing and Rewiring Project is at Gateway 3 stage and is proceeding for Gateway 4 approval following an Issues Report being presented to a Markets Committee Reference Sub Committee meeting on 4 November. The Gateway 4 report is due to be presented to the Projects Sub and Markets Committees in April 2015. <p>Spitalfields</p> <ul style="list-style-type: none"> The Constabulary and Maintenance Teams have met to discuss local requirements and options for a new CCTV system. As stated above, this is the subject of a joint project across all three markets.
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4	<p>People and Innovation. <i>To improve the quality of leadership and management throughout the department and ensure that all staff have a chance to maximise their potential and job satisfaction.</i></p>	<p>August – November 2014 progress update</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 24</p>	<p>Continue to effectively manage sickness absence. (Links to MKPI 1)</p> <ul style="list-style-type: none"> Rigorous application of the Absence Management Policy. 	<p>General</p> <ul style="list-style-type: none"> At the end of period 2 the total number of working days lost due to sickness absence across all market sites was 494 days. This is 84 days below the maximum of 578 days at this point of the year (based upon a target of no more than 7 working days lost per full time equivalent employee during the 2014/15 financial year). This is illustrated in Appendix E. <p>Billingsgate</p> <ul style="list-style-type: none"> At the end of period 2, the number of working days lost due to sickness absence at Billingsgate Market was 181 days; 5 days below the maximum of 186 days. <p>Smithfield</p> <ul style="list-style-type: none"> At the end of period 2, the number of working days lost due to sickness absence at Smithfield Market was 284 days; 55 days above the target for the maximum of 229 days. All cases of sickness absence were dealt with in line with CoL policies. 'Back to work' interviews for all staff in the Maintenance Team were completed on time. Sickness absence levels for the team are currently low. Sickness absence within the Constabulary Team, particularly long term absence, rose considerably between March and October of this year but has now returned to a manageable level. <p>Spitalfields</p> <ul style="list-style-type: none"> At the end of period 2, the number of working days lost due to sickness absence at Spitalfields Market was 29 days; 106 days below the maximum of 135 days.

	<p>Continue to use internal communication channels and investigate using social media to promote activities at the markets.</p> <ul style="list-style-type: none"> • Provide regular articles on activities at the Markets to the PR Department. • Contribute news stories to the quarterly M&CP newsletter. • Utilise Smithfield Market Twitter account and, depending upon the success of this, encourage the other two markets to set up their own accounts on Twitter and/or other appropriate social media. 	<p>Billingsgate</p> <ul style="list-style-type: none"> • The Billingsgate Seafood Training School's festive breakfasts and tours of the market were mentioned in TimeOut Magazine. • Roger Barton, a well-known Billingsgate tenant whose three part "World Food Markets" television documentary series was recently shown on BBC2, decided to retire from the Market at Christmas time. Roger had been at Billingsgate for 55 years. Roger assigned the lease of his stands at the Market to another tenant: Polydor Seafoods. <p>Smithfield</p> <ul style="list-style-type: none"> • A disability review of the market site has been carried out and a new accessibility map is being produced for publication on the website. The tenants were informed and invited to comment on the draft version. • Further work to utilise Twitter for the Christmas Traffic Plan, parking, and cyclists will continue.
	<p>Maintain the skills base of the workforce.</p> <ul style="list-style-type: none"> • Where appropriate, all staff to undertake relevant training to be kept up to date in their area of expertise. • Staff to be trained in emergency response. • Create and maintain a training needs analysis/skills matrix. 	<p>Billingsgate</p> <ul style="list-style-type: none"> • Training needs are discussed as part of individual performance management meetings and all members of staff and managers are encouraged to raise training issues at any time. <p>Smithfield</p> <ul style="list-style-type: none"> • Additional Fire Marshal training has been identified as a result of the recent Fire Audit. • A start date for asbestos awareness training and confirmation of course availability on the new electrical regulations are awaited for maintenance staff. • IPAF training (specialist training for scissor lift and 'cherry pickers') is up to date for all relevant staff. • All members of Constabulary staff have completed officer safety training this year. • Market Sergeants have attended a variety of management modules to improve their skill levels. • 'Tool Box Talks' on the emergency and contingency plans have been held at team meetings. <p>Spitalfields</p> <ul style="list-style-type: none"> • Training plans are produced and implemented especially within the Maintenance and Constabulary Teams where there is a need for staff to be updated on health and safety and enforcement issues.

	<p><i>Develop the leadership and management skills of existing and potential managers.</i></p> <ul style="list-style-type: none"> All existing and potential managers to undertake a Leadership and Management Development training event and pass any associated assessments by the end of March 2015. 	<p>Billingsgate</p> <ul style="list-style-type: none"> Two potential managers/supervisors are undertaking the Institute of Leadership and Management (ILM) course. The Head of Maintenance and a Market Sergeant have attended an in-house 'Role of the Manager' course. <p>Smithfield</p> <ul style="list-style-type: none"> Market Sergeants have attended a variety of management modules to improve their skill level. The Head of Security has also attended some of these modules to refresh his knowledge on the procedures. <p>Spitalfields</p> <ul style="list-style-type: none"> Two Constables have enrolled on the ILM course to aid their development for future promotion to a supervisory level within the Constabulary.
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Matters of General Interest to the Committee

Billingsgate Market

Filming/photography

August 2014

Wednesday 6 – Lee Cooper – Photography for education visit – No Fee

Saturday 9 – Thomas Simons – Photography for personal use – No Fee

Saturday 9 – Christian Stoeckmann – Photography for personal use – No Fee

Tuesday 12 – Filming for ‘The Chef’-Adam Jones Production - £6,000 + VAT

Tuesday 12 – Claire Boardman – Photography for personal use – No Fee

Tuesday/Wednesday 12 & 13 – Elena & Anatoly Chaylin – Photography for personal use – No Fee

