

## Port Health & Environmental Services Committee

Date: TUESDAY, 7 JULY 2015

Time: 2.30 pm

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members: Wendy Mead (Chairman) Alderman Julian Malins

Jeremy Simons (Deputy Andrew McMurtrie Chairman) Deputy Robert Merrett

Deputy John Absalom
Deputy John Bennett
Henry Colthurst
Karina Dostalova
Peter Dunphy

Brian Mooney
Hugh Morris
Barbara Newman
Ann Pembroke
Henrika Priest

Deputy Kevin Everett Deputy Gerald Pulman Deputy Bill Fraser Deputy Richard Regan

George Gillon Delis Regis

Deputy Stanley Ginsburg Deputy John Tomlinson Deputy Brian Harris Deputy James Thomson

Alderman Peter Hewitt Michael Welbank
Wendy Hyde Mark Wheatley
Vivienne Littlechild Philip Woodhouse

Professor John Lumley

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Lunch will be served in Guildhall Club at 1:30PM NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

### **AGENDA**

### Part 1 - Public Agenda

### 1. **APOLOGIES**

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

### 3. MINUTES

To agree the public minutes and summary of the last meeting held on 5 May 2015.

For Decision (Pages 1 - 8)

### 4. OUTSTANDING ACTIONS

To note the list of outstanding actions.

For Information (Pages 9 - 12)

### 5. WARDMOTE RESOLUTION

To receive a resolution from the Grand Wardmote of the Ward of Farringdon Within.

For Information (Pages 13 - 14)

# 6. **GRANT GIVING: REPORT OF CROSS-CUTTING SERVICE BASED REVIEW** Report of the Town Clerk.

For Decision (Pages 15 - 38)

### 7. SIGNORE PASQUALE FAVALE BEQUEST - RISK REGISTER 2015

Joint report of the Town Clerk and the Chamberlain.

For Decision (Pages 39 - 46)

### 8. CLEANER AIR ACTION PRESENTATION

To receive a presentation from Global Action Plan.

For Information

### 9. AIR QUALITY STRATEGY 2015-2020

Report of the Director of Markets and Consumer Protection.

For Decision

(Pages 47 - 132)

### 10. HEAT RECOVERY FROM CREMATION

Report of the Director of Open Spaces.

For Decision (Pages 133 - 136)

# 11. GATEWAY 7 OUTCOME REPORT - BARRIER INSTALLATIONS AT ROYAL EXCHANGE/EAST CHEAP

Report of the Director of the Built Environment.

For Decision

(Pages 137 - 140)

# 12. DEPARTMENT OF THE BUILT ENVIRONMENT BUSINESS PLAN 2014/17 : END OF YEAR UPDATE AND FINANCIAL OUTTURN REPORT

Report of the Director of the Built Environment.

For Information

(Pages 141 - 148)

### 13. **REVENUE OUTTURN 2014/15**

Joint report of the Chamberlain, Director of Open Spaces, Director of Markets and Consumer Protection, and Director of the Built Environment.

For Information

(Pages 149 - 160)

- 14. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE
- 15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

### 16. **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 remaining 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

### 17. NON-PUBLIC MINUTES

To agree the non-public minutes of the last meeting held on 5 May 2015.

**For Decision** 

(Pages 161 - 164)

# 18. REVIEW OF THE PROVISION OF ENVIRONMENTAL HEALTH-BASED REGULATORY SERVICES IN THE CITY OF LONDON

Report of the Director of Markets and Consumer Protection.

For Decision

(Pages 165 - 172)

- 19. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE
- 20. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED



### PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

### Tuesday, 5 May 2015

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

### Present

### Members:

Wendy Mead (Chairman) Alderman Julian Malins Jeremy Simons (Deputy Chairman) Andrew McMurtrie, JP

Deputy John Bennett Hugh Morris
Henry Colthurst Barbara Newman
Deputy Kevin Everett Henrika Priest

Deputy Bill Fraser Deputy Gerald Pulman Deputy Stanley Ginsburg Deputy Richard Regan

Alderman Peter Hewitt Delis Regis
Wendy Hyde Michael Welbank
Vivienne Littlechild Mark Wheatley

Professor John Lumley

### Officers:

David Arnold Town Clerk's Department
Jenny Pitcairn Chamberlain's Department
Julie Smith Chamberlain's Department

Paul Chadha Comptroller & City Solicitor's Department

Philip Everett Director of the Built Environment
Doug Wilkinson Department of the Built Environment
Steve Presland Department of the Built Environment
Jim Graham Department of the Built Environment

Jon Averns Markets & Consumer Protection Department
Tony Macklin Markets & Consumer Protection Department

Sue Ireland Director of Open Spaces

Gary Burks Superintendent & Registrar, City of London Cemetery

& Crematorium

Esther Sumner Open Spaces Department

### 1. APOLOGIES

Apologies for absence were received from Karina Dostalova, George Gillon, Deputy Brian Harris, Deputy Robert Merrett, Ann Pembroke, Deputy James Thomson and Deputy John Tomlinson.

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

There were none.

### 3. ORDER OF THE COURT OF COMMON COUNCIL

**RESOLVED** – That the Order of the Court of Common Council, 23 April 2015, appointing the Committee and its Terms of Reference, be noted.

### 4. **ELECTION OF CHAIRMAN**

**RESOLVED** – That in accordance with Standing Order No 29, Wendy Mead be elected Chairman for the ensuing year.

### 5. **ELECTION OF DEPUTY CHAIRMAN**

**RESOLVED** – That in accordance with Standing Order No 30, Jeremy Simons be elected Deputy Chairman for the ensuing year.

### 6. MINUTES

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 10 March 2015 be approved.

### **Matters Arising**

A Member noted that the length of the 5 May 2015 agenda was far longer than the previous meeting which made it difficult to consider all reports and make an informed decision. He added that the length of the Departmental Business Plans contributed significantly to the size of the agenda so the Town Clerk and Director of Open Spaces would consult with relevant Officers to determine whether next year's three Departmental Business Plans could be considered at separate meetings.

### Prudent Passage

Members were advised that the contact details for Street Environment Officers (SEOs) would be published in Ward newsletters in June 2015.

### Public Conveniences

The Assistant Director of Street Scene and Strategy advised that discussions with the City of London Police would be taking place shortly regarding the issue of public urination. In response to a Member's question, he added that the number of Fixed Penalty Notices issued for this offence could be made available to Members upon request.

### Community Toilet Scheme (CTS)

In response to a Member's question, the Director of Transportation and Public Realm advised that the CTS App had been completed and approved by Apple. He added that assistance on how to download the App could be provided to Members upon request.

### Recycling Action Plan

The Director of Transportation and Public Realm advised that all Renew onstreet recycling bins had now been removed from the City of London. He also added that a list of recyclable materials had been circulated to all City of London residents with their annual Council Tax Demand Notices.

### 7. OUTSTANDING ACTIONS

The Committee received the current list of outstanding actions.

Members noted that there was a large concentration of toilets in the Community Toilet Scheme (CTS) located in pubs and bars but numbers for each Ward could not be identified in the list of CTS members. The Town Clerk agreed to circulate a CTS distribution map to all Committee Members.

In response to a Member's question, the Assistant Director Street Scene and Strategy advised that the standard and size of CTS signage would be improved as part of the 2015/16 Service Based Review programme.

**RESOLVED** – That the list of outstanding actions be noted.

### 8. 2015-18 BUSINESS PLAN - OPEN SPACES DEPARTMENT

The Committee considered a report of the Director of Open Spaces that sought approval to the Departmental Business Plan 2015-18. The Open Spaces Business Manager advised that the City of London Cemetery and Crematorium would be focussing on energy efficiency, a fleet review, and the Shoot Project during this period.

Members noted the substantial size of the report so the Director of Open Spaces advised that a reduction in report size for this Committee would be looked into in consultation with the Town Clerk.

In response to a Member's question, the Superintendent of the Cemetery and Crematorium advised that he was aware of alternative body disposal methods such as resomation and aquamation but these methods were either difficult to implement or not permitted under current legislation. The Director of Open Spaces added that briefing note on these methods could be circulated to the Committee.

**RESOLVED** – That the Open Spaces Business Plan 2015-18 be approved.

### 9. 2015-18 BUSINESS PLAN - DEPARTMENT OF THE BUILT ENVIRONMENT

The Committee considered a report of the Director of the Built Environment that sought approval to the Departmental Business Plan for 2015-18. Members were advised that the objectives of the Business plan were to provide an integrated service to City developers and occupiers from pre-construction to demolition; to improve external communications and actively engage with City of London residents, worker and visitors; to manage all activities and services that relate to the City of London's streets; and to respond to changes in demand for and usage of the City of London's streets and street scene.

The Director of the Built Environment advised that the 2015/16 target to increase the total percentage of household waste recycled was 45%, not 43%. He added that the number of household recyclable items needed to be increased to ensure a reduction to the amount of incinerated household waste.

Members noted the impressive work carried out by Officers across the Department of the Built Environment during 2014/15.

**RESOLVED** – That the Department of the Built Environmental Business Plan 2015-18 be approved.

### 10. HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICE UPDATE

The Committee received a report of the Director of the Built Environment regarding the London-wide Hazardous Waste Collection and Disposal Service.

**RESOLVED** – That the report be noted.

# 11. INTRODUCTION OF BODY WORN VIDEO FOR STREET ENVIRONMENT OFFICERS

The Committee considered a report of the Director of the Built Environment that sought approval to the introduction of Body Worn Video (BWV) for use by Street Environment Officers (SEOs) who performed a key role in ensuring that the cleansing of the City of London's streets was maintained to a high standard and that businesses disposed of their waste legally.

In response to Members' question's regarding safeguarding, the Assistant Director of Street Scene and Strategy advised that the introduction of the BWV equipment was compliant with human rights and data protection guidelines. A protocol had been created whereby recordings were incident-specific; persons receiving Fixed Penalty Notices would be informed verbally that they were being filmed by the BWV equipment. He added that non-evidential recording footage would be deleted after 30 days but footage relating to appeals could be kept longer then deleted when the case was complete.

### **RESOLVED** – That:-

- a) The implementation of the use of Body Worn Video cameras from May 2015 be approved; and
- b) The Committee receive a further report following six months of implementation to review the effectiveness and impact of the equipment.

### 12. AMEY CONTRACT ROYALTY NEGOTIATIONS (TO FOLLOW)

This report of the Director of the Built Environment was considered at item 25 in the Non-Public part of the agenda by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

# 13. MARKETS & CONSUMER PROTECTION BUSINESS PLAN 2014-17: PROGRESS REPORT (PERIOD 3)

The Committee received a report of the Director of Markets and Consumer Protection that provided an update on progress against the key performance indicators (KPIs) and objectives outlined in the Business Plan of the Port Health and Public Protection Division (PH&PP) of the Department of Markets and Consumer Protection (M&CP), for Period 3 (December-March) of 2014-15.

**RESOLVED** – That the report be noted.

# 14. 2015-18 BUSINESS PLAN - MARKETS & CONSUMER PROTECTION DEPARTMENT

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the 2015-18 Business Plan of the City of London Corporation's Port Health and Public Protection Service.

**RESOLVED** – That the 2015-18 Port Health and Public Protection Business Plan be approved.

### 15. MASSAGE AND SPECIAL TREATMENT FEES 2015/16

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the 2015/15 fees for Massage and Special Treatment Licences.

The Comptroller and City Solicitor advised Members of the Supreme Court Decision in relation to Hemming vs. Westminster City Council. Members were advised that the Supreme Court concluded on 29 April 2015 that fee schemes could include the costs of enforcement against un-licensed premises as part of a separate fee. The decision to include administration, procedural and enforcement costs into one fee had been deferred to the European Court of Justice.

In response to a Member's question, the Comptroller and City Solicitor advised that the provision of Fish Pedicures could form part of a Massage and Special Treatment Licence but the processes must meet industry standards.

In response to an additional Member's question, the Director of Port Health and Public Protection advised that enforcement officers would visit a potentially unlicensed massage parlour on Middlesex Street, E1.

**RESOLVED** – That the Massage and Special Treatment fees for 2015/16 be approved.

### 16. STREET TRADING FEES 2015/16

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the 2015/16 Street Trading Licence fees.

**RESOLVED** – That the Street Trading Licence fees for 2015/16 be approved.

### 17. NOISE STRATEGY UPDATE

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the City of London Corporation Noise Strategy review process and action plan.

In response to a Member's question, the Director of Port Health and Public Protection advised that the consultation process for the 2016-2020 Noise Strategy would include residents and Members as well as being published on the City of London Corporation website.

In response to a Member's question regarding the night time ban on unloading outside residential blocks, the Directors of Port Health and Public Protection and the Built Environment advised that the SEOs, who worked 24 hours a day, had been trained on night time noise issues and they had attended the area in the Member's ward seven nights a week until the issue was resolved.

A Member also noted that she had been advised that appropriate materials had been deployed to suppress noise at local building sites but the works still produced loud noises throughout the day. The Director of Port Health and Public Protection advised that all work should be undertaken in accordance with the City's code of practice, but that any problem areas could be investigated and complainants provided with recording equipment if necessary.

### **RESOLVED** – That:-

- a) the focussed revised action plan for 2015/16 be approved;
- b) the City Noise Strategy be reviewed, revised and consulted upon in the next year to reflect current concerns; and
- c) the City Noise Strategy be published next year considering the period 2016 2020 to align with the City Air Quality Strategy 2015 -2020.

### 18. HEALTH & SAFETY INTERVENTION PLAN 2015/16

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the Health and Safety Intervention Plan 2015-16.

**RESOLVED** – That the Health and Safety Intervention Plan 2015-18 be approved.

# 19. 2015-2016 FOOD SERVICE ENFORCEMENT PLANS FOR THE CITY OF LONDON AND PORT HEALTH AUTHORITY

The Committee considered a report of the Director of Markets and Consumer Protection that sought approval to the City of London and London Port Health Authority Food Safety Enforcement Plans.

### **RESOLVED** – That:-

- a) the City of London Food Service Enforcement Plan 2015/16 be approved; and
- b) the London Port Health Authority Food Service Enforcement Plan 2015/16 be approved.

# 20. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were three questions from Members in relation to the work of the Committee, as follows:

In response to a Member's question regarding a policy for the importation of alien species, the Director of Port Health and Public Protection advised that staff at the Heathrow Animal Reception Centre worked closely with the UK Border Force to seize illegal imports in line with Defra and EU policies. For instance, staff were currently working alongside the Border Force on an

investigation into the illegal importation of puppies. The Member added that the importation of legal alien species for entertainment purposes should be discouraged.

In response to a Member's question regarding air quality, the Director of Port Health and Public Protection advised that the final City of London Air Quality Strategy 2015-2020 would be submitted and considered at the next Committee meeting.

In response to a Member's question regarding street trading, the Comptroller and City Solicitor advised that the City of London (Various Powers) Act 2013 enabled Officers to on-the-spot Fixed Penalty Notices and allowed the seizure of goods sold illegally. The Director of Port Health and Public Protection added that occasional street trading licences can be issued for a period of up to 21 days. These were usually issued during specific events within the City of London and Officers carried out regular checks during such events to prevent un-licensed street trading.

### 21. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Committee received a presentation from Keep Britain Tidy regarding the City Corporation's Local Environmental Quality Survey results for 2014/15. Members were advised that the survey consisted of 900 sites split across three tranches during the year. NI195-style results were provided for four classifications: litter, detritus, fly-posting, and graffiti. The results within the City of London for each classification were considerably better than both the national and London benchmark.

Members noted the excellent results and suggested that all A-Boards should be surveyed next year to determine obstruction trends. Despite the low number of instances found during the survey, a Member added that he had witnessed a recent increase in fly-posting within his Ward.

### 22. 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.

### 23. NON-PUBLIC MINUTES

**RESOLVED** – That the non-public minutes of the meeting held on 10 March 2015 be approved.

# 24. DEBT ARREARS - PORT HEALTH AND ENVIRONMENTAL SERVICES PERIOD ENDING 31 MARCH 2015

The Committee received a joint report of the Director of the Built Environment, Director of Markets and Consumer Protection, and Director of Open Spaces that informed Members of debt arrears as at 31 March 2015.

**RESOLVED** – That the report be noted.

25. CONTRACT VARIATION: REFUSE COLLECTION, STREET CLEANSING, VEHICLE MAINTENANCE AND ANCILLARY SERVICES CONTRACT

The Committee considered a report of the Director of the Built Environment that sought approval to a set of variations to the Waste Collection, Street Cleansing, Vehicle Maintenance and Ancillary Services Contract awarded for a period of eight years from October 2011.

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

There were none.

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

There was none.

The meeting closed at 12.55 pm
Chairman

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# Agenda Item 4

# Port Health & Environmental Services Committee – Outstanding Actions

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
1.	20 January 2015	Service Based Review Savings Programme – Public Conveniences – Update report scheduled for October 2015	Director of Transportation and Public Realm	October 2015	In January 2015, Members agreed that the previously proposed savings regarding the provision of Public Conveniences should be reconsidered. It was agreed that the possibility of providing a non-statutory service of Public Conveniences through City's Cash funding be investigated and details of the investigation be reported at the next appropriate Committee meeting.  May 2015 Update  Members agreed that the funding of the Public Convenience service was not an appropriate use for City's Cash.  In line with the SBR programme, Blackfriars, Aldgate, Bishopsgate and Smithfield toilets are now closed. The revised standardised opening times are now in place for the remaining toilets.  Work is progressing for the improvement of the signage across the City and will be

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
					installed over the next 3-6 months due to the bespoke design of way finders.  Progress is being made on the relocation of the APC from Aldermanbury to Smithfield.  July 2015 Update  Progress was made during a recent meeting between officers of the Department of the Built Environment and the City of London Police regarding the issue of public urination. Details of the number of Fixed Penalty Notices issued for this offence were available to Members upon request.
					Officers are still exploring a suitable location to site an APC in the West Smithfield area. A site was identified and consulted on adjacent to the hospital however there were a number of objections to this site and officers are trying to find an alternative. Currently looking into the feasibility of positioning a unit on top of the existing underground toilets.

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
2.	20 January 2015	Prudent Passage, EC2	Assistant Cleansing Director	Complete	Prudence passage is currently swept once a day, it has cigarette bins fitted and signage in place, our Street Environment Officers (SEO) patrol the area regularly and speak to smokers to encourage responsible behaviour, SEO's issue FPNs and request ad hoc sweeps from Amey when the passage is found to heavily soiled. Amey managers have been asked to monitor the passage for a month and advise if it requires extra scheduled cleansing. This monitoring has resulted in a Street Cleansing Flushing team being scheduled to attend Prudent Passage every Monday morning to check and remove any anti-social behavioural instances that may have occurred over the weekend.  July 2015 Update The area and contact details for each Street Environment Officer

Item	Date	Action	Officer responsible	To be completed/ progressed to next stage	Progress Update
					will be published in the July edition of the Members' Briefing. Details are for Members' use only and not for publication.
3.	5 May 2015	Introduction of Body Worn Video (BWV) for Street Environment Officers	Assistant Director Street Scene & Strategy	November 2015	Members approved the implementation of BWV cameras from May 2015 at the Committee meeting on 5 May 2015. It was agreed that a further report be submitted six months after implementation to review the effectiveness and impact of the equipment.
4.	5 May 2015	Noise Strategy	Director of Port Health and Public Protection	March 2016	The City of London Corporation Noise Strategy would be reviewed, revised, and consulted upon. The consultation process would involve residents and Members as well as being published on the City Corporation website for wider consultation.

# Agenda Item 5

### Ward of Farringdon Within – 18<sup>th</sup> March 2015

"It is a matter of considerable concern that, over the past few years, residents of Cloth Fair have been disturbed nearly every night of the week by vehicles- principally black cabs – parking outside their houses for several hours at a time. Disturbance and nuisance are caused by idling engines, doors slamming, conversations between drivers, and coming and going of drivers (to the nearby 24-hour café), and by some people using the alleyways and porches around Cloth Fair as spaces to urinate in. This is a narrow street, with residents' rooms – including bedrooms- being very close to the carriageway, and undisturbed sleep is impossible in these conditions. The fact that the parking in Cloth Fair is currently governed by single yellow lines, allowing parking between 7pm and 7am, has made it virtually impossible to do anything about this problem, which residents have been raising with their Councilmen for several years.

The City of London Corporation is therefore urged:

- (i) to implement measures on an urgent basis to prevent vehicles parking in cloth fair between the hours of 11pm and 7am, Monday to Sunday inclusive and:
- (ii) to consider and consult on the range of options available for parking and vehicle access in Cloth Fair, taking into account the interests and reasonable requirements of residents, businesses and visitors to Cloth Fair and its vicinity."

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Committee(s)		Dated
Resource Allocation Sub Committee	For decision	28 May
Policy and Resources	For decision	28 May
Open Spaces	For decision	8 June
Finance	For decision	9 June
Establishment	For decision	11 June
Epping Forest and Commons	For decision	6 July
Port Health & Environmental Services	For decision	7 July
General Purposes Committee of Aldermen	For information	8 July
City Bridge Trust	For information	9 July
Community and Children's Services	For decision	10 July
Culture, Heritage and Libraries	For decision	13 July
Hampstead Heath, Highgate Wood and	For decision	20 July
Queen's Park		
Education Board	For information	23 July
West Ham Park	For decision	27 July
(Policy & Resources – if necessary)	(For decision)	(24 September)
(Court of Common Council – if necessary)	(For decision)	(15 October)
Subject		
GRANT GIVING:	Public	
Report of cross-cutting Service Based Rev		
Report of:		
Deputy Town Clerk (on behalf of Chief Officers	For Decision	

### Summary

A cross-cutting review of the grant giving activities of the City Corporation was commissioned as part of the Service Based Review programme. The objectives of the review were to identify the grants programmes which are offered by the City Corporation, to suggest how to improve value for money and drive up impact.

The review was undertaken from November 2014-January 2015, with a final report cleared by Chief Officers Group in April 2015. Summaries of the review report and its recommendations are attached at Appendices 1 and 2.

The review identified approximately £13.2m awarded in 2013/14 by the City Corporation across 15 different grants programmes, although by far the largest programme was the City Bridge Trust (these are listed in Appendix 3). The review concluded that there is no consistent approach across the City Corporation to governing or managing disbursements. This potentially exposes the City Corporation to financial, organisational and reputational risks.

Accordingly, a set of core principles have been identified to drive a more consistent, coherent and co-ordinated approach to grant giving across the City Corporation and several high level changes of direction are proposed:

### 1. Strategic allocation of resources

 Resource Allocation Sub Committee to set the annual quantum for City's Cash and City Fund grants programmes prior to the start of each financial year according to their relative priority, taking advice from the relevant grantgiving committees and Finance Committee.

### 2. Streamlined governance

- Finance Committee to adopt the more strategic role of performance managing and benchmarking all City Corporation grants programmes, rather than directly allocating a sub-set of programmes.
- The City Corporation's grants programmes to be consolidated under a smaller number of distinct themes which reflect the City Corporation's priorities (for example: Education; Social Inclusion; Employment Support; Open Spaces and Culture/Arts).
- Smaller charities (controlled by the City Corporation) sharing similar purposes to be merged (e.g. the five separate funds aimed at poverty relief, numbered 9 to 13 in Appendix 3).
- Where a grants programme relates specifically to the remit of a particular committee, that committee to have responsibility for the policy and operation of the programme in order to ensure alignment between policy and investment. Committees to avoid allocating funds to initiatives which cut across the remit of other committees.
- A more structured approach to be taken to the ad hoc (City's Cash funded) grants awarded by the various Open Spaces Committees a formalised grants programme to be jointly governed by all Open Spaces committees and managed / publicised as one of the City Corporation's suite of grants programmes.

### 3. Consistent and proportionate customer experience

- All City Corporation grants programmes to be managed in a consistent way in relation to their spending, outcomes and risks.
- Monitoring and evaluation of individual grants to be consistently proportionate to the scale of individual awards.
- The spirit of the Government's Transparency Code and the Charity Commission's best practice guidelines to be followed in relation to public information, even where there is no legal requirement to do so for City's Cash grants: stakeholder expectations will be set by practice elsewhere.

### 4. Efficient and effective management

- Administrative and professional expertise on grants to be consolidated within the organisation to improve consistency of approach, drive economies of scale and promote best practice.
- Staff and other costs (e.g. legal, finance and audit) to be recharged to individual grant programmes to avoid unintended subsidy.

The benefits from adopting a more consistent, coherent and co-ordinated approach to grant giving across the City Corporation will include:

- Improved corporate grasp and transparency of the City Corporation's range of grant giving activities;
- Grants from City's Cash and City Fund better strategically aligned with the City Corporation's corporate objectives and policy priorities;
- Best practice identified and spread in terms of the prioritisation, assessment and governance of grants;
- Consolidation of expertise within the City Corporation to administer and manage grants, especially where these involve handling charitable grants;
- Reduction in operating costs resulting from the rationalisation of administrative services managing grants.

### Recommendations

### **Resource Allocation Sub Committee**

Members are asked to

- Consider the proposed change of approach to grant giving as outlined above and as set out in detail at Appendix 2.
- Make appropriate recommendations to the Policy and Resources Committee.

### **Policy and Resources Committee**

Members are asked to

- Agree the proposed change of approach to grant giving as outlined above and as set out in detail at Appendix 2, subject to the comments of the Resource Allocation Sub Committee.
- Agree that Resource Allocation Sub Committee sets the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants).
- Agree that Resource Allocation Sub Committee considers annual performance reports for all grants programmes from the Finance Committee.

### **Finance Committee**

Members are asked to

 Agree that Finance Committee adopt a strategic oversight / performance management role in respect of all City Corporation grants programmes and relinquish its direct grant giving role.

### **Establishment Committee**

Members are asked to

 Agree to take over responsibility from the Finance Grants Sub Committee for prioritising the (City's Cash) funds to support welfare initiatives (e.g. staff annual lunch and Guildhall Sports Club).

### **Community and Children's Services Committee**

Members are asked to

- Agree to take on governance of the Combined Relief of Poverty charity (from Finance Grants Sub Committee) and of the various 'poverty relief' charities proposed for merger.
- Agree to review with the Education Board the most appropriate governance arrangements for the Combined Education Charity and City Educational Trust Fund (proposed for transfer from Finance Grants Sub Committee) in relation to the role of both Committees.

### **Education Board**

Members are asked to

 Review with the Community and Children's Services Committee the most appropriate governance arrangements for the Combined Education Charity and City Educational Trust Fund (proposed for transfer from Finance Grants Sub Committee) in relation to the role of both Committees.

# Open Spaces Committee Epping Forest and Commons Committee Hampstead Heath, Highgate Wood and Queen's Park Committee West Ham Park Committee

Members are asked to

 Agree to adopt a more structured approach to grant giving which is jointly governed by all Open Spaces committees and which is publicised and managed as part of the City Corporation's suite of grants programmes.

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

Members are asked to

 Agree to take on governance of a formal grants programme encompassing the current range of cultural / arts awards currently made by other committees (such as Finance Grants Sub Committee) provided the proposed overall change in direction is agreed by Policy and Resources, Resource Allocation Sub and Finance Committees.

### **City Bridge Trust Committee**

Members are asked to

 Note that administrative management of the City Corporation's various programmes be consolidated under the Chief Grants Officer to improve consistency of approach, drive economies of scale and promote best practice.

### **Port Health and Environmental Services Committee**

Members are asked to

 Consider the future of Signor Pasquale Favale's Marriage Portion Charity in the light of Recommendations 1.6 and 3.1 of the Review to consolidate small similar charities to create a single, larger and more flexible fund and to streamline and align governance arrangements.

### **Main Report**

### **Background and Scope of Review**

- As part of the Service Based Review exercise it was identified that there was
  potential to improve the many different grant-giving functions across the City
  Corporation to achieve better transparency and accountability, improved value for
  money, greater traction and administrative efficiencies. In September 2014, the
  Policy and Resources Committee approved a proposal for a cross-cutting review
  of grant giving.
- 2. The review covered grants programmes funded from City's Cash, City Fund and the charitable grant-giving trusts which are either wholly or majority-controlled by the City Corporation. This excluded charitable grant-giving trusts with which the City Corporation is involved (e.g. via nomination rights to the governing board of trustees) but which the City Corporation does not control via majority control of the board except for cases in which the City Corporation finances the activities of the trust from City's Cash.
- 3. The definition of a 'grant' for the purposes of the review was "an award to an external organisation or individual to undertake an activity or produce an outcome which the City Corporation is not required to do under statutory obligation or which furthers the charitable objects of the charity from which the payment is made and which has been (or should be) awarded as a result of an openly publicised and transparent process of prioritisation against clearly pre-defined objectives." This definition excludes internal transfers between different parts of the City Corporation, commissioned services, discretionary donations, subscriptions, sponsorship, ongoing legal commitments and unallocated Community Infrastructure Levy.

### **Current Position**

- 4. Applying the definition in paragraph 3 above to expenditure in 2013/14, the City Corporation awarded approximately £13.23m from 15 different grants programmes, under nearly 20 different themes. These are listed in Appendix 3. Around 90% of that figure was given out through City Bridge Trust (the grant giving arm of the Bridge House Estates charity). Also shown in Appendix 3 is the distribution of grants by theme from the City Bridge Trust and the other grant programmes for 2013/14. (Figures for 2013/14 for City Bridge Trust grants were untypically low.)
- 5. A further £7.8m was paid to external organisations as discretionary donations and strategic initiatives (including strategic initiatives funded by City Bridge Trust and the Policy Initiatives Fund). In addition, more than £0.5m was paid out as regular, ongoing payments (but not from grants programmes or via contracts or procurements) although the figure could be considerably higher. These payments are excluded from this review.