Wednesday 13 – Filming for Freddie Flintoff programme - Plum Pictures - £300 + VAT

Saturday 16 – Cherine Outabia – Photography for personal use – No Fee

Tuesday/Wednesday 19 & 20 – Andre Takano – Photography for recreational – No Fee

Saturday 23 – Harpeet Bhal – Photography for commercial use – No Fee

Friday 29 – Michelle Parsons – Photography for personal use – No Fee

Saturday 30 - Salma Ajraoui – Photography for personal use – No Fee

September 2014

Friday 5 – Filming for ‘The Chef’ – Adam Jones Production - £2,420 + VAT

Friday 5 – Filming for Wall to Wall Media - £150 + VAT

Tuesday 9 – Charlotte Longden – Photography for A Levels

Wednesday 10 – Jas Lall – Photography for Harrods Gourmet Food Academy – No Fee

Thursday 11 – Filming – Criminal Productions - £1,100 + VAT

Friday 12 – Clare Lewington – Photography for research – No Fee

Tuesday 16 – Sam Osman – Short film for personal use – No fee

Friday 19 – Shea Daniel Cancer Collection – No Fee

Sunday 21 – Filming – Pulse Films - £1,500 + VAT

Friday 26 – Christine Tanzola & Katie Boswell – Photography for personal use – No Fee

October 2014

Thursday 2 – Andrew Barrington – Photography for uni project – No Fee

Tuesday 7 – Cui Wei – Photography for personal use – No Fee

Friday 10 – Alexandra Lea – Filming Rex Goldsmith Buying Fish – No Fee

Friday 10 – Michele Facer – Photography for camera club competition – No Fee

10-27th – Kudos – Unit base parking - £12,000 + VAT

Wednesday 15 – Ryan Hahn – Photography for university project – No Fee

Tuesday 21 – Lorna Davies & 20 students – Photography for university – No Fee

Saturday 25 – Geoffrey Gray – Photography for a hobby – No Fee

Tuesday 28 – Paula Vann – Photography for College – No Fee

Thursday 30 – Hussein Houta – Photography for university project – No Fee

Thursday 30 – Poppy Collectors – No Fee

Friday 31 – John Hodge – Photography for personal use – No Fee

November 2014

Tuesday 4 - Carmen Machado – Photography for Uni Course – No Fee

Wednesday – Friday 5–7 – Kudos – Unit base parking - £2,000 + VAT

Friday 7 – Charity Collection – Click Sergeant – No Fee

Tuesday 11 – Aaron Hillier – Photography for Uni – No Fee

Thursday 13 – Aaron Hillier – Photography for Uni – No Fee

Friday 14 – Aaron Hillier – Photography for Uni – No Fee

Saturday 15 – Viktoria Kapolnai – Photography for personal use – No Fee

Wednesday 19 - Sarah Pearn – Short film for Uni project – No Fee

Friday 21 – Claire McDougall – Photography for degree – No Fee

Monday – Thursday 24 – 27 – Kudos – Unit base parking - £2,000 + VAT

Visitors

September 2014

Thursday 4 – Canadian Minister Tour

Wednesday 24 – Markets Committee Tour & Breakfast

October 2014

Thursday 23 – Linda Cross – Executive Officer to the Alderman

November 2014

Tuesday 11 – Rev Jane Hodges - Remembrance Service

New Spitalfields Market

Visitors

October 2014

Wednesday 1 - group from the Fresh Produce Consortium

Tuesday 21 - group of students and lecturers from Hadlow College

December 2014

Friday 12 - Mayor of Waltham Forest on their annual visit to the market to light the Market's Christmas tree

Smithfield Market

Tours

November 2014

Monday 24 - Foreign & Commonwealth Office - to introduce foreign journalist to Smithfield Market

Tuesday 25 - Fifteen Apprentice Programme

Photography

August 2014

Tuesday 19 - Eilius Grace - Dublin University - project on the city and people

October 2014

Friday 3 - Christine Tanzola & Katie Boswell - Student Photography

Friday 3 - Joe Newton - Student Photography

Monday 6 - Ursula Underhill - Kingston University - project on butchery

Friday 10 - Cristina Carbajo & Fabio Bragoli - Architecture students at the University of Nottingham - Food Preservation and Society

Friday 17 - Dianne Chua - Student at Lake College - project on environment

Friday 17 - Jessica Schlobohm - Student at Lake College - project on environment

November 2014

Monday 10 - Tobias Blackmore - A Level project (student at Esher Sixth Form college)

Markets Key Risks

The table below shows a selection of our key risks which form part of our Departmental Risk Tracker. These are reported to Committee as part of the periodic Business Plan Progress Reports.