### **Key Findings – The Case for Change**

- 6. A high level summary of the review report: A More Strategic Approach to Grant Giving, is attached as Appendix 1.
- 7. The review noted that the bulk of the City Corporation's grants are disbursed through the City Bridge Trust which has sound systems and processes in place for managing disbursements. However, there is no consistent approach to governing or directing the *totality* of the City Corporation's grants programmes in relation to each other. This gives rise to a number of challenges, which are discussed in section 3 of Appendix 1.
- 8. The review also identified financial, organisational and reputational risks and opportunities in not taking this opportunity to reform the City Corporation's grant giving activities. The financial risks centre on the unnecessary costs arising from a failure to achieve value for money, economies of scale, and drive appropriate due diligence. The organisational risks centre on the missed opportunities to set common purpose, achieve greater corporate coherence, and drive professional best practice.
- 9. The reputational opportunities arise from the potential for the City Corporation to:
  - Offer a strong and complementary suite of grants programmes which reflect its priorities;
  - Communicate clearly what grants can be applied for, how to apply and manage City Corporation grants;
  - Manage the grant applications and monitoring process in a consistent way;
  - Conform consistently to expectations of transparency and best practice (e.g. as set by the Charity Commission);
  - Publish a strong story about the difference made by City of London grants, and
  - Make a strategic impact on London.
- 10. The review concluded that in an environment in which public sector grants are coming under tighter pressure and closer scrutiny, the City Corporation has an opportunity to set a benchmark of good practice by channelling and directing its substantial grants offer in a more focussed way.

### **Core Principles – Seven Steps to Success**

- 11. The review identified seven core principles, detailed in section 6 of Appendix 1, which would form the basis for a more consistent, coherent and co-ordinated approach to grant giving across the City Corporation. These were to:
  - 1) Set out a clear, corporate offer
  - 2) Allocate resources strategically
  - 3) Streamline governance
  - 4) Establish a common identity and branding for City Corporation grants
  - 5) Provide a consistent 'City of London' customer experience

- 6) Review all City Corporation grants programmes in a consistent and proportionate way
- 7) Manage City Corporation grants more efficiently and more effectively
- 13. These core principles were supported by a set of more detailed systemic and procedural changes and recommendations, which are summarised in Appendix 2. These were approved by the Chief Officers Group following a presentation on the review at their meeting in April 2015. The majority of these are operational changes, which will be implemented as part of the revised overall approach to grant giving, for which the approval of the Policy and Resources Committee is being sought.
- 14. However, there are a number of recommendations which require Member approval as they have an impact on the roles and remits of certain Committees. These are as follows:
  - Resource Allocation Sub to gain setting of the annual quantum for each City Fund and City's Cash funded grants programme.
  - Finance to gain strategic oversight / performance management of all City Corporation grants programmes but relinquish direct grant awarding functions.
  - Community and Children's Services to gain Combined Relief of Poverty charity (from Finance Grants Sub) and the 'poverty relief' charities proposed for merger. To retain Combined Education charity and gain City Educational Trust Fund (from Finance Grants Sub Committee) but to explore the potential to transfer these to the Education Board.
  - ➤ Education Board to explore with Community and Children's Services the potential to take on Combined Education charity and City Educational Trust Fund.
  - Open Spaces committees to establish a formal grants programme which is jointly governed and accessible to all (based on levels of current payments made to external organisations).
  - ➤ Culture, Heritage & Libraries *potentially to* establish a formal grants programme encompassing the current range of cultural / arts awards made by other committees (incl. Finance Grants Sub and the Policy Initiatives Fund).
  - Establishment to take control over funds from Finance Grants Sub Grants Programme for payments made to staff (and former staff) to support welfare initiatives (e.g. staff annual lunch and Guildhall Sports Club).

### **Implementation**

15. Assuming implementation starts once all relevant Committees have agreed the recommended changes (i.e. summer 2015), it should be possible for the new arrangements to commence from **1 April 2016**. (Merging the smaller charities will take 6-9 months.) A full implementation plan will be developed with appropriate resourcing to meet this this start date.

### **Corporate & Strategic Implications**

16. The review was commissioned as part of the cross-cutting Service Based Review exercise, with the primary aim of improving service delivery. Proposals to streamline the City Corporation's grants offer in line with the stated priorities of the organisation are consistent with the Corporate Plan.

### Appendices:

- Appendix 1: SBR Grants 2015: Summary of Final Report
- Appendix 2: SBR Grants 2015: Summary of Recommendations
- Appendix 3: Pie charts of grants expenditure 2013/14 and list of grants programmes

### **Sue Baxter**

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TO: **PORT HEALTH & ENVIRONMENTAL** 

**SERVICES COMMITTEE** 

Tuesday 7 JuLY 2015

FROM: POLICY AND RESOURCES COMMITTEE Thursday, 28 May 2015

### 5. REVIEW OF GRANTS

The Committee considered a report of the Deputy Town Clerk concerning the outcome of the cross-cutting review of the City Corporation's grant giving activities.

It was noted that the proposals had been considered by the Resource Allocation Sub-Committee and were recommended for approval subject to responsibility for strategic oversight and performance management of the City Corporation's grant giving activities being given to the Finance Committee rather than to the Finance Grants Sub-Committee.

It was also noted that staff and other costs associated with the administration of the City Corporation's grant activities would be met by the relevant grant programme.

A Member stated that whilst she welcomed the consolidation of the City Corporation's grant activities, it was hoped that grants would be considered in a timely manner as currently some grants were taking up to six months to process.

The Committee acknowledged that a de minimis limit would need to be established as part of the governance process.

Reference was made to the Signor Pasquale Favale Bequest and the level publicity it attracted each year in return for a very modest sum. A Member also requested information relating to the Vickers Dunfee Memorial Benevolent Fund.

### **RESOLVED - That:-**

- 1. the proposed change of approach to grant giving as in the report and in Appendix 2 be approved;
- 2. responsibility for strategic oversight and performance management of the City Corporation's grant giving activities be given to the Finance Committee rather than to its Finance Grants Sub-Committee:
- 3. the Resource Allocation Sub-Committee be authorised to:-
  - set the annual quantum for each City's Cash and City Fund grants programme (including for City's Cash funded open spaces grants); and
  - consider annual performance reports for all grants programmes from the Finance Committee.
- 4. subject to the approval of (2) above the Sub-Committee's terms of reference be altered accordingly.

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TO: **PORT HEALTH & ENVIRONMENTAL** 

SERVICES COMMITTEE

Tuesday 7 July 2015

FROM: FINANCE COMMITTEE Tuesday, 9 June 2015

### 7. REVIEW OF GRANTS

The Committee considered a report of the Deputy Town Clerk which provided information of the cross-cutting review of the grant giving activities of the City of London Corporation as part of the Service Based Review programme. The objectives of the review were to identify the grants programmes which are offered by the City of London Corporation to suggest how to improve value for money and drive up impact.

The Committee also received resolutions from the Policy and Resources Committee on 28 May 2015 and the Open Spaces Committee on 8 June 2015 setting out the discussion of the report at those Committees.

A Member asked for clarification regarding the main purposes of the review. The Town Clerk explained that the main purposes were to draw together the various areas in which the City of London Corporation made grants to bring together the various areas of expertise, and then to streamline and rationalise the grant-giving process in order to focus it more strategically, provide a consistent customer experience and consolidate administration. As a result, the Finance Committee's role would move from direct grant giving to strategic oversight and scrutiny of grant giving.

### **RESOLVED –** That the Committee:

- a) agrees to adopt a strategic oversight/ performance management role in respect of all City Corporation grants programmes and relinquish its direct grant giving role; and
- b) delegates to the Chairman authority to appoint a Member of the Finance Grants Sub-Committee to serve on the Open Spaces and City Gardens Committee Grants Working Party.

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### A MORE STRATEGIC APPROACH TO GRANT-GIVING

### **SUMMARY OF SBR GRANTS 2015: FINAL REPORT**

### 1. GRANTS, PROFILE AND INFLUENCE

- The City of London's grant-giving and charitable heritage is one to be proud of. The quirky stories 1.1 behind some of the centuries' old legacies which have helped countless Londoners over the years embody the Square Mile's rich and fascinating history. The resulting spectrum of grants which is on offer today from the City of London Corporation is distinguished by its size, its provenance, its London-wide reach and its stable base, which is not subject to party political control. This is a powerful asset, which if purposefully deployed, has the potential to build the profile, reputation and influence of the City Corporation as a major contributor to the maintenance of London – and in particular the City of London – as a globally attractive place to invest, work, live and play. This is achieved to an extent through the substantial funds distributed by the City Bridge Trust (CBT). However there is also an opportunity for the City Corporation to reap further dividends by strategically harnessing and managing the totality of its grants programmes as an overall package, rather than simply presiding over its constituent parts. This review sets out how to achieve that, whilst also ensuring that the purposes of the various charitable trusts which form part of the City Corporation's grants offer are faithfully met and that the distinctiveness of the City Corporation's interests are best showcased.
- 1.2 Such an exercise must be undertaken with due regard to the external environment in which the City Corporation makes grants. Grant-giving, by its nature, reaches out to form relationships with stakeholders to catalyse changes. The types of changes, stakeholders and relationships which are developed as a result of the City Corporation's interventions reflect back onto the profile and reputation of the City Corporation as a whole. That external environment is one in which the framework for grant-giving is changing and this changing landscape plays a large role in defining how the City Corporation's grant-giving activities are received and the impact they are seen to make.

### 2. THE BIG SQUEEZE

- 2.1 There is now a much more widely held and explicit consensus around best practice in making grants partly driven by the Government's Transparency Code and partly driven by the Charity Commission's guidelines in which grant giving bodies are expected to operate in an open, responsive and timely way. (The Government's Transparency Code requires local authorities to publish the amount, purpose and date the grant was awarded, its duration, the awarding department and the type of organisation in receipt of the grant for all grants awarded over £500). Whilst the Code does not apply to the bulk of the City Corporation's grants, it is worth noting that the Code is having the effect of normalising stakeholder expectations and benchmarks of good practice in grant-giving. This needs to inform how the City Corporation manages its grants programmes overall whether public, private or charitable.
- 2.2 Another determinant of the grant-giving environment is the level of public funding available for grants across London, which is set to drop sharply, with many existing grants budgets being cut completely or transformed into commissioning contracts for service delivery or a combination of the two. Local authority budgets for non-statutory services are projected to drop by a further 43% over the next five years (based on Dec 2014 Autumn Statement figures) which will accelerate and intensify the extreme financial pressures on activities such as employment support, community development, extracurricular education, access to culture and the arts and enjoyment of open spaces, as well as grant giving itself. These are also typically the activities through which the City Corporation has reached out in partnership across London and it will continue to do so, being less reliant on local authority financing from Government than the 32 boroughs. This will put the City

Corporation in an increasingly prominent position as a champion of non-statutory but nonetheless very important social, environmental, educational, cultural and artistic initiatives by organisations and individuals from all walks of life.

2.2 Whilst there are huge reputational dividends to be reaped in this scenario, greater prominence will also invite greater scrutiny. The size of the City Corporation's grants regime provides an opportunity to showcase leadership, creativity and best practice. It also means that the City Corporation, more than ever, will need to avoid any potential perceptions that precious resources are spent in a way which is out of touch with the challenging environment. The City Corporation's overall grants package will be judged on the extent to which the corporate offer is clear, coherent and well-targeted, administered in an exemplary way, easy to navigate, customer-focussed and recognisably branded.

### 3. CITY OF LONDON CORPORATION GRANTS CHALLENGES

- 3.1 The vast majority of the City Corporation's grants are disbursed through the City Bridge Trust, which has clear and open systems and processes in place for managing disbursements. However, if a broader corporate perspective is taken in which the CBT is viewed as only one of a wider suite of grants programmes offered by the City Corporation, the following challenges become apparent:
  - i. Lack of clarity on what constitutes a grant: there is confusion about what constitutes a grant within the City Corporation, which arises partly because of the flexibility to finance such a wide range of initiatives from the City Fund. The term 'grant' has been applied to cover all payments (including a few contractual payments) whether requested from or initiated by the City Corporation as well as some internal budgetary transfers resulting from an internal bidding process (e.g. from the Policy Initiatives Fund). On other occasions, the term is much more restrictively used. Consequently there is no overview of the City Corporation's grants activities and no clear narrative which can be communicated.
  - ii. A large number of small, loosely focussed grants programmes: an idiosyncrasy resulting from the incremental accumulation of funds over a long period of time. Even though applying a standardised definition of a grant (e.g. as also used in the Government's Transparency Code) significantly reduces the range of payments which might fall under a loose 'catch-all' category, there remains a proliferation of grants programmes, many sharing overlapping and/or obsolete objectives, giving an overall impression of a lack of focus.
  - iii. Lack of a consistent 'City of London' identity for City Corporation grants: the City Corporation's grants programmes appear disconnected from each other, with little unifying public presentation or articulation of common purpose.
  - iv. Variable customer experience of the same service: a consequence of the fragmentation of grants programmes is that applicants do not have a consistent 'City of London' experience when engaging with the organisation on grants. For instance, only 5 out of a potential 15 City Corporation grant programmes (including wholly controlled City Corporation charitable programmes) are highlighted on the City Corporation website.
  - v. Variable management practice for the same functions: City Corporation's grant programmes are not managed in a consistent way and there is no overall benchmarking or standard setting for this function across the various programmes. The City Corporation has yet to comply with the Government's Transparency Code requirements for City Fund grants

- and the Charity Commission's best practice guidelines in respect of City Corporation-controlled charitable trusts are not consistently followed.
- vi. **No overall performance review:** another consequence of the lack of coherence between the City Corporation's grants programmes is that they are not assessed for performance or impact in relation to each other, which would facilitate the spreading of best practice, drive better value for money and more effective targeting, as well as enable stronger communication with stakeholders about the difference made by the City Corporation's grants.
- vii. **Unintended duplication:** The City Corporation's grants programmes are largely managed separately from each other, which means management functions are replicated across the organisation to varying degrees of rigour, best practice is generally not shared and potential efficiencies are not realised.
- viii. **Untested subsidy:** the staff costs of managing grants (e.g. administrative, accounting, audit and legal) are not attributed to or reclaimed from the relevant programmes. This is the case for both City Corporation corporate grants programmes and City Corporation-controlled charities, despite each of the latter having additional funds available for immediate disbursement.
- ix. Funding decisions which potentially cut across relevant service committee priorities: the lack of co-ordination between the City Corporation's various grants programmes results in some grants being made without due reference to the priorities of the appropriate service committee charged with setting a policy and investment framework for the activities covered by the grant. This occurs in grants made in relation to poverty relief, education and culture.
- x. Non-strategic resource allocation: the organic way in which the City Corporation's grants has evolved over the years has meant that no direction has ever been set either for the overall or relative levels of grant funding to be made available for specific themes. There is scope to set City's Cash and City Fund grant programmes in relation to the given amounts available for disbursement through the City Corporation's trusts to improve targeting of resources.