Risk No.	Risk	Risk Owner	Existing Controls	Current Risk				Planned Action	Target Risk		
				Likelihood	Impact	Rating	Direction		Likelihood	Impact	Rating
MCP1	Persons contracting legionellosis as a direct result of mismanagement of the cooling towers at Smithfield Market. St Bartholomew's Hospital is within the drift area of these towers which heightens the risk due to the close proximity of susceptible persons.	David Smith	City Surveyors have a full management programme in place with a competent contractor. This is actively monitored and managed by the nominated responsible person.	Unlikely	Major	A	↔	To liaise with the responsible person within CSD to ensure that the cooling towers are being adequately treated and maintained by the City's contractor. To use the expertise of the in-house M&CP Health & Safety Team to audit the water safety management system	Rare	Major	G
Page 21	Loss of Billingsgate market site due to a major incident at Canary Wharf requiring closure of the market for an unspecified length of time.	Malcolm MacLeod Billingsgate Market	There is an emergency plan in place and regular liaison meetings are held with Canary Wharf Management and the Metropolitan Police.	Possible	Major	A	↔	Maintain close links with the Metropolitan Police. Ensure good communication is maintained with tenants and suppliers. Emergency and contingency plans are to be regularly reviewed.	Rare	Major	G
MCP3	Risk of pedestrians being struck by a vehicle whilst crossing between market buildings in East Poultry Avenue.	Robert Wilson Smithfield market	Vehicular traffic streams enter this street from opposing directions with no right of way indicated. Also, no pedestrian crossing point is marked out and therefore, there are currently no controls in place.	Possible	Major	A	↔	The Director of the Built Environment has been tasked by the Town Clerk to take the appropriate action on this issue, consequently a site visit has been arranged for 24 November 2014 involving the Superintendent, Transportation & Public Realm Director, Corporate Health & Safety Manager and Assistant Director (Local Transportation) to identify and mitigate the risks involved.	Rare	Serious	G

Markets Key Risks

The table below shows a selection of our key risks which form part of our Departmental Risk Tracker. These are reported to Committee as part of the periodic Business Plan Progress Reports.

M C P 4	Risk of serious injury to staff and service users due to constrained space for vehicle movement which, in the event of a serious accident/fatality could affect the operation and sustainability of the service.	Nigel Shepherd New Spitalfields Market	The TOP X risk priority system and a near miss reporting system is in place. All accidents fully investigated and any follow up actions implemented.	Possible	Major	A	↔	A review of traffic management controls is currently being undertaken. Medium & long term plans are being developed to address this issue at New Spitalfields market.	Unlikely	Major	A
M C P 7	Closure of a Market as a result of not retaining approval under Food Hygiene Regulations. This could result in legal action being taken against the City by market traders for loss of income.	Robert Wilson Smithfield Market	CoL staff ensure that the required standards are maintained in the common parts and maintain a dialogue with tenants to enable each of the food services operators to retain their approval.	Unlikely	Major	A	↓	To keep liaising with Food Standards Agency, Environmental Health and adhere to any changes in regulations.	Unlikely	Major	A
Page 32 P 1 0	Loss of condenser water supply leading to unintended shutdown of tenants' refrigeration equipment and resultant insurance claims.	Robert Wilson Smithfield Market	A programme of works is currently being undertaken by CSD. This work is the subject of a separate risk register/action plan to ensure all aspects are covered to ensure condenser water is maintained	Unlikely	Major	A	↔	A plan is in place for the cooling tower make up tank to be supplied from the West Market potable cold water tank allowing refrigeration to continue running for at least 3 hours after the initial failure.	Rare	Major	G
M C P 1 1	Risk of serious or fatal injury to the passing public, staff and service users due to the perceived lack of sufficient training and adequate controls in relation to HGV banksman activities undertaken by staff employed by market tenants.	Robert Wilson Smithfield Market	The market constabulary are monitoring these areas and halting any unsafe acts they observe.	Likely	Major	R	↑	The City's Health & Safety Manager and Superintendent have commissioned an independent traffic management expert from the Freight Transport Association to carry out an audit and prepare a Risk Assessment of all traffic movements at Smithfield Market to include the issue of banksman operations.	Rare	Major	G

Department of Markets & Consumer Protection Local Risk Revenue Budget - 1st April to 30th November 2014
(Income and favourable variances are shown in brackets)

	Latest Approved Budget 2014/15 £'000	Budget to Date Net Expenditure £'000	Actual to Date Net Expenditure £'000	Variance to Date +Deficit / (Surplus) £'000	Projected Outturn +Deficit / (Surplus) £'000	Variance from Latest Approved Budget 2014/15		Note
						£'000	%	
Markets (City Cash)								
Directorate	449	299	262	(37)	417	(32)	-7%	1
Billingsgate - Corporate Account	163	109	70	(39)	141	(22)	-13%	
Billingsgate - Service Charge	0	0	(14)	(14)	0	0	0%	
Billingsgate - Repainting and Special Works	0	0	(164)	(164)	0	0	0%	2
Smithfield - Service Charge	989	659	507	(152)	845	(144)	-15%	3
Smithfield - Corporate and Direct Recovered	299	199	62	(137)	294	(5)	-2%	4
Smithfield - Other (Including Car Park)	(17)	(11)	(38)	(27)	(23)	(6)	-35%	
	1,883	1,255	685	(570)	1,674	(209)	-11%	
Markets (City Fund)								
Spitalfields - Corporate Account	22	15	33	18	38	16	73%	
Spitalfields - Service Charge	25	17	(41)	(58)	25	0	0%	5
Spitalfields - Repair and Repainting	0	0	(103)	(103)	0	0	0%	6
	47	32	(111)	(143)	63	16	34%	
TOTAL MARKETS COMMITTEE LOCAL RISK	1,930	1,287	574	(713)	1,737	(193)	-10%	

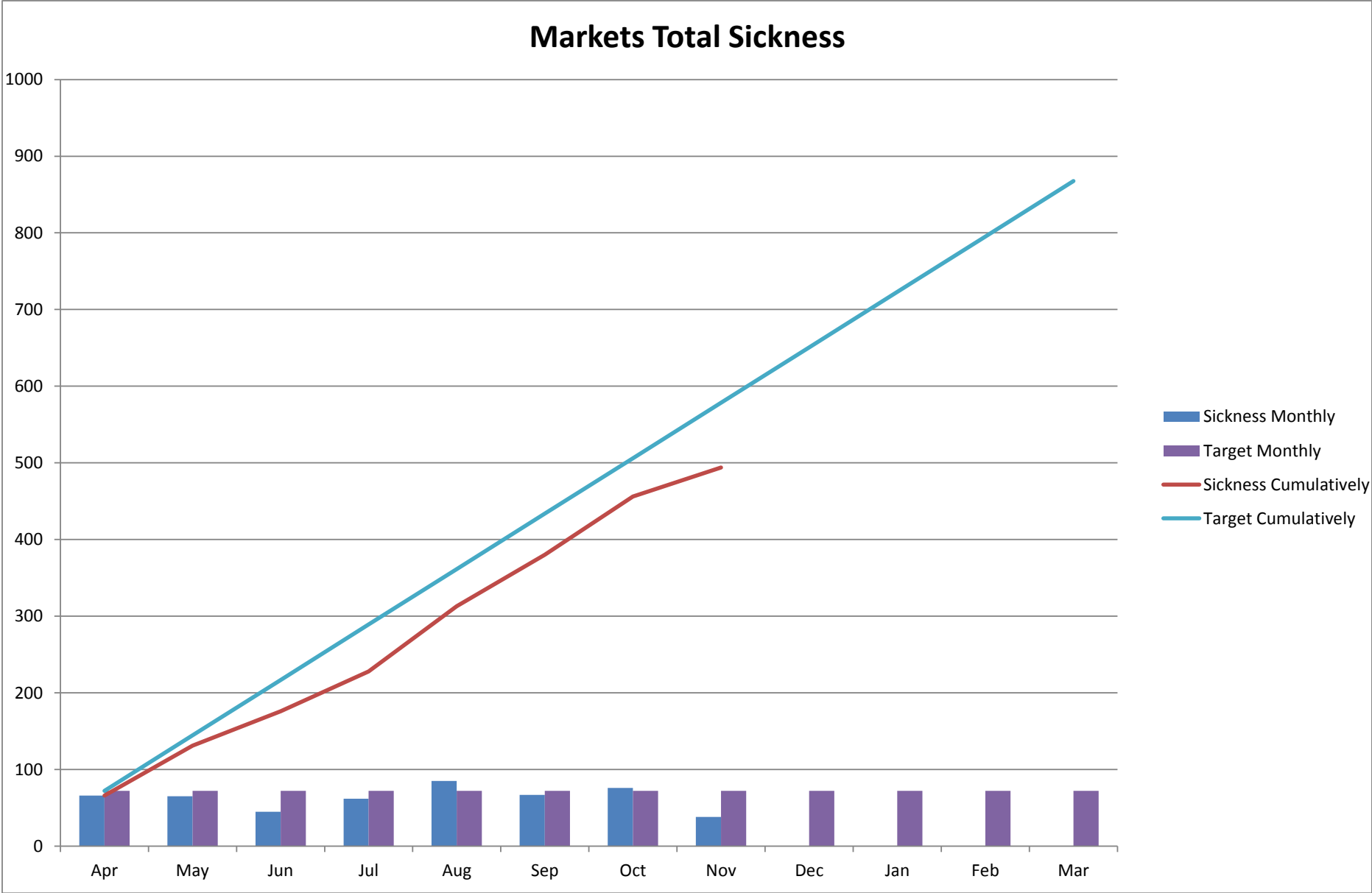
Notes

- Directorate** - favourable variance is due to a Grade C post held vacant as part of the Service Based Review savings.
- Billingsgate Repainting and Special Works** - favourable variance to date is due to works not yet progressing which are within the control of the City Surveyor, since the transfer of the AWP (additional works programme) transferred from the City Surveyor 7M budgets to the Repair & Repainting Fund local risk. Any underspend at year end will be returned to the reserves.
- Smithfield Service Charge** - projected underspend due to salary savings on vacant posts & savings on the Citigen hot water budget, which will reduce over the winter period as consumption increases.
- Smithfield Corporate and Direct Recovered** - underspend to date is due to timing of works done from the carry forward budget of £213,000. This budget should be used by March 2015, however, this is somewhat dependent on the City Surveyor. The budget holder may have to request a further carry forward for projects incomplete at year end e.g. the refurbishment of the shower rooms.
- Spitalfields Service Charge** - underspend to date is mainly due to self surrender waste charge income, where traders are using the process as a cheap method to dump excess produce. The Superintendent is in discussion with the waste provider and a potential variation to the contract. The increase in income from this waste service, will be offset against service charge income at year end.
- Spitalfields Repair and Repainting** - variance to date is due to works not yet progressing which are within the control of the City Surveyor since the transfer of the AWP (additional works programme) transferred from the City Surveyor 7M budgets to the Repair & Repainting Fund local risk. Any underspend at year end will be returned to the reserves.

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Markets Total Sickness

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Sickness Monthly	68	56	42	62	85	67	76	38					
Sickness Cumulatively	68	124	166	228	313	380	456	494					
Target Monthly	72	72	72	72	72	72	72	72	72	72	72	72	868
Target Cumulatively	72	145	217	289	362	434	506	578	651	723	795	868	

Committee(s):	Date(s):
Markets	28 January 2015
Subject: Smithfield Market – Condenser Water Cooling System – update	Public
Report of: The City Surveyor	For Information

Summary

This report provides Members with an update on the performance of Smithfield Markets' Condenser Water Cooling System, which serves Tenants' refrigeration equipment, and the works currently being undertaken to improve the system.