### 4. RISKS

4.1 The scenario outlined above throws up potential risks and missed opportunities for the City Corporation. The risks are mainly reputational – for example, stakeholder uncertainty over what grants can be applied for, how to deal with the City Corporation on grants and inconsistent treatment by the City Corporation across its various grants programmes. But there are also missed opportunities to proffer a powerful set of grants programmes which work strategically for the City Corporation as much as for the specific purposes of each programme, to achieve economies of scale, to share best practice and to publish a coherent narrative about the impact made across London by the City Corporation's extensive range of grants.

### 5. A MORE COHERENT FRAMEWORK?

5.1 If "establishing a clear and well-run set of grants programmes which speaks to the needs of Londoners and represents the priorities and heritage of the City Corporation" is the aspiration of the City Corporation, then a more consistent approach to managing grants is required. This

- would drive greater value from the City Corporation's extensive spending in this area, both in terms of reputation and material impact.
- 5.2 By reorganising how grants are managed into a more coherent policy framework, the City Corporation would be in a position to offer a more clearly defined and complementary suite of grants programmes, which reflects both the areas in which grants will be under acute pressure across London and the areas of investment in which City Corporation distinguishes itself from all others. Possible themes under which the City Corporation's grants could be brigaded might include:
  - Social inclusion and poverty relief
  - Educational and employment support
  - Enjoying open spaces and the natural environment
- Community development
- Accessing culture and the arts
- 5.3 Steps towards achieving a more consistent approach to grant making would involve adopting a number of core principles, would then lead to a set of more detailed choices and operational changes.

### 6. CORE PRINCIPLES: 7 STEPS TO SUCCESS

- i. **Set out a clear, corporate offer:** The City Corporation's grants programmes should be clearly differentiated and complementary, easy to communicate, easy to understand and easy to engage with.
- ii. Allocate resources strategically: Resource Allocation Sub Committee should set the annual quantum for all City's Cash and City Fund grants programmes prior to the start of each financial year according to their relative priority, taking advice from the relevant grant-giving committees and Finance Grants Sub Committee.
- iii. **Streamline governance:** Where a grants programme relates specifically to the remit of a particular committee, that committee should have responsibility for the policy and operation of the grants programme in order to ensure alignment between relevant policies and other investments. Other committees should avoid allocating funds to initiatives which cut across the remit of those grant giving committees. Finance Grants Sub Committee takes on a performance management role for all City Corporation grants programmes
- iv. **Establish a common identity and branding for City Corporation grants:** All grants programmes which are controlled by City Corporation should share a common corporate 'Identity', with consistent branding which identifies them as belonging to the City of London Corporation family of grants whether publicly, privately or charitably funded.
- v. **Provide a consistent 'City of London' customer experience**: All grants programmes should comply with the spirit of the Government's Transparency Code even where not legally required to do so, and charitable trusts should comply with the Charity Commissions' best practise guidelines. The handling of applications and the monitoring of spend should be consistent for all grants programmes and proportionate to the size of the award.
- vi. Review all City Corporation grants programmes in a consistent and proportionate way in relation to their spending, outcomes and risks, on the basis of a twice-yearly report to Finance Grants Sub Committee, Resource Allocation Sub Committee and appropriate Committees and boards of trustees.
- Manage City Corporation grants more effectively and more efficiently: Administrative and professional expertise should be consolidated wherever possible to provide economies of scale and assist the sharing of best practice. Staff costs (e.g. legal, finance and audit) should be recharged to grant programmes to avoid the City Corporation having to subsidise operations.

### 6.1 Timing: Implement agreed changes on 1 April 2016

The organisational adjustments which would flow from adopting the above recommendations would require approximately 9-12 months to put in place, assuming implementation starts as soon as the recommendations are agreed. For example, negotiation of changes to City Corporation charitable trusts with the Charity Commission would require 6 – 9 months.

### 6.2 Process: Draw up an action plan and task a project manager to drive progress

Once decisions have been taken about the preferred way forward, it is recommended that an implementation plan is drawn up, staff resource be made available to pursue it and progress reported to Members on a quarterly basis to maintain momentum.

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#### SBR GRANTS 2015: FINAL REPORT

#### **SUMMARY OF RECOMMENDATIONS**

Core Principles: 7 Steps to Success	Detailed Recommendations: Principles into Practice
1. Set out a clear corporate offer: City Corporation's grants programmes should be clearly differentiated and complementary, easy to communicate, easy to understand and easy to engage with.	<ul> <li>1.1 Be explicit about what is meant by a "grant" and adopt this single definition throughout the City Corporation.</li> <li>1.2 Classify payments as "grants" only if they are awards to external organisations or individuals to undertake an activity or produce an outcome which City Corporation is not required to do under statutory obligation or if they further the charitable objects of the charity from which the payment is made and if they are awarded as a result of an openly publicised and transparent process of prioritisation against clearly pre-defined objectives.</li> <li>1.3 Maintain accounting discipline for the coding and treatment of grants.</li> <li>1.4 Ensure that any ongoing discretionary City Fund payments to external bodies which have not been made as grants, or which do not arise from a legal obligation or which have not been formally commissioned or procured are compliant with procurement best practice and EU legislation</li> <li>1.5 Streamline the City of London Grants programming into consolidated themes which reflect the priorities of the City Corporation (for example: Education; Social Inclusion; Employment Support; Open Spaces and Culture/Arts)</li> <li>1.6 Merge smaller charities sharing similar purposes and consolidate other programmes as far as possible</li> <li>1.7 Formalise the de facto Open Spaces (City's Cash) programme so that the available funding becomes more clearly identifiable and accessible.</li> </ul>
2. Allocate resources strategically: Resource Allocation Sub Committee should set the annual quantum for all City's Cash and City Fund grants programmes prior to the start of each financial year according to their relative priority, taking advice from relevant grant-giving committees and Finance Grants Sub Committee.	2.1 Ensure Resource Allocation Sub Committee is able to consider a comprehensive report on performance across the full range of City Corporation Grants Programmes (i.e. publicly, privately and charitably funded) via Finance Grants Sub Committee early in Q4 of each financial year in order for it to take well informed decisions about setting City's Cash and City Fund allocations to corporate grants programmes for the following year.

Where a grants programme relates

specifically to the remit a particular

3.1 Agree that the proposed streamlined single poverty relief charity (if agreed) be accountable to the Community & Children's Services (CCS) Committee to maximise synergies with wider City Corporation investment in poverty relief arising from professionally identified social needs - moving away from a range of different governance arrangements for each of the 5 trusts.

**SBR GRANTS 2015: FINAL REPORT** 

- 3.2 Agree that the proposed new Open Spaces Grants programme (if agreed) be accountable to a new joint subcommittee of the various open spaces grand committees, rather than agreed on a request-by-request basis by each committee.
- committees should avoid allocating funds 3.3 Assign Finance Grants Sub Committee Grants Programme a more strategic performance management role, reviewing progress, outcomes and risks for all City Corporation grants programmes on a twice yearly basis and making recommendations to the relevant grants committees on relative performance issues.
  - Reallocate the current Finance Grants Sub Committee Grants Programme to a specific theme or themes, to be governed by whichever committee sets the appropriate policy and funding framework for that area.
  - 3.5 Transfer the City Educational Trust Fund from Finance Grants Sub Committee to either CCS Committee or the Education Board for allocation consistent with the most appropriate policy framework. Explore longer term merger with the Combined Education Charity.
  - 3.6 Explore transferring the Combined Education Charity from CCS Committee to the Education Board for allocation consistent with the most appropriate policy framework. Explore longer term merger with the City Educational Trust Fund.
  - 3.7 Transfer the current annual value of continuing payments from the Finance Grants Sub Committee grants programme to staff-related initiatives to the Establishment Committee for allocation in accordance with HR priorities.

4. Establish a common identity and branding for City Corporation grants:

All grants programmes which are controlled by City Corporation should share a common corporate 'identity', with a common branding which identifies them as belonging to the City Corporation family of grants – whether public, private or charitably funded.

- 4.1 Require all City Corporation grant recipients to carry City Corporation branding on any publicity relating to the funded activities as a condition of their grant.
- 4.2 Include branding assurance as part of the City Corporation grants monitoring process.

#### **SBR GRANTS 2015: FINAL REPORT**

## 5. Provide a consistent 'City of London' customer experience:

All grants programmes should comply with the spirit of the Government's Transparency Code, even where not legally required to do so, and charitable trusts should comply with the Charity Commission's best practice guidelines. The handling of applications and the monitoring of spend should be consistent for all grants programmes and proportionate to the size of the award.

- 5.1 Publish on the City Corporation's website the information for all grants programmes required in the Government's Transparency Code for grant-giving and Charity Commission's best practice guidelines.
- Publish on the City Corporation's website a summary of all City Corporation grants programmes and a link to key funding criteria and approvals process for each grants programme, key common assurance criteria against which grants will be monitored, key common service standards which grant applicants can expect from the Corporation, an on-line, interactive "expression of interest form" covering all programmes and an advice-line number / availability times for assistance.
- 5.3 Agree a set of common criteria for prioritisation of applications, due diligence assurance and monitoring procedures to be applied to small, medium sized and large grants (through City Bridge Trust and Finance Grants Sub Committees) following a cross-departmental officer-led initiative to harmonise and calibrate standards and operational practice.

# 6.Review all City Corporation grants programmes in a consistent and proportionate way:

All on the basis of a twice yearly report to Finance Grants Sub Committee, Resource Allocation Sub Committee and appropriate service committees and boards of trustees.

6.1 Ensure twice yearly performance review includes an assessment of compliance with any obligations under the Government's Transparency Code and Equality Act 2010 (legally required for City Fund grants budgeting and management) and assesses the performance of charitable trusts against Charity Commission best practice guidelines.

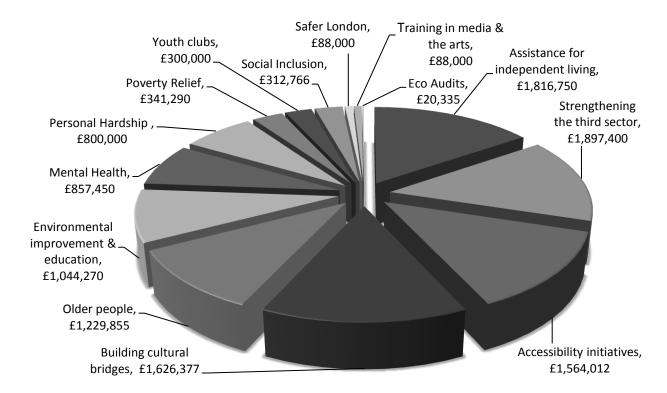
# 7. Manage City Corporation grants more efficiently and more effectively:

Administrative and professional expertise should be consolidated wherever possible to provide economies of scale and enable the sharing of best practice. Staff costs (such as legal, finance and audit) should be recharged to relevant programmes to avoid the City Corporation having to subsidise operations.

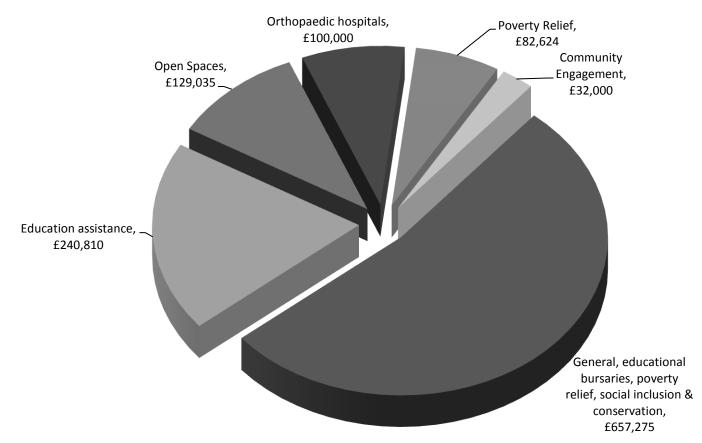
- 7.1 Agree that grants administrators for all City Corporation grants programmes (except in the case of Community & Children's Services grants) be co-located with the City Bridge Trust grants team, whilst remaining financed from and accountable to their sponsoring grants programmes and relevant committees.
- 7.2 Agree that the Chief Grants Officer maintain an overview of all City Corporation grants programmes in order to prepare a twice yearly performance report and that s/he should manage any staff co-located with the City Bridge Trust team in order to facilitate consistency of approach and harmonised service standards.
- 7.3 **Agree that designated finance and legal officers** (funded through the relevant programmes) be identified to ensure that knowledge and expertise is consistently and expertly applied to grants management.

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# City Bridge Trust 2013/14 Grants awarded: £11,986,505



# Other City Corporation Grants Programmes 2013/14 (see list overleaf) Grants awarded: £1,241,744



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#### **City Corporation Grants Programmes (other than City Bridge Trust)**

(excluding The Honourable The Irish Society, administered in Northern Ireland)

- 1. Finance Grants Sub Committee
- 2. Early Years Foundation Stage Programme
- 3. Community Small Grants Scheme
- 4. Estate Community Grants
- 5. City Educational Trust Fund
- 6. City Corporation Combined Education Charity
- 7. Sir William Coxen Trust Fund
- 8. The Vickers Dunfee Memorial Benevolent Fund
- 9. Emanuel Hospital
- 10. City of London Corporation Combined Relief of Poverty
- 11. Ada Lewis Winter Distress Fund
- 12. Mansion House Staff Fund
- 13. Signor Pasquale Favale's Marriage Portion Charity
- 14. Open Spaces de facto grants (incorporating: Epping Forest and City Commons, Hampstead Heath, Highgate Wood and Queen's Park, Kilburn)

## Agenda Item 7

Committee(s):	Date(s):				
Port Health and Environmental Services Committee	7 July 2015				
Subject: Signore Pasquale Favale Bequest - Risk Register 2015					
Report of:	Public				
Town Clerk					
Chamberlain	For Decision				

- 1. This report provides a key risks register for the Signore Pasquale Favale Bequest, which is attached at Annex B, for your review.
- 2. In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks.
- 3. Charities SORP requires that the registers are reviewed annually to ensure that existing risks are reconsidered and any new risks are identified.

#### **Review of Risks**

- 4. The method of assessing risk reflects the City of London's standard approach to risk assessment as set out in its Risk Management Strategy as approved by the Audit and Risk Management Committee. The section of the Strategy which explains how risks are assessed and scored is reproduced at Annex A of this report.
- 5. Each risk in the register has been considered by the responsible officer within the Corporation who is referred to as the 'Risk Owner'.

#### **Conclusions**

6. The various risks faced by the charity have been reviewed and Members are asked to confirm that the attached register satisfactorily sets out the key risks together with their potential impact and that appropriate measures are in place to mitigate the risks identified.

#### Recommendations

- 7. It is recommended that the register is reviewed to confirm that:
  - it satisfactorily sets out the risks faced by the charity; and
  - appropriate measures are in place to mitigate those risks.

#### **Contacts:**

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#### **City of London Risk Management Strategy**

#### **Assessing Risks**

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

The City of London Corporation uses a 4 point scale and the multiple of the likelihood and impact gives us the risk score, which is used to determine the risk profile. See the 'Risk Scoring' section below on how risks should be scored.

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

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

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

COL risk matrix

#### What the colours mean (as a guide):

Red (dark grey) - Urgent action required to reduce rating

Amber (light grey) - Action required to maintain or reduce rating

Green (mid grey) - Action required to maintain rating.

#### **Risk scoring**

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

#### **Definitions**

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

#### Risk scoring method

Risks are scored in terms of likelihood and impact

- → Risk should be scored by first determining how likely it is to occur (**Likelihood**)
- → It should then be rated according to the worst case scenario if it should arise (Impact).

#### Likelihood scoring guide

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

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

#### Impact scoring guide

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

		Minor	Serious	Major	Extreme
		1	2	4	8
	Service Delivery / Performance	Minor impact on service, typically up to 1 Day	Service Disruption 2-5 Days	Service Disruption > 1 week to 4 weeks	Service Disruption > 4 weeks
	Financial loss up to 5% Financial loss up to 6 of Budget	Financial loss up to 10% of Budget	Financial loss up to 20% of Budget	Financial loss up to 35% of Budget	
	Reputation Isolated service user/stakeholder complaints contained within business unit/division  Adverse local media coverage/multiple service user/stakeholder complaints	coverage/multiple service user/stakeholder	Adverse national media coverage 1-3 days	National publicity more than 3 days. Possible resignation of leading Member or Chief Officer.	
	Legal / Statutory	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	between £5,000 and	Litigation claim or fine between £50,000 and £500,000	Multiple civil or criminal suits. Litigation claim or fine in excess of £500,000
	Safety / Health	Minor incident including injury to one or more individuals	Significant Injury or illness causing short term disability to one or more person	Major injury or illness/disease causing long term disability to one or more person.	Fatality or life threatening illness / disease (e.g. Mesothelioma) to one or more persons
THREATS	Objectives	Failure to achieve Team plan objectives	Failure to achieve one or more service plan objective	Failure to achieve a Strategic plan objective	Failure to achieve a major corporate objective

#### Signore Pasquale Favale Bequest risks to be considered by the Port Health and Environmental Services Committee

Risk	56.	5		Current Risk		<b>5</b> , ,,,,		Target Risk				
No.	Risk (Short description)	Risk Owner	Committee	Existing Controls	Likelihood	Impact	Rating	Direction	Planned Actions	Likelihood	Impact	Rating
1	The income from investments in the Charities Pool may decline	Chamberlain	Environmental Services Committee	Fund is Managed by a professional Fund Manager. Annual Monitoring of Fund Manager's performance by the Chamberlain/Financial Investment Board. Forecast and monitoring of financial performance for early identification of insufficient resources by Chamberlain. Increase in rating is due to increase in the proportion of the Trusts's assets held in the Charities Pool.	Possible	Serious	А	1	Continue with current course of action	Possible	Serious	A
2	Investment income from cash balances reduces significantly.	Chamberlain	Environmental	Surplus cash invested with a carefully selected and regularly reviewed range of counterparties and across various time periods to maximise returns	Possible	Minor	G	$\leftrightarrow$	Continue with current course of action	Possible	Minor	G
3	Grants/awards/loans may be given for purposes not complying with charity's objectives	Town Clerk	Port Health and Environmental Services Committee	Trustees have their objectives before them when agreeing grants	Rare	Serious	G	$\leftrightarrow$	Continue with current course of action	Rare	Serious	G
4	Applicants for financial assistance do not disclose full details of their circumstances	Town Clerk	Environmental	Applicants are required to complete and sign application form and provide supporting evidence. Officers follow up obvious discrepancies when assessing the application.	Rare	Serious	G	$\leftrightarrow$	Continue with current course of action	Rare	Serious	G
5	Insufficient beneficiaries complying with the objects of the Trust	Town Clerk		Advertising, actively looking for beneficiaries. Widen objects of Trust if still insufficient beneficiaries.	Possible	Minor	G	$\leftrightarrow$	Continue with current course of action	Unlikely	Minor	G
6	The Charity lacks direction, strategy and forward planning	Chamberlain	Environmental	A strategic plan which sets out the key aims, objectives and policies, financial plans and budgets. Monitoring of financial and operational performance.	Unlikely	Serious	G	$\leftrightarrow$	Continue with current course of action	Rare	Serious	G
7	Conflicts of interest	Town Clerk	Port Health and Environmental Services Committee	Understanding of trust law. Protocol for disclosure of potential conflict of interest.	Rare	Serious	G	$\leftrightarrow$	Continue with current course of action	Rare	Serious	G
8	Loss of directly employed staff and/or support staff	Town Clerk		Documentation of systems, plans and projects. Training programmes.	Possible	Minor	G	$\leftrightarrow$	Continue with current course of action	Possible	Minor	G

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Committee(s):	Date(s):
Port Health and Environmental Services – For Decision	7 July 2015
Planning & Transportation – For Information	14 July 2015
Health and Wellbeing Board – For Information	18 September 2015
Subject:	
City of London Air Quality Strategy 2015 – 2020 (and update)	Public
Report of:	For Decision
Director of Markets and Consumer Protection	

#### **Summary**

The City of London Corporation published an Air Quality Strategy in 2011. The Strategy, approved by the Port Health and Environmental Services Committee (PHES) in March 2011, expires in 2015.

A draft air quality strategy for 2015 through to 2020 was presented to the PHES Committee in November 2014. It has since been subject to consultation. The consultation comments are appended to this report as Appendix 1, together with the action taken to address each comment. The final Air Quality Strategy is attached as Appendix 2.

The strategy fulfils the City of London's statutory obligation to assist the Government and Mayor of London to meet European Limit Values for nitrogen dioxide and fine particles ( $PM_{10}$ ). It also reflects the high priority placed on reducing the impact of air pollution on the health of residents and workers, as detailed in the City and Hackney Joint Strategic Needs Assessment.

#### Recommendations

I recommend that your Committee approves the attached Air Quality Strategy, subject to any comments received at your meeting.

#### **Main Report**

#### **Background**

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

- disease, lung cancer and respiratory disease. Children and the elderly are the most vulnerable.
- 2. Air quality targets are defined in European legislation as Limit Values. The UK Government has a duty to ensure that air quality in the UK meets the Limit Values.
- 3. The Limit Values have been adopted into domestic legislation by the UK government as air quality objectives. The City of London has a statutory duty to work towards the objectives. The Mayor of London has a legal obligation to ensure that the air quality objectives are met across London.
- 4. Despite a wide range of action taken to improve air quality, the objectives, and consequently Limit Values, for nitrogen dioxide continue to be breached across London. The European Commission (EC) has commenced legal proceedings against the UK for failing to comply with the nitrogen dioxide Limit Values by the prescribed date and failing to submit a credible plan outlining how the Limit Values will be met. Compliance with the annual average Limit Value for nitrogen dioxide in London, particularly central London, is proving to be very challenging. This is principally due to exhaust fumes from diesel vehicles.
- 5. It has been suggested by DEFRA that, following the Localism Act 2013, fines for failing to comply with the European Limit Value could be passed on to local authorities, who have not fulfilled their obligation to work towards air quality objectives. It is important, therefore, that the City has robust policies in place.
- 6. Following a Supreme Court ruling in April 2015, Defra is compiling a new Air Quality Plan to submit to the European Commission detailing how the limit values for nitrogen dioxide will be met in all areas across the United Kingdom, including London, as soon as possible. This report will be subject to public consultation and must be submitted to the European Commission by 31 December 2015.
- 7. On 1 June 2015 the Chairman of PHES and the Westminster City Council Cabinet Member for Sustainability and Parking sent a joint letter to the Secretary of State for the Environment, Food and Rural Affairs outlining the need for bold action to achieve the Limit Values. A copy of the letter is attached as Appendix 3
- 8. In addition to the statutory obligation to take action to improve air quality, the City Corporation also has responsibilities for improving public health. This was introduced by Health and Social Care Act 2012. Public Health England (PHE) has conducted a Health Impact Assessment of the effects of

- fine particles  $(PM_{2.5})$  on public health. PHE has ranked air pollution as the 5th out of 12 causes of mortality risk across London.
- 9. Air pollution is a real concern for City residents. During a public consultation event held by the City Corporation to identify issues which would form the priorities in the Joint Health and Wellbeing Strategy (JHWS), air quality was ranked as the third highest public health concern for City residents. As a consequence, the City of London JHWS has identified improving air quality as a key priority to improve the health and wellbeing of City residents and workers. The updated City Air Quality Strategy reflects this.

#### **Key Policies and Proposals**

- 10. The air quality strategy outlines air quality policy at the City from 2015 through to 2020. It builds upon actions contained within the 2011 air quality strategy. It fulfils the City Corporation's statutory responsibilities in relation to Local Air Quality Management. The strategy also outlines proposals for reducing the health impact of air pollution on residents and workers.
- 11. There are 60 actions contained within the strategy. The following action was added as a result of the consultation:
  - 'The City Corporation will ensure that all relevant Corporate strategies and polices will reflect the importance of improving local air quality and reducing exposure.'
- 12. Action is divided into ten key policy areas:
  - Air quality monitoring
  - Political influence and commitment
  - Working with the Mayor of London
  - Working with other external organisations
  - Reducing emissions from transport
  - Reducing emissions from new developments
  - Leading by example
  - Recognising and rewarding good practice

- Raising awareness
- Air quality and public health
- 13. It is recognised that the City Corporation cannot take action in isolation to improve air quality to an acceptable level in the Square Mile. Many measures contained within the strategy, therefore, are about influencing action by other organisations, both locally and across London.
- 14. The City Corporation is required to report on progress with each action contained within the strategy on an annual basis.

#### **Proposals**

15. I propose that, subject to comments received at your meeting, the attached air quality strategy is adopted.

#### **Financial Implications**

- 16. Project work contained within the strategy will be funded using the following sources: the Mayor's Air Quality Fund (MAQF), Department of Environment Food and Rural Affairs Air Quality Grant, Local Implementation Plan funding and Section 106.
- 17. The City Corporation has been in receipt of £280,000 over 3 years (2013 2016) for air quality improvement work in the Square Mile and a further £100,000 over 3 years to work with Bart's Health NHS Trust. A further application for grant funding from the Mayor's Air Quality Fund will be made this year to cover the time period 2016 -2020.

#### **Corporate and Strategic Implications**

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

#### **Consultees**

19. The draft air quality strategy has been subject to external and internal consultation and comments have been incorporated into the final strategy where appropriate.

#### Conclusion

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

#### **Background Papers:**

The City of London Air Quality Strategy 2011 - 2015.

#### **Appendix 1:**

Consultation comments and corresponding action

#### **Appendix 2:**

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

#### **Appendix 3:**

Copy of letter to Defra from the Chairman of PHES and Westminster City Council Cabinet Member for Sustainability and Parking.

#### **Contact:**

Ruth Calderwood 0207 332 1162 ruth.calderwood@cityoflondon.gov.uk

### **Appendix 1: Consultation comments and action**

Respondent	Comment	Action
Clean Air in	Measures to restrict and ban completely diesel vehicles and	Biomass is actively discouraged and
London	generators from the City of London by 2020 with an	this has proved very effective to date.
	intermediate step by early 2018. Other leading cities in Europe	There are actions in the strategy to look
	are already taking such steps. Please ensure that such measures	at alternatives to diesel generators.
	include specific actions and measurable targets. Biomass	Completely banning diesel vehicles
	burning must also be banned in the City of London.	would need to be considered very
		carefully and has not been included as
		a specific action in the strategy
		document at this time.
Clean Air in	More measures to encourage the take-up of ultra low emission	Options for encouraging ultra low
London	vehicles to balance the restrictions, measures and targets in	emission vehicles will be considered
	Point 1 above	with Defra, DfT, TfL, the GLA and
		neighbouring boroughs.
Clean Air in	Please ensure that areas where people are encouraged to spend	A public realm consultancy is working
London	their time are managed in a way that reduces their exposure to	on a report for the City Corporation
	air pollution. This is likely to become an increasing priority for	which looks at how the urban realm
	Public Health England, combined with air pollution warnings	can be designed to reduce exposure to
	and other steps. Pedestrianising Cheapside would be a good	pollution in the City.
	example. Please continue your excellent work with businesses	The work with the City business
	which is 'world leading' and the public e.g. City Air	community is ongoing.
Clean Air in	CAL is deeply concerned that the Mayor of London may be	The City Corporation is committed to
London	seeking to reduce the monitoring of air pollution in 'hotspots' as	air quality monitoring and will resist
	part of changes to Local Air Quality Management in London.	any proposals to reduce the amount of
	Please resist vigorously any such pressures.	monitoring that takes place.

Respondent	Comment	Action
Dearman	Regulation should recognise the impact of the emissions from	The City Corporation isn't the body
Engines	the whole vehicle rather than the primary powertrain alone (this	responsible for regulating vehicle
	is in relation to refrigeration vehicles).	emissions but this will be looked into,
		to see what options there may be.
Dearman	Strong support for the phasing out of standby generators that	The strategy includes an action to work
Engines	run solely on diesel". The use of diesel generators for backup	with businesses and developers to seek
	power in the City of London is out-dated when zero-emission	alternatives.
	alternatives exist.	
Dearman	Strong support for the development of "a policy on the use of	Stakeholders will be consulted when
Engines	standby generators for generating energy other than when	this is considered.
	electricity supplies are interrupted" Consult with stakeholders	
	in the backup power market during the creation of a policy on	
	standby generation.	
City of	There is little mention in the Draft strategy of the City's Air	Added to the strategy document.
London	Quality Management Area (AQMA) status, I understand this is	
Public Health	because it is explained at length in the 2011-2015 strategy but I	
	suggest AQMA status could do with a brief summary/update in	
G'. C	this draft.	
City of	I also think a more in depth justification as to why the	Added to the strategy document.
London	additional pm2.5 monitor is being placed at the Sir John Cass	
Public Health	school location rather than another location.	Th. C'. C
Transport for London	Taxi ranks are an important part of the transport network in	The City Corporation will liaise with TfL over this.
London	London and we would fully support more ranks being	TIL over this.
	appointed in the City of London in locations where these will be used by the public and taxi drivers.	
	be used by the public and taxi drivers.	

Respondent	Comment	Action
City of	Air quality monitoring shows that there has been very little	The forthcoming Freight Strategy will
London Dept.	improvement in the City's air quality since the 1990s. We	consider consolidation centres.
of Built	should be taking a more radical approach as we did in 1954 we	
Environment	were the first local authority to introduce a smokeless zone and	Other issues will be discussed with the
	in 1971 as the first to obtain powers to stop the burning of sulphurous fuel. This could include actions such as:	Dept of Built Environment.
	• consolidation centres to reduce the number of single item deliveries in the City	
	• changing the use of local distributer roads to minimise traffic	
	• progressive tightening of emissions limits for diesel vehicles using the City's roads	
	the provision of more taxi ranks alongside abolition of the practice of driving around plying for hire	
City of	The citizen science work is really interesting and should be	This level of detail on one project isn't
London Dept.	given more emphasis. Air quality monitoring through citizen	necessary for a strategy document – the
of Built	science or through more ubiquitous monitoring sensors perhaps	detailed report relating to the project
Environment	associated with street lighting could become an important	has been signposted.
	source of data by 2020.	Two portable NOx analysers will be
		purchased during 2015. These can be
		attached to lamp posts and will be
		moved around the City to measure
		pollution at different locations.