The performance of the condenser water cooling system since the last report in November has been satisfactory.

A total of five fridge condensers have now been replaced by Tenants with upgraded units. It is reported that a further two are also to be replaced.

Phase 3 of the City's improvement works is complete apart from some final flow checks of the Poultry Market supplies and the inspecting, flushing and cleaning of Poultry Market distribution pipework, which has been held up because access into the service duct in which the pipework is located has been prevented following safety concern raised about the presence of asbestos. A decision will be taken shortly on whether this can be omitted.

The City intends to increase gradually the system operating temperature to reduce running costs and wear on cooling tower fans, and a proposal has been submitted to the Market Tenants' Association for agreement.

The City will continue to monitor the system closely.

Recommendation(s)

Members are invited to:

- Note the contents of this report.

Main Report

Background

1. The Market's condenser water cooling system removes waste heat from 120 tenants' refrigeration units in East, West and Poultry Markets and dissipates it to the atmosphere via five cooling towers located in the Poultry Market. The system is operated and maintained by the City Corporation.
2. Over the last four years the City Corporation has been undertaking a programme of works to improve the system in East and West Markets. The first two phases are complete.
3. A third phase of work intended to address dirt contamination in the system commenced in June 2014 and is largely complete. This has involved work in East, West and Poultry Markets to inspect, clean and flush pipework and install additional filtration equipment.

Current Position

4. The cooling system is currently working well and supplying water to the Tenants' fridge condensers at 20°C. Since the last report there have been no further operating issues to report.
5. A proposal to increase the low temperature setting of the system has been put to the Market Tenants' Association. This involves increasing the setting each week in stages up to 25°C. The effects on fridges will be observed and any problems assessed. The higher temperature will reduce the demand on the cooling towers and the City's operating costs. Fridges will have to work slightly harder.
6. Four Tenants in East and West Markets have now had five fridge condensers replaced with updated units. The City has been advised two further condensers will be replaced shortly. Details of the fridges concerned are given in the Non-Public Annex to this report. It is welcome news that more Tenants are gradually taking this step.
7. Funds are being sought for the proposal to improve the alarms on the system and facilitate pump maintenance operations, the cost of which is assessed at about £15,000. This would provide an alarm panel for the system in the Constables' office and the ability to alternate duty/standby pumps as a regular routine. It is anticipated a bid for FY2015/16 funding will be made.
8. Phase 3 of the improvement works, intended to address dirt contamination problems in the system, is now complete apart from some final flow checks of the Poultry Market individual branches and the inspection, flushing and cleaning of the Poultry Market distribution pipework. In late November access into the service duct beneath the 1st floor balcony through which the pipework runs was unfortunately prohibited due to concerns about the presence of asbestos. The outcome of tests arranged by the Property Facilities Management Team is awaited; in the meantime it has not been possible to gain access to this pipework.

9. A decision will be taken shortly in consultation with the City's Consulting Engineers, Aecom, on whether this can be omitted. Analysis of readings taken in Tenants' basement fridge plant rooms indicates the water pressure is healthy at all branches with sufficient flow to all operating fridges, with little sign of dirt in water run off to drain, suggesting there are no flow restrictions or significant blockages.
10. No further meetings with Tenants have taken place since the last report. The Principal Engineer has inspected fridges with Tenant of Stall 222/223 in the Poultry Market and advised him of the current flow rates, in order to assist with the planning of additional refrigeration equipment to this stall.

Corporate & Strategic Implications

11. The system supports the following Strategic Aims:
 - 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.
 - To provide valued services to London and the nation.

Implications

12. The cooling system provides a critical service for Tenants' refrigeration equipment and the City is completing its programme of work to improve its performance and resilience. A failure of the system could expose the City to claims for loss or damage suffered by tenants if refrigeration equipment broke down as a result.
13. The replacement of undersized fridge condensers by tenants is continuing and will address historic problems with stall temperatures in the associated stalls.

Conclusion

14. The performance of the condenser water cooling system since the last report in November has been satisfactory.
15. Phase 3 of the City's improvement works is almost complete.
16. A total of five fridge condensers have now been replaced by Tenants with upgraded units. It is reported that a further two are also to be replaced.
17. The City intends to increase gradually the system operating temperature to reduce running costs and wear on cooling tower fans, and a proposal has been submitted to the Market Tenants' Association for agreement.
18. The City will continue to monitor the system closely.

Background Papers:

Report of the City Surveyor (ref CS403/14) dated November 2014 to Markets Committee: 'Smithfield Market – Condenser Water Cooling System - update'

Appendix 1:

Summary of progress on Phase 3 improvement works

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Appendix 1: Summary of progress on Phase 3 improvement works

Section	Description	Position
A	Installation of in-line duplex filters, removal of redundant strainers, internal inspection of pipework	Complete and in use
B	Installation of new sidestream filtration unit in cooling tower circuit	Complete and in use
C	Installation of additional sidestream filtration unit to serve cooling towers 1 & 2	Complete and in use
D	Opening up of pipework to East Market in car park for inspection, installation of additional isolating valves and dirt collection pockets	Complete
E	Installation of new valves on all individual branches in Poultry Market (total 26), jet cleaning and flushing of pipework, setting flow rates	New valves: complete Cleaning/flushing of pipework: held up due to access denied Branch flow rate measurement and adjustment: final checks being made
F	Replacement of main flow meter in East Market circuit and new flow meter in Poultry Market circuit.	Complete and in use
G	Installation of pressure sensor in Poultry Market circuit to monitor system pressure and control pump speed	Complete and in use

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Committee(s):	Date(s):
Markets	28 January 2015
Subject: Christmas 2014 – Smithfield Market Traffic Management Plan Update	Public
Report of: Superintendent – Smithfield Market	For Information
Summary	
This report is to update Members on the outcome of the Traffic Management Plan at Smithfield Market for the period leading up to Christmas 2014.	
Recommendation	
Members are asked to note the contents of this report.	

Main Report

Background

1. At your meeting on 19 September 2014 Members approved :-
 - the Final Traffic Management Plan and
 - funding the private stewards and signage from the projected underspend on Smithfield’s Central Risk budgets.

2. Following the Markets Committee meeting all interested parties involved in the Plan met on the 10 October 2014 to finalise arrangements. In addition, a meeting with the company principals of members of the Smithfield Market Tenants’ Association (SMTA) was held on 25 November 2014 so that the Superintendent, the City’s Traffic Manager and representatives from the CoL Police could explain how the Plan was devised and how it would be implemented. This was very well attended and positively received by the SMTA members. Comments and suggestions put forward by SMTA members were incorporated into the final Plan.

3. At the meeting, attendees were informed that changes to the Plan would be made following its implementation taking into account experience and lessons learnt on the night. A leaflet to inform all users of the Market, and other interested parties, of details of the Plan was finalised and widely distributed during the second week of December 2014.

4. The introduction of the Traffic Plan was effectively communicated to Market customers, traders, residents and local businesses. The Communication Strategy included information on websites (CoL,TfL and London Borough of Islington) weekly traffic management bulletins, notifications to local businesses (through the Corporate Property Advisory Team), social media and the specifically designed leaflet as mentioned in paragraph 3 above. Advice on the content of the leaflet was sought from the Chairman and Deputy Chairman of the Market’s Committee

as well as London Councils, and TfL. The SMTA contributed significantly towards the drafting of the leaflet.

Current Position

5. As expected, minor modifications had to be made in the light of experience particularly on the first two nights of the Plan being implemented, in particular regarding signage, visibility of traffic stewards and CoL Police Officers. For example, following representations made by the Chairman of the SMTA there was a relaxation of the entry restrictions at the junction of Aldersgate Street and Long Lane following the first two nights of the Plan's introduction. Consequently, this resulted in an increase in unrelated Market business traffic entering from Long Lane from Sunday night the 23 December, although this was managed through effective stewarding and policing particularly around the entrance to the Rotunda car park.
6. Although traffic volumes were high, generally throughout the four nights the plan was in place, there was no major traffic congestion or gridlocking. As a result of the managed traffic flows and relaxation of charges the Rotunda car park was almost full on all four nights.

Proposals

7. If a traffic plan is to be adopted for Christmas 2015 the following changes are likely to improve its implementation:
 - Better and larger signage at Aldersgate Street/Long Lane junction along the lines of "Access to Smithfield Market Only" on high trestles and "heavy goods vehicles only" signs at the western end of Charterhouse Street/Farringdon Road junction.
 - Diversion route signage around the whole route.
 - Better and larger car park signs in Long Lane and at the entrance to the Rotunda Car Park.
 - Increased resources at the entrance to the car park to manage unauthorised loading and unloading by customer vehicles. Alternatively the introduction of a customer loading and unloading area.
 - Deployment of additional stewards (two or three).
 - Improved layout of the car park to make it more "customer friendly".
 - More effective use of the parking attendants in the car park to manage capacity.
8. All the various agencies involved in the Plan have been asked by the 16 January 2015 to provide their views on what occurred (positive and negative), and to provide suggestions for possible improvements which could be implemented in any future Traffic Plan. In addition, a de-brief meeting of all parties involved in the 2014 Plan has been arranged for Monday the 26 January 2015 and ,therefore, the Superintendent will be able to update Members at your Committee meeting.

Conclusions

9. It is generally agreed by all agencies involved in implementing the Plan that the situation in 2014 was a significant improvement in traffic circulation around the Market, with no significant gridlocking which had been experienced in previous years, and that a plan for 2015 should be progressed including lessons learnt from the experiences gained in 2014. It is, therefore, proposed to provide Members with a further report following the full de-brief meeting with all interested parties involved in the 2014 Traffic Plan, and to provide a detailed analysis of costs with a recommendation on whether or not a plan should be put in place for Christmas 2015.

10. Members are asked to note the excellent team work engendered between the agencies involved including the City of London Police, Highways Department, Security Force Management the stewarding company and the Market Constabulary in contributing towards making the scheme an overall success.

Appendices

- None.

Background Papers

- Markets Committee Report 19 September 2014 Agenda Item 6 - Christmas 2014 Smithfield Market Traffic Management Plan Update

- Markets Committee Report 16 July 2014 Agenda Item 7 – Christmas 2014 Smithfield Market Traffic Management Plan

- Markets Committee Report 29 January 2014 Agenda Item 5 – Christmas 2013 Smithfield Market Traffic Management Plan update

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Agenda Item 7

Committee(s):	Date(s):
Markets	28 January 2015
Subject: Revenue and Capital Budgets – comparison between original 2014/15 and latest approved budget 2014/15	Public
Report of: The Chamberlain Director of Markets and Consumer Protection	For Information

Summary

This report has been prepared following Members request to provide details about changes in the budgets between the original budget 2014/15 and the latest approved budget, approved by your Committee on 26 November 2014. The Director of Markets and Consumer Protection's overall resource base for 2014/15 has increased by £140,000 net, as detailed in Table 1 below.