Respondent	Comment	Action
City of	The other element missing in the Strategy are details. For	A table with details about each action.
London Dept.	example there is a statement that practical solutions will be	together with timeframes and
of Built	funded through S106 and LIP funding but I couldn't see any	outcomes. has been included as an
Environment	further detail on what these practical solutions would be.	Appendix.
	Another example is the desire to move away from diesel in	
	Corporation vehicles, where possible, but there are no	
	timeframes, targets or monitoring elements through which this	
	objective would be achieved. You could consider including an	
	action plan to provide these details.	
City of	Also considering the significant contribution diesel fuel makes	This will be considered under traffic
London Dept	to air pollution in London I think solutions to this issue are	management policies.
of Built	underemphasised.	
Environment		
City of	Policy 2: should refer to the use of CIL, s106 and LIP funding	This has been included.
London Dept	as possible funding sources to deliver air quality improvements	
of Built		
Environment		
City of	Policy 7: should also refer to co-ordination of planning and	This has been included.
London Dept	other policy statements and strategies with the air quality	
of Built	strategy and making air quality a common thread running	
Environment	through the activities of the City Corporation	
City of	Section 2.2: final paragraph refers to further detail in the 2011	Appendix added
London Dept	Strategy. If the draft Strategy is intended as a replacement to	
of Built	the 2011 one, then this detail ought to be included in the	
Environment	current document, or attached as an appendix.	

Respondent	Comment	Action
City of	Section 4.2: working with the Mayor – there needs to be	This has been included.
London Dept	reference to the Mayor's Cycling Strategy and particularly his	
of Built	Cycle Superhighways programme, which will deliver a	
Environment	dedicated cycle route along Thames Street which could result	
	in lower motorised traffic and deliver improvements in air	
	quality.	
City of	Section 4.4. (and elsewhere) refers to employment of 350,000 –	This has been amended.
London Dept	the estimated current figure is approx. 400,000.	
of Built		
Environment		
City of	Section 4.4.3: could also refer to environmental improvements	This has been included.
London Dept	delivered around individual buildings through s106	
of Built	agreements, which can increase tree planting and improve	
Environment	urban greening.	
City of	Is there also a need to refer to Sustainable Drainage (including	This has been included.
London Dept	green roofs) – although designed to reduce rainwater run-off,	
of Built	they normally also have the effect of improving biodiversity	
Environment	and reducing pollution levels, through planting.	
Greater	Actions should include timelines for delivery, further details on	Included as an Appendix.
London	specific measures and outcomes.	
Authority		
Greater	The strategy refers to the proportion of emissions from taxis as	Explained in a footnote.
London	detailed in the 2011 Air Quality Strategy, but this is likely to be	
Authority	an overestimate as it was before the taxi age limit came into	
	force.	

Respondent	Comment	Action
Greater London Authority	It would strengthen the public health section if you were add that measures to improve air quality can have significant positive impacts on a range of Public Health Outcome Framework measures.	This has been included.
Greater London Authority	If air quality has been identified as a priority for the health and wellbeing board we would expect there to be a list of actions being implemented by the City's public health team using their ring fenced public health budget to tackle air quality.	City funds for implementing public health improvements are very limited as the formula is based on number of residents. Consequently no funding is available for air quality.
Greater London Authority	It would be beneficial if you could report your PHOF measure for PM2.5 and the scale of action required to bring this down to a safe level and then a set of actions for how you plan to deliver this improvement.	This has been included.
Greater London Authority	It would be good for the strategy to recognise that while NO2 is not a PHOF measure it has impacts on health independently of PM.	This has been included.
Greater London Authority	You haven't included any measures to reduce private car trips.	Existing Corporate policies already discourage private car trips. As their contribution to emissions in the Square Mile is relatively low, it isn't considered that the Air Quality Strategy needs to include actions to reduce private car trips further.

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Respondent	Comment	Action
Greater	You may wish to consider including taxi rank information	This will be considered.
London	within the City way finding system.	
Authority		

# City of London Air Quality Strategy 2015 – 2020





**June 2015** 

For further information contact:

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

#### **Foreword**

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



This air quality strategy outlines steps that we will take at the City of London Corporation between 2015 and 2020 to improve air quality in the Square Mile. It builds on actions contained within the

air quality in the Square Mile. It builds on actions contained within the City of London Air Quality Strategy 2011.

This document details how we will continue to fulfil our obligations for air quality management and how we will monitor the effectiveness of policies and measures that are introduced to reduce levels pollution. Since the original strategy was published, the City Corporation has taken on new responsibilities for public health, and the City Health and Wellbeing Board has taken an active interest in improving air quality. One of its key priorities is ensuring that City air is healthier to breathe. This strategy outlines how, in addition to implementing policies to improve local air quality, we will also take steps to reduce the impact of current levels of air pollution on public health.

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

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

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

Wendy Mead CC, Chairman of Port Health and Environmental Services Committee

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#### 1. Introduction

In March 2011, the City of London Corporation (City Corporation) published its Air Quality Strategy<sup>1</sup> outlining action that would be taken to improve local air quality until 2015. This Strategy supplements the 2011 Strategy, detailing further measures that will be taken by the City Corporation from 2015 up to 2020.

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

The aims of this strategy are:

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

<sup>&</sup>lt;sup>1</sup> City of London Air Quality Strategy 2011 – 2015 available at www.cityoflondon.gov.uk/air

#### 1.1 List of policies and actions

Key policies and actions that the City Corporation intends to progress are detailed below. Further information on each policy is included in the body of the document. Additional details on specific measures, timelines and anticipated outcomes are listed in Appendix 1. An annual progress report will be placed on the City Corporation website detailing progress with actions.

#### Policy 1: Air quality monitoring

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

#### Actions:

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

#### Policy 2: Political influence and commitment

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

- 6. The City Corporation will explore further options for joint action with politicians in neighbouring authorities.
- 7. The City Corporation will continue to place air quality as an important political priority and support local and London-wide action through its Supporting London Group, Port Health and Environmental Service Committee and Health and Wellbeing Board.

- 8. The City Corporation will consider options for using local legislation to help improve local air quality.
- 9. The City Corporation will make resources available through Community Infrastructure Levy, Section 106 and Local Implementation Plan funding to improve local air quality.
- 10. The City Corporation will ensure that all relevant Corporate strategies and polices will reflect the importance of improving local air quality and reducing exposure.

#### Policy 3: Working with the Mayor of London

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

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

#### Policy 4: Working with other external organisations

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

- 19. The City Corporation will continue to engage with businesses in the Square Mile under the CityAir programme. This will commence with businesses in the Barbican area with the support of local residents involved in the Citizen Science air quality monitoring programme.
- 20. The City Corporation will work with businesses in the Cheapside Business Improvement District to raise the profile of air quality and obtain support for action to reduce emissions associated with their activities.
- 21. The City Corporation will work with major City businesses to consider options for phasing out standby generators that run solely on diesel.
- 22. The City Corporation will work with Change London on their AirSensa project as a way of raising public awareness.
- 23. The City Corporation will continue to provide the Chair for the London Air Quality Steering Group and work with neighbouring boroughs as part of the Central London Air Quality Cluster Group.
- 24. The City Corporation will look for opportunities to support research into solutions for improving air quality and reducing exposure.
- 25. The City Corporation will further develop work with Bart's Health NHS Trust to reduce the impact of the trust on local air quality and raise awareness among vulnerable patients.

#### Policy 5: Reducing emissions from transport

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

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

#### Policy 6: Reducing emissions from new developments

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

- 33. Through the City of London Local Plan, developments that would result in deterioration of the City's nitrogen dioxide or PM<sub>10</sub> levels will be resisted.
- 34. The City Corporation will require an air quality assessment for developments adjacent to sensitive premises such as residential properties, Doctors' surgeries, schools and St. Bartholomew's Hospital.
- 35. The City Corporation will discourage the use of biomass and biofuels as a form of energy in new developments.
- 36. All gas boilers in commercial developments are required to have a NOx rating of <40mgNOx/kWh.
- 37. NOx emissions from combined heat and power (CHP) plant will be required to meet the emission limits in the GLA document 'Biomass and CHP emission standards' March 2013.
- 38. All new developments with > 1000m<sup>2</sup> floor space or >10 residential units will need to demonstrate that they are air quality neutral in line with the requirements of London Plan Policy 7.14. If the development is not air quality neutral, off-setting will be required. Guidance will be produced outlining suitable options for offsetting in the Square Mile.
- 39. The City Corporation will ensure that all boilers, generators and CHP plant are installed to ensure minimal impact on local air quality.
- 40. The City Corporation will develop a policy on the use of standby generators for generating energy other than when electricity supplies are interrupted.
- 41. The City Corporation will work with the construction and demolition industry to identify further opportunities of reducing emissions associated with building development.
- 42. The City Corporation will update its best practice guide on minimising emissions from construction and demolition regularly in order to reflect best practice. All companies employed in demolition, construction and street works that work in the Square Mile will be required to adhere to it.

# Policy 7: Leading by example

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

#### Actions:

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

# Policy 8: Recognising and rewarding good practice

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

### Actions:

- 47. The City Corporation will continue to run an annual Sustainable City Award for air quality.
- 48. The City Corporation will continue with its annual Considerate Contractors' Environment Award to encourage best practice and innovation in the industry.

### Policy 9: Raising awareness

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

- 49. The City Corporation will continue to work with schools to provide information on how to reduce the impact of air pollution on children's health.
- 50. The City Corporation will source funding for further greening at Sir John Cass primary school.

- 51. The City Corporation will continue to work with residents in the Square Mile to raise awareness of air quality.
- 52. The City Corporation will develop a general communications strategy to inform people of action they can take to reduce exposure to air pollution.
- 53. The City Corporation will continue to support City businesses at events to raise the profile of air quality and provide information for reducing exposure.
- 54. The City Corporation will continue to promote and develop the CityAir Smart Phone App with and CityAirApp.com web site.

### Policy 10: Air quality and public health

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

- 55. The City of London will install a PM<sub>2.5</sub> monitor at Sir John Cass School during 2015 and assess the data for its impact on health.
- 56. The City Corporation will identify exposure hotspots with high footfall and high concentrations.
- 57. The City of London will ensure that measures implemented to reduce emissions of NO<sub>2</sub> and PM<sub>10</sub> will also lead to a reduction in emissions of PM<sub>2.5</sub>.
- 58. The City of London will continue to explore ways to reduce exposure of the population to air pollution.
- 59. The City will look at ways to extend the message about poor air quality on days of high pollution.
- 60. As City Corporation Area Strategies are reviewed they will be assessed for public exposure to air pollution and measures taken to reduce exposure where practical.

# 2. Background

Despite the implementation of a wide range of action by the City Corporation, and the Greater London Authority (GLA), to improve air quality, the health based limits for nitrogen dioxide are not being met in the Square Mile. The limit for fine particles (PM<sub>10</sub>) is generally met in the City, except along Upper and Lower Thames Street. This road carries a lot of though traffic and is a street canyon so pollution can get trapped at street level and is not rapidly dispersed. Section 3 of this document presents data from air quality monitoring stations in the Square Mile from 1999 to 2014 and demonstrates how the data compares to the health based limits. The City of London was declared an Air Quality Management Area (AQMA) in January 2001 for nitrogen dioxide and small particles (PM<sub>10</sub>) and remains an AQMA for these two pollutants today.

# 2.1 Legal position

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

The annual average limit value for nitrogen dioxide is  $40\mu g/m^3$ . It is not being met across London. It is also not being met in a number of other large cities across the UK. As a result, in February 2014, the European Commission launched legal proceedings against the UK for its failure to meet this limit value, and submit a credible plan outlining how the limit value would be met by the extended date of 1 January  $2015^2$ . There is also an hourly-average limit value for nitrogen dioxide. This hourly average value is not being met in central London adjacent to busy roads, including some roads in the City of London.

The annual average limit value for  $PM_{10}$  has been set at 40  $\mu g/m^3$ . This is largely met everywhere across the United Kingdom. However, small particles have health impacts even at very low concentrations and a threshold has not been identified below which no damage to health is observed. Consequently, the World Health Organisation has set a guideline level for annual average  $PM_{10}$  of 20  $\mu g/m^3$ .

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<sup>&</sup>lt;sup>2</sup> http://europa.eu/rapid/press-release\_IP-14-154\_en.htm

Similarly, the European Union has set the annual average limit value for PM<sub>2.5</sub> at  $25 \mu g/m^3$ , but the World Health Organisation has set a guideline level of  $10 \mu g/m^3$ .

# 2.2 Source of pollution

The quality of the air in the Square Mile is affected by a number of factors. Being at the heart of London, it is heavily influenced by emissions generated across Greater London and further afield. Up to 80% of the particulate pollution measured away from busy roads has come from outside of the City. This highlights the importance of London-wide action to support the local action being taken by the City Corporation. Under certain weather conditions small particles can be brought to London from the European continent, and even from as far afield as Africa. This occurred in April 2014 during what was referred to as the 'Saharan dust' pollution episode, when very high levels of tiny particles affected the whole of London and the south-east. A similar pollution incident occurred in March 2015.

Looking at sources generated within the City itself, the main contributor to local air pollution is road traffic. Diesel vehicles, in particular taxis, buses and vans contribute the largest proportion. Offices make up over 70% of all buildings in the Square Mile and many of the vehicles in the City are servicing business needs. Pollution from heating buildings and from demolition and construction sites also impacts on local air quality. Further detail on sources of air pollution can be found in Appendix 2.

## 2.3 Health impacts of air pollution

Exposure to air pollution has a range of impacts on health. Short term exposure mainly affects people who are already classed as 'vulnerable'. It can exacerbate asthma, affect lung function and lead to an increase in hospital admissions for people with respiratory and cardio-vascular conditions. Long-term exposure on the other hand affects the whole population, particularly the long-term exposure to fine particles,  $PM_{10}$  and  $PM_{2.5}$ .

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

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

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

There has been a great deal of research into the health impacts of air pollution. An independent investigation, commissioned by the Greater London Authority, into the mortality impacts of particulate air pollution, suggests that over 4,000 people in London have their lives cut short each year due to poor air quality<sup>3</sup>. The City Corporation published a report in 2014 summarising the most recent research papers on the health impacts of different pollutants. The report is available on the City Corporation web site<sup>4</sup>.

Since April 2013, the City Corporation, like other local authorities across the UK, has had a responsibility for improving public health. This was introduced by the Health and Social Care Act 2012. The City Corporation has recognised that reducing the impact of poor air quality on the health of residents, workers and visitors is important and as a consequence has placed this as a high priority in its public health work plan. Section 5 of this strategy details how the City Corporation is taking this forward.

<sup>&</sup>lt;sup>3</sup> Dr Brian G Miller Institute of Occupational Medicine. Report on estimation of mortality impacts of particulate air pollution. Consulting report P951-001. June 2010

<sup>&</sup>lt;sup>4</sup> www.cityoflondon.gov.uk/air

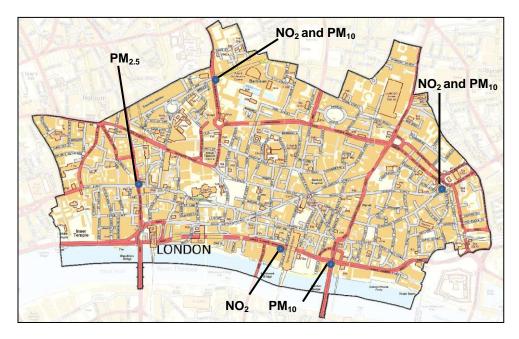
# 3. What is the air quality like in the City?

The City Corporation has been monitoring air quality for a number of years at a range of roadside and background locations across the Square Mile. The focus is on nitrogen dioxide,  $PM_{10}$  and  $PM_{2.5}$  as these are the pollutants of concern.

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

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

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



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Figure 3.1: Location of continuous monitoring stations

# 3.1 Nitrogen dioxide

## 3.1.1 Monitoring data

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

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

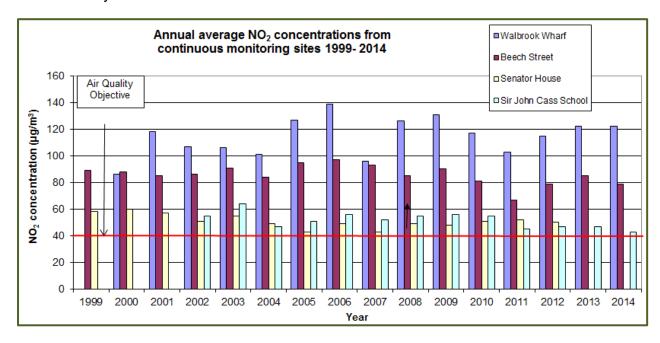


Figure 3.2: Annual Average Nitrogen Dioxide 1999 to 2014

#### 3.1.2 Modelled concentrations

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

Figure 3.3 shows modelled concentrations across the City for 2015 using data from the 2008 London Atmospheric Emissions Inventory. This is administered by the Greater London Authority. The limit value for annual average nitrogen dioxide is  $40\mu g/m^3$  and the computer model predicts that this is not being met anywhere. Concentrations of nitrogen dioxide adjacent to busy roads and junctions can be three times that experienced in the City away from such roads.

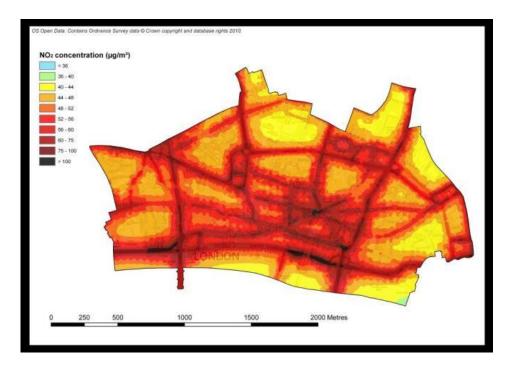


Figure 3.3: Modelled concentrations of annual average nitrogen dioxide, 2015

# 3.2 Small particles (PM<sub>10</sub>)

# 3.2.1 Monitoring data

Annual average concentrations of  $PM_{10}$  tend to meet the 40  $\mu g/m^3$  objective everywhere. However the City Corporation monitoring station on Upper Thames Street recorded a breach in 2013 due to a number of 'pollution incidents' caused by air from outside the capital adding to locally generated pollution. In 2013 there were eight 'pollution incidents' of high  $PM_{10}$  totalling 31 days. These had an impact on both the 24-hour average objective, and the annual average, as can be seen in figures 3.4 and 3.5.

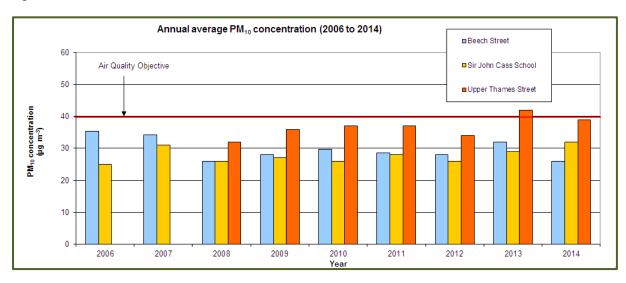


Figure 3.4 Annual Average PM<sub>10</sub> Concentrations 2006 to 2014

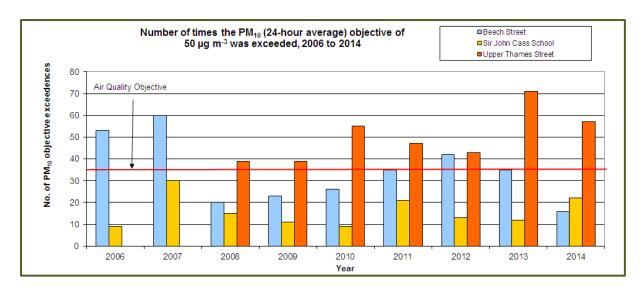


Figure 3.5: Number of days the 24-hour limit was breached 2006 to 2014

### 3.2.1 Modelled concentrations

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

Figure 3.6 shows the modelled number of days that the PM<sub>10</sub> daily average level is likely to be exceeded in 2015. The limit is set at 35 days and the map reveals that this could be breached in just a small area along Victoria Embankment.

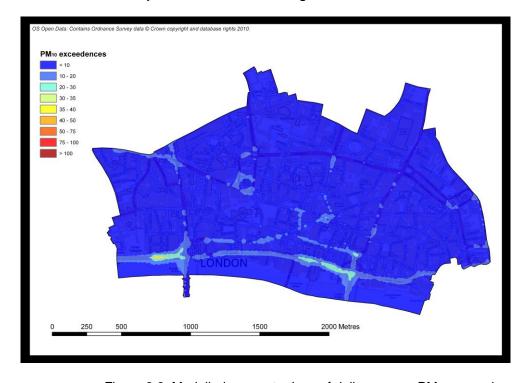


Figure 3.6: Modelled concentrations of daily average PM<sub>10</sub> exceedences, 2015

# 3.3 Fine particles PM<sub>2.5</sub>

#### 3.3.1 Monitored data

PM<sub>2.5</sub> is measured in Farringdon Street. Table 1 shows the annual average PM<sub>2.5</sub> in this area for 2011 - 2014.

Annual Mean Concentration of PM <sub>2.5</sub> (µg/m <sup>3</sup> )			
2011	2012	2013	2014
29	30	27	26

Table 1: Annual Average PM<sub>2.5</sub>

#### 3.3.2 Modelled concentrations

Modelled concentrations of annual average  $PM_{2.5}$  reveal that levels across the City in 2015 should be below the annual average limit value of  $25\mu g/m^3$  with the possible exception of the City's busiest road Victoria Embankment / Upper and Lower Thames Street, see figure 3.7. However, the monitored data suggests that concentrations may be higher than the computer modelling data so the City Corporation will be installing an additional  $PM_{2.5}$  analyser during 2015 to check concentrations in an alternative location in the City. The analyser will be installed in the playground of Sir John Cass Primary school as children are particularly susceptible to the effects of poor air quality and the site offers a good background location with an existing  $PM_{10}$  monitor.



Figure 3.7 Modelled concentrations of annual average PM2.5, 2015

# Policy 1: Air quality monitoring

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

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

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

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

#### 4.1 Political influence and commitment

### 4.1.1 Corporate Plan

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

### A. Supporting London Group

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

#### B. Port Health and Environmental Services Committee

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

#### C. Health and Wellbeing Board

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

### 4.1.2 Corporate Strategies and Policies

The City Corporation has many policies and strategies outlining how key functions are to be delivered. Measures to improve air quality and reduce exposure are incorporated where appropriate. Examples of key policy areas that include air quality policy are: the Core Strategy; Local Implementation Plan; City Tree Strategy; Open Spaces Strategy; Health and Wellbeing Strategy and a number of Environmental

Enhancement Strategies. All current strategies are available on the City of London web site.

## 4.1.3 Other action

The City Corporation has been taking action to try and influence air quality policy across London:

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



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

- In November 2014, the City Corporation hosted an air quality breakfast seminar for London borough politicians to determine whether there is common ground between London boroughs and the City Corporation on some areas of air quality policy.
- In June 2015 the City Corporation, together with Westminster City Council, wrote to the Secretary of State for the Environment Food and Rural Affairs urging focused action and support for robust air quality plans to meet air quality limit values across London as soon as possible.

### Policy 2: Political influence and commitment

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

- 6. The City Corporation will explore further options for joint action with politicians in neighbouring authorities.
- 7. The City Corporation will continue to place air quality as an important political priority and support local and London-wide action through its Supporting London Group, Port Health and Environmental Service Committee and Health and Wellbeing Board.
- 8. The City Corporation will consider options for using local legislation to help improve local air quality.
- 9. The City Corporation will make resources available through CIL, S106 and LIP funding to improve local air quality.
- 10. The City Corporation will ensure that all relevant Corporate strategies and polices will reflect the importance of improving local air quality and reducing exposure.

# 4.2 Working with the Mayor of London

## 4.2.1 Mayor's Air Quality Strategy

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

A great deal of action has been focussed on road traffic such as the London-wide Low Emission Zone, a 15 year age limit for black taxi cabs, a 10 year age limit for Private Hire Vehicles and the roll out of a cleaner bus fleet. Non-traffic measures include the requirement for new developments to



be 'air quality neutral' as detailed in the London Plan, emission standards for boiler systems and construction plant and the improving the energy efficiency of London homes.

## 4.2.2 Transport Emissions Roadmap

The Mayor published a Transport Emissions Roadmap in September 2014<sup>5</sup>. The document outlines all the measures being taken by the Mayor to reduce emissions from transport across London. It also lists ten areas that will be considered to help London achieve compliance with the EU limit values for nitrogen dioxide by 2020 and 2025. The document highlights that the measures will need to be developed to understand their feasibility, impact and funding requirements:

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

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 $<sup>^{5}\ \</sup>underline{www.tfl.gov.uk/cdn/static/cms/documents/transport-emissions-roadmap.pdf}$ 

#### 4.2.2.1 Ultra Low Emission Zone

An Ultra-Low Emission Zone will be introduced in central London in September 2020. Vehicles travelling in the existing Congestion Charge Zone will be required to meet new emission standards 24 hours a day, seven days a week, or pay a daily charge. In addition, from January 2018, all new taxis and all private hire vehicles less than eighteen months old presented for licensing in the capital for the first time will need to be 'zero emission capable'. The full ULEZ package is expected to halve emissions of nitrogen oxides (NOx) and particulate matter (PM<sub>10</sub>) from vehicle exhausts in central London. The City Corporation is within the zone and will consider the impact of the scheme on air quality in the Square Mile.

# 4.2.3 The Mayor's Vision for Cycling in London

The Mayor of London has proposed several measures for increasing the amount of journeys made by bike in London in his vision for cycling in London<sup>6</sup>. The aim is to have a network of high capacity joined up cycle routes. The North-South and East-West cycle superhighways will run directly through the City. The highways will result in a significant reduction in the amount of traffic on key City routes: Farringdon Street, New Bridge Street to Blackfriars Junction and Tower Hill, Byward Street, Lower and Upper and Thames Street to Victoria Embankment. Air quality is monitored on these routes by the City Corporation which will enable a detailed assessment to be made of the impact on local air quality.

### 4.2.4 Air Quality Focus Areas

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

The criteria used by TfL to determine air quality focus areas are available on the Greater London Authority web site<sup>7</sup>.

<sup>&</sup>lt;sup>6</sup> The Mayors Vision for Cycling in London, an Olympic Legacy for all Londoners March 2013

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

### 4.2.5 Mayor's Air Quality Fund

In February 2013 the Mayor of London announced the new Mayor's Air Quality Fund (MAQF). The fund has provided match-funding for London local authorities and partners for innovative schemes and projects designed to improve air quality. Six million pounds of funding was made available from 2013/14 to 2015/16, with a further £6 million, plus £2 million for Low Emission Neighbourhoods, for the following three years.

The City Corporation was awarded £280,000 from the Mayor's Air Quality Fund for air quality improvement work in the City for 2013/14 to 2015/16. A further £100,000, over the three years, was awarded as part of a joint project with Bart's Health NHS Trust and the London Boroughs of Newham, Tower Hamlets and Waltham Forest.

London local authorities are required to work towards achieving a set of criteria in order to be eligible for funding from the MAQF. Meeting these criteria will lead to London Boroughs being designated a 'Clean Air Borough' by the GLA.

## 4.2.5 Local Air Quality Management Review

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

### Policy 3: Working with the Mayor of London

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

- 11. The City Corporation will continue to liaise with Greater London Authority and Transport for London over additional action to reduce emissions from buses and taxis.
- 12. The City Corporation will consider options for supporting the adoption of zero emission capable taxis across London.
- 13. The City Corporation will apply for further funding from the Mayor's Air Quality Fund as the opportunity arises.
- 14. The City Corporation will support the GLA with the introduction of the Ultra Low Emission Zone.
- 15. The City Corporation will define local air quality focus areas, to complement the GLA air quality focus areas, and develop specific plans to improve air quality and reduce exposure in these areas.

- 16. Once the implications on air quality of the Mayor of London's key proposals are known the City Corporation will model air quality to 2020 to establish what additional action is required to meet the air quality limit values across the Square Mile.
- 17. The City Corporation will work with the Greater London Authority on a review of Local Air Quality Management (the local government air quality regulatory framework) for London.
- 18. The City Corporation will aim to become a Mayor of London designated Clean Air Borough as soon as possible.

# 4.3 Working with other external organisations

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

# 4.3.1 Business engagement

The City Corporation has engaged with the City business community to get their help to improve air quality and raising staff awareness through the CityAir programme.

Over 50 premises have been engaged to date, which represents over 40,000 employees. Best

practice guidance has been produced with City businesses and is available on the City Corporation web site.

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

In March 2014, 18 City businesses formally pledged their commitment to taking action to help to improve local air quality by becoming business air quality champions.





#### 4.3.2 Bart's Health NHS Trust

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



clinical staff to give out appropriate advice to vulnerable patients. Green infrastructure will also be installed at the Bart's sites and the Trust will be reducing emissions from its own transport.

# 4.3.3 London Air Quality Steering Group

The London Air Quality Steering group was established to direct and influence strategic air quality policy across London. Members include London Boroughs, the

Environment Agency, Greater London Authority, Transport for London and London Councils. The City Corporation provides the Chairman for this group. The City Corporation also works with seven neighbouring authorities as part of the Central London Air Quality Cluster Group.

#### 4.3.4 London Universities

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

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

### 4.3.5 Change London

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

## Policy 4: Working with other external organisations

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

- 19. The City Corporation will continue to engage with businesses in the Square Mile under the CityAir programme. This will commence with businesses in the Barbican area with the support of local residents involved in the Citizen Science air quality monitoring programme.
- 20. The City Corporation will work with businesses in the Cheapside Business Improvement District to raise the profile of air quality and obtain support for action to reduce emissions associated with their activities.
- 21. The City Corporation will work with major City businesses to consider options for phasing out standby generators that run solely on diesel.

- 22. The City Corporation will work with Change London on their AirSensa project as a way of raising public awareness.
- 23. The City Corporation will continue to provide the Chair for the London Air Quality Steering Group and work with neighbouring boroughs as part of the Central London Air Quality Cluster Group.
- 24. The City Corporation will look for opportunities to support research into solutions for improving air quality and reducing exposure.
- 25. The City Corporation will further develop work with Bart's Health NHS Trust to reduce the impact of the Trust on local air quality and raise awareness among vulnerable patients.

# 4.4 Reducing emissions from transport

The City of London Air Quality Strategy 2011 details that over 75% of local emissions of  $PM_{10}$ , and 67% of local emissions of NOx, comes from road vehicles. There is a high level of pedestrian movement in the City. Many business journeys are made on foot, and journeys to the City using other forms of transport completed on foot.

Approximately 400,000 people commute to the Square Mile during the working week, nearly 90% of these by public transport, with only 6% by private car. Car ownership among City residents (38%) is the lowest of any local authority area in the United Kingdom. There has been a significant increase in cycling as a mode of travel

in central London, including the City. The City Corporation is implementing appropriate changes to road layouts and public realm enhancement schemes to create safe and efficient cycling routes and greater space for pedestrians.

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



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

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

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

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

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

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

# 4.4.1 20mph

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

Air quality improvement was an important consideration in the decision. A 20mph speed restriction should help to improve traffic flow and reduce stop / start conditions. This in turn should reduce the amount of particulate pollution associated with traffic. Imperial College London conducted a study into the potential impact on local air quality of a 20mph speed restriction. A copy of this report is available on the City of London web site<sup>8</sup>





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

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<sup>&</sup>lt;sup>8</sup> www.cityoflondon.gov.uk/air

## 4.4.2 Cyclists

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

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

#### 4.4.3 Pedestrians

Most people move around the City by foot. In the working week there is a great deal of demand for pedestrian space. 400,000 people commute into the City daily and this is expected to increase to 428,000 by 2026. This is due to the introduction of more office space and also Crossrail, which is anticipated to bring more people into the Square Mile. The City Corporation is introducing a number of schemes designed to improve conditions for pedestrians.

The City has developed 16 Area Enhancement Strategies which are designed to improve the streets and public spaces in the Square Mile. Environmental improvements are also delivered around individual buildings through s106 planning agreements, which include tree planting and urban greening.

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

### **4.4.4 Taxis**

Hackney carriages (black taxi cabs) make up 25.8% of the traffic flow in the City of London between 0700 and 1900 hours<sup>9</sup>. The 2011 Air Quality Strategy<sup>10</sup> reveals that they contribute around 50% of local vehicle related  $PM_{10}$  and 24% oxides of nitrogen  $(NO_x)^{11}$ .

Transport for London is the regulatory authority for the appointment and regulation of Taxi drivers. TfL is also responsible for the authorisation of all taxi ranks and taxi rest bays in London excluding the City of London, where it is the responsibility of the

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<sup>&</sup>lt;sup>9</sup> 2010 Traffic Composition Survey, JMP Consultants Ltd for the City of London

<sup>10</sup> www.cityoflondon.gov.uk/air

<sup>&</sup>lt;sup>11</sup> The proportion of emissions from taxis should be lower than these figures suggest due to the Mayor of London's taxi age limit. However, updated data is not available at the time of writing this document

Commissioner of Police for the City of London. There are 32 taxi ranks in the City of London, providing 128 spaces.

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

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

In addition to installing new taxi ranks and publicising their location, the City Corporation has appointed Living Streets to run a project called Fare Mile aimed at encouraging workers in the City to walk short journeys rather than use a taxi<sup>12</sup> The project is a pilot and if it is deemed to be successful it will be extended, subject to funding.



### 4.4.5 Freight

Freight vehicles i.e. those involved in the delivery of goods and services, account for around 20% of the traffic in the Square Mile. Around 24% of PM<sub>10</sub> and 33% of NOx emissions associated with traffic is from the movement of freight in the City. The City Corporation is developing a sustainable City Freight Strategy which will complement and sit within the context of the Transport for London



forthcoming London wide Freight Plan. The City Freight Strategy will include opportunities for reducing emissions associated with delivering goods.

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<sup>12</sup> http://www.faremile.org.uk/

#### 4.4.6 Road schemes

Changes are currently being made to Aldgate Gyratory, which includes the installation of a public space. The road design with the most positive benefit on improving air quality at Sir John Cass Primary School is being implemented. Bank junction is also being redesigned and a key objective is to reduce local levels of pollution by reducing the number of motorised vehicles using the area.

#### 4.4.7 Enforcement

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

Coach Drivers

Please turn your engine off when dropping off and picking up passengers

have been targeted by delivering letters by hand to all businesses in the area asking them to ensure drivers of delivery vehicles turn their engines off. Other drivers are approached as officers see them as they walk around the City.

Signs asking drivers to turn engines off have been erected in areas of concern in the City. These have proved to be effective in most locations. Civil Enforcement Officers speak to drivers who leave their engines running unnecessarily and ask them to turn them off. The City Corporation has also commenced Cleaner Air Action Days where a team of Air Quality Wardens speak to drivers who leave engines running unnecessarily with a view to changing behaviour over the long term.

### 4.4.8 Beech Street

Beech Street is an enclosed road (tunnel) near the Barbican centre. It is used by over 8,000 pedestrians during the working week day (7am – 7pm) and a similar number of motorised vehicles. Taxis are the most common motorised vehicle type using the road. As the



road is enclosed, levels of pollution emitted by vehicles can build up as they take longer to be dispersed. The road is washed to keep it clean and a programme of additional street washing was introduced to see if it had an impact on level of fine particles in the tunnel. It was found to be effective, so has been continued.

# Policy 5: Reducing emissions from transport

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

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

# 4.5 Reducing emissions from new developments

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

## 4.5.1 Planning policy

The City of London Local Plan Policy CS15 Sustainable development and climate change requires new developments to:

'positively address local air quality', particularly nitrogen dioxide and particulates PM<sub>10</sub> (the City's Air Quality Management Area Pollutants)

Local Plan development management policy DM 15.6: Air Quality provides further detail on this, and details the following:

- Developers must consider the impact their proposals have on air quality and
  where appropriate provide an air quality impact assessment. Air quality impact
  assessments will be required for developments adjacent to sensitive premises
  such as schools, hospitals and residential areas. Assessments will also be
  required if there is a proposal to use biomass or biofuel as a source of energy.
- Development that would result in deterioration of the City's nitrogen dioxide or PM<sub>10</sub> levels will be resisted. The City Corporation discourages the use of biomass as a source of fuel due to the level of particulates emitted compared to gas. It also requires low NOx emission gas boilers and low NOx combined heat and power (CHP) technology. The City Corporation has developed a short guide for minimising emissions from combined heat and power plant and standby generators.
- Construction and deconstruction, and the transport of construction materials and waste, must be carried out in such a way as to minimise air quality impacts.

Further policies that promote air quality improvement include Local Plan Policy CS16: Public Transport, Streets and Walkways. This policy:

- Encourages the use of public transport and active transport such as walking & cycling and river transport.
- Promotes a reduction in vehicle emissions through the use of traffic management, electric charging points and transport assessments associated with development.

Associated development management policies provide further guidance on the implementation of these strategic aims including:

- Policy DM 16.2 Pedestrian movement, this policy ensures a suitable environment to encourage walking.
- Policy DM 16.3 The provision of on-site cycle parking supports people who cycle into the City.
- Policy DM 16.4 Facilities to encourage active travel, such as walking, cycling and running must be provided in new developments.
- Policy DM 16.5 Parking and servicing standards allows for minimal car parking space associated with all new developments. This discourages people from driving into the City.
- Policy DM 16.8 River transport encourages the use of the river in order to reduce road transport of people and goods.

Policy CS19 Open Spaces and Recreation encourages greening on new developments, particularly green roofs. A case study detailing some of the green roofs in the City is available on the City Corporation web site<sup>13</sup>. The City is also home to some substantial green walls for example New Street Square and 20 Fenchurch Street. The City's requirements for sustainable drainage to reduce rainwater runoff can also help with local air quality through enhanced greening.

The City Corporation has published Supplementary Planning Documents for Open Spaces<sup>14</sup> and Trees<sup>15</sup> in the City and these take into account the local impact on air quality.

#### 4.5.2 Construction and demolition

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



<sup>&</sup>lt;sup>13</sup> http://www.cityoflondon.gov.uk/services/environment-and-planning/planning/heritage-and-design/Documents/Green-roof-case-studies-28Nov11.pdf

<sup>&</sup>lt;sup>14</sup> <a href="http://www.cityoflondon.gov.uk/services/environment-and-planning/planning/heritage-and-design/Documents/open-space-strategy-spd-2015.pdf">http://www.cityoflondon.gov.uk/services/environment-and-planning/planning/heritage-and-design/Documents/open-space-strategy-spd-2015.pdf</a>

<sup>&</sup>lt;sup>15</sup> http://www.cityoflondon.gov.uk/services/environment-and-planning/planning/heritage-and-design/Documents/Tree-Strat-Part-1-Complete.pdf

Minimising emissions to air is integral to the City Corporation code of practice. The guidance, which is available on the City Corporation web site, reflects the best

practice guidance issued by the Mayor of London: The Control of Dust and Emissions from Demolition and Construction<sup>16</sup>. The City of London Code of Practice is updated regularly to reflect best practice in the industry and is now in its 7th edition. There are regular checks on all large construction sites to ensure that they adhere to the code.

Despite this, there are still significant emissions associated with the construction industry, particularly the use of non-road mobile machinery on site. The City



Corporation has started to look at ways that emissions from non-road mobile machinery can be reduced.

# 4.5.3 Chimneys

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

# Policy 6: Reducing emissions from new developments

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

- 33. Through the City of London Local Plan, developments that would result in deterioration of the City's nitrogen dioxide or PM<sub>10</sub> levels will be resisted.
- 34. The City Corporation will require an air quality assessment for developments adjacent to sensitive premises such as residential properties, Doctors' surgeries, schools and St. Bartholomew's Hospital.
- 35. The City Corporation will discourage the use of biomass and biofuels as a form of energy in new developments.
- 36. All gas boilers in commercial developments are required to have a NOx rating of <40mgNOx/kWh.

 $<sup>{\</sup>color{blue} {}^{16}} \, \underline{\text{https://www.london.gov.uk/priorities/environment/clearing-londons-air/useful-documents}}$ 

- 37. NOx emissions from combined heat and power (CHP) plant will be required to meet the emission limits in the GLA document 'Biomass and CHP emission standards' March 2013.
- 38. All new developments with > 1000m<sup>2</sup> floor space or >10 residential units will need to demonstrate that they are air quality neutral in line with the requirements of London Plan Policy 7.14. If the development is not air quality neutral, off-setting will be required. Guidance will be produced outlining suitable options for offsetting in the Square Mile.
- 39. The City Corporation will ensure that all boilers, generators and CHP plant are installed to ensure minimal impact on local air quality.
- 40. The City Corporation will develop a policy on the use of standby generators for generating energy other than when electricity supplies are interrupted.
- 41. The City Corporation will work with the construction and demolition industry to identify further opportunities of reducing emissions associated with building development.
- 42. The City Corporation will update its best practice guide on minimising emissions from construction and demolition regularly in order to reflect best practice. All companies employed in demolition, construction and street works that work in the Square Mile will be required to adhere to it.

# 4.6 Leading by example

### 4.6.1 Own buildings and fleet

The City Corporation has been reducing emissions from its buildings and fleet for a number of years. Since 2008, PM<sub>10</sub> emissions from the City Corporation's own fleet have reduced by over 50% and NOx by over 40%. This has been achieved by improved management, a reduction in size of the fleet and the purchase of newer, cleaner vehicles. Similarly emissions of PM<sub>10</sub> and NOx from City buildings have reduced over the same time period by over 15%.



#### 4.6.2 Procurement

The City Corporation Responsible Procurement Strategy requires that, for large contracts over £250k, at least 10% of the qualitative contract award evaluation criteria must address responsible procurement. This includes the use of zero emission vehicles. The potential use of zero emissions vehicles and the principles enshrined in the Zero and Low Emission Procurement Directory, commissioned by the City Corporation in 2012<sup>17</sup>, are factored into contract award criteria and specifications each time the City conducts sourcing projects.

# Policy 7: Leading by example

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

### **Action:**

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

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<sup>17</sup> www.cityoflondon.gov.uk/air

# 4.7 Recognising and rewarding good practice

# 4.7.1 Sustainable City Awards

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

The Sustainable City Award for air quality has been popular. Previous winners include a campaign organisation, an organisation that works with artists and scientists to produce contemporary art, a government organisation, a City bank and a Business Improvement District.



### 4.7.2 Considerate Contractors' Environment Award

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

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

### 4.7.3 Clean City Award

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



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

# Policy 8: Recognising and rewarding good practice

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

- 47. The City Corporation will continue to run an annual Sustainable City Award for Air Quality.
- 48. The City Corporation will continue with its annual Considerate Contractors' Environment Award to encourage best practice and innovation in the industry.

# 4.8 Raising awareness

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

# 4.8.1 Working with residents

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

Over 70 households monitored nitrogen dioxide on the balconies of their flats, at street level and at podium level in the Barbican Estate. Figure 4.2 shows the location of nitrogen dioxide monitoring that took place over a year. Appendix 3 contains further data from the Citizen Science monitoring programme. A similar Citizen Science monitoring scheme has commenced with the residents in Mansell Street in the east of the City. Further information is available on the City Corporation web site. 18

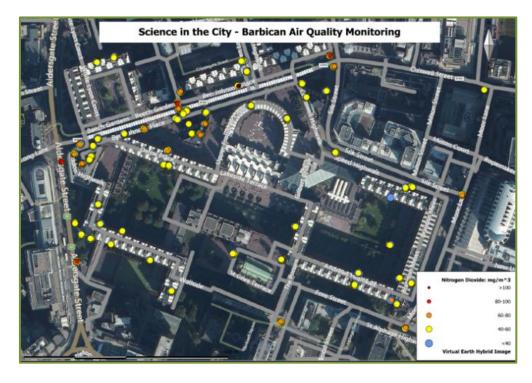