Summary Of Table 1	Original Budget 2014/15 £'000 (A)	Latest Approved Budget 2014/15 £'000 (B)	Movement Column A-B £'000	Original Budget 2015/16 £'000
Expenditure	14,470	14,786	316	14,109
Income	(16,215)	(16,474)	(259)	(16,538)
Net (Surplus)/Deficit	(1,745)	(1,688)	57	(2,429)
Support Services and Capital Charges	2,112	2,195	83	2,147
Total Net Expenditure	367	507	140	(282)

The increase between the original 2014/15 and latest approved budget 2014/15 is due to:

- an increase in repairs funded from carry forward budgets from 2013/14 at Smithfield £213,000
- an increase in support costs of £83,000
- the transfer of budgets from Port Health & Environmental Services Committee to Markets Committee for Animal By-Product work £70,000 and;
- an increase in salary contribution for Smithfield and Billingsgate £3,000.

These increases were offset by:

- service based review savings for Billingsgate in 2014/15 of (£30,000) relating to additional income for car parking and a net increase in service charge income and transfers from reserves of (£199,000) to fund additional repair budgets.

There has also been a significant movement of expenditure for tenant funded repairs from the City Surveyors budget to the Directors local risk budget between the original and the latest approved budget. This repair expenditure has corresponding income or transfers from reserves to fund these repairs.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. In 2012 a new Revenue and Capital Budget template was agreed by a Members' Working Party. The new template was introduced to make it easier for Members to understand the budgets at a high level and to provide consistency across spending committees.
2. One of the main changes was that the new template no longer compared the original budget to the latest approved budget in the same financial year. This agreed template has been used to report the Markets Committee Revenue and Capital Budgets since 2013/14.
3. However, due to the introduction of the Smithfield Market service charge and the significant changes this created from the original 2013/14 to the latest approved budget 2013/14, it was agreed that a separate report be prepared to agree the 'proposed' latest approved budget for 2013/14 and a further report for the agreement of the original budget for 2014/15 was also tabled. This approach was agreed with the Chairman and Deputy Chairman as a one off due to the complexity of the changes.

Current Position

4. At the Markets Committee meeting on 26 November 2014, the Chamberlain was requested to provide additional information regarding the differences between the original budget for 2014/15 and the 'proposed' latest approved budget for the same year. Members were concerned that there appeared to be large variances between the budget line items for the previously reported original budget 2014-15 to the latest approved budget 2014-15, and using the current template, there were no explanations for these variances. Although the Chamberlain did give verbal reasons for the net variance on the Directors' overall resource base, the Chairman requested that a written report confirming the changes was provided to the next Markets Committee.
5. The Chairman and Deputy Chairman have since met with the Chamberlain and agreed a change will be made to the template for future Estimates reports to include a table and explanation for any changes from the original to latest approved and proposed following years estimates.

TABLE 1 - MARKETS COMMITTEE SUMMARY – ALL FUNDS

Analysis of Service Expenditure	Local or Central Risk	Original Budget 2014-15 £'000	Latest Approved Budget 2014-15 £'000	Movement 2014-15 £'000	Para Ref	Original Budget 2015-16 £'000
EXPENDITURE						
Employees	L	5,150	5,220	70	7	5,213
Premises Related Expenses (see note i)	L	4,373	5,381	1,008	8	4,836
Premises Related Expenses (see note ii)	C	135	165	30	9	130
City Surveyor – Repairs & Maintenance	L	1,870	1,095	(775)	10	960
Transport Related Expenses	L	39	57	18	11	50
Supplies & Services (see note iii)	L	817	866	49	12	892
Supplies & Services (see note iv)	C	150	195	45	13	90
Waste & Cleaning Contract at New Spitalfields Market	L	1,810	1,807	(3)		1,857
Transfer to Reserves	L	126	0	(126)	14	81
Total Expenditure		14,470	14,786	316		14,109
INCOME						
Other Grants, Reimbursements and Contribution		(462)	(456)	6		(492)
Customer, Client Receipts (see note v)	L	(10,171)	(11,022)	(851)		(11,390)
Customer, Client Receipts (see note v)	C	(1,169)	(758)	411		(793)
Customer, Client Receipts (Rent)	C	(3,748)	(3,711)	37		(3,711)
Investment Income	L	(10)	(8)	2		(4)
Transfer from Service Charge Reserves	L	0	(463)	(463)		(112)
Transfer from Service Charge Reserves	C	(655)	(56)	599		(36)
Total Income		(16,215)	(16,474)	(259)	15	(16,538)
TOTAL EXPENDITURE/ (INCOME) BEFORE SUPPORT SERVICES AND CAPITAL CHARGES		(1,745)	(1,688)	57		(2,429)
SUPPORT SERVICES AND CAPITAL CHARGES						
Central Support Services and Capital Charges		2,393	2,625	232		2,569
Recharges within Fund		6	(84)	(90)		(84)
Recharges Across Funds		(287)	(346)	(59)		(338)
Total Support Services and Capital Charges		2,112	2,195	83	16	2,147
TOTAL NET EXPENDITURE/(INCOME)		367	507	140		(282)

Notes - Examples of types of service expenditure:-

- (i) Premises Related Expenses, Local Risk (L) – includes repairs & maintenance, energy costs, rates, water services, cleaning and domestic supplies
- (ii) Premises Related Expenses, Central Risk (C) – estimated car park rates liability at Billingsgate Market
- (iii) Supplies and Services, Local Risk (L) – Equipment, furniture, materials, uniforms, printing, stationary, professional fees, grants & subscriptions
- (iv) Supplies and Services, Central Risk (C) – actual includes legal fees for Smithfield Market, current year estimates include rates and professional fees for Billingsgate.
- (v) Customer, Client Receipts Local risk (L) and central risk (C) – service charge and car parking income and reimbursements for electricity and water

6. The revenue budget for 2014/15 is shown in Table 1 and the movement is analysed between the original and latest approved budget by local risk, central risk and support costs for 2014/15. Income and favourable variances are presented in brackets and all variances over £50,000 are commented in full. The 2015/16 estimates are also included in the table for ease of comparison purposes. The explanations for the movement between the latest approved budget 2014/15 and the 2015/16 original budget, were included in the original estimates report to your Committee on 26th November.

Expenditure

7. There is an increase of £70,000 in local risk employment costs due to:
- Smithfield Market – additional salary costs for the Animal by Product facility of £42,000 and £1,000 for contribution pay.
 - Billingsgate Market – additional salary costs for temporary administration post, overtime and holiday pay due to a member of staff leaving unexpectedly, £14,000. This is being funded by additional income generation in the year.
 - New Spitalfields Market – various small additions to salary costs for increments payable through the service charge £11,000.
 - Directorate – additional salary costs for contribution pay £2,000.
8. There is an increase of £1,008,000 for local risk premises related costs due to:
- Smithfield Market
- An increase of £213k for repairs and maintenance funded by agreed carry forwards.
 - Due to a faulty meter being replaced and accurate readings now being taken there will be expected additional costs for water of £73,000 on the service charge.
 - Increase in Rotunda Car Park Management fee from Apcoa in line with inflation of £16,000.

- An increase for cleaning materials for the Animal-By Product Facility of £4,000.
- Increase in carbon reduction costs £42,000 due to price increase.

Billingsgate Market

- An increase in repair and maintenance costs due to the transfer of budgets from City Surveyors local risk to Billingsgate local risk to accommodate the process changes in Oracle, £246,000. This is funded by the Billingsgate reserve fund.
- An increase in repairs and maintenance of £41,000 to reflect the increasing breakdown costs at the market. This is funded by the service charge.
- Additional carbon reduction costs of £20,000 due to price increase funded via the service charge.

New Spitalfields Market

- An increase in repair and maintenance costs due to the transfer of budgets from City Surveyors local risk to Spitalfields local risk to accommodate the process changes in Oracle, £348,000. This is funded by the New Spitalfields reserve fund.
- Additional carbon reduction costs of £20,000 due to price increases directly recharged. These are netted against a small net decrease over several categories totalling (£15,000) for all the markets.

9. There is an increase of £30,000 for central risk premises costs due to:
 - Smithfield Market - increase of £20,000 due to rates payable on the vacant Cock Tavern. This cost will be reduced when the Cock Tavern is leased in 2015/16.
 - Billingsgate Market – additional service charge costs of £10,000 payable on empty premises due to the continued vacant Satellite Unit 1 premises.
10. There is a reduction of (£775,000) for repairs and maintenance for services managed by City Surveyors:
 - Smithfield Market - rephasing of additional works programme (£181,000)
 - Billingsgate Market - reduction in the budget due to the transfer of budgets from the City Surveyors local risk to the Markets local risk (£246,000).

- New Spitalfields Market - reduction in the budget due to the transfer of budgets from the City Surveyors local risk to the Markets local risk (£348,000).
11. There is an increase of £18,000 for transport costs due to:
- Billingsgate Market - hire of a Johnson Sweeper for £13,000 until the purchase of a new one is implemented. This is funded by the service charge.
 - Smithfield Market - increase in congestion charge plus on costs payable by the service charge, £5,000
12. There is an increase of £49,000 on local risk due to:
- Smithfield Market - Animal By Product transfer £10,000 for removal of waste by Klein's, stationery £1,000, uniforms £1,000, equipment maintenance £4,000 and increase in waste collection by Amey due to additional tonnage collected £17,000 on the service charge.
 - Billingsgate Market - CCTV equipment and maintenance funded by the service charge £7,000 and small net increases over different expenditure types for the service charge £9,000.
13. There is an increase of £45,000 on central risk due to:
- Smithfield Market - legal fees for the independent surveyor £5,000 in regard to confirming the list of works required to be carried out as agreed as part of the lease negotiations.
 - Billingsgate Market - professional fees for the Satellite Unit 1 lease negotiations, £40,000.
14. Due to the increase in local risk repair and maintenance costs following the transfer of City Surveyor budgets to Markets local risk and additional costs for rephasing of works, this has resulted in a reduction of contribution made to the reserves balance for Billingsgate and New Spitalfields Market (£126,000).

Income

15. There is a net increase on income of (£259,000) which is due to the transfers between the Market reserve funds on both local and central risk creating large variances on individual line items and service charge and rental income increases to fund increased costs. The net change is due to:
- Smithfield Market - increase in rental and service charge income due to renting out further premises (£179,000).

- Billingsgate Market - net reduction in the transfer from reserves of £98,000 due to the transfer of City Surveyors budgets to Markets local risk. This is offset by increases in service charge income (£130,000).
- New Spitalfields Market - net reduction in the transfer from reserves of £100,000 due to the transfer of City Surveyors budgets to Markets local risk. This is offset by additional rental and service charge income (£148,000).

Support Services and Capital Charges (including Depreciation)

16. Support Services and Capital Charges have increased due to the carry forward overspend on Chamberlain from 2013/14 of £195,000, an increase in City Surveyors costs of £21,000 and an increase in recharges for CLPS of £16,000. This is netted off against increases in recharged income of (£149,000), giving a net increase of £83,000.

Conclusion

17. Overall there has been a reduction in the Directors of Markets and Consumer Protection's resource requirements from 2014/15 to 2015/16, as detailed in Table 1.

Appendices

- None

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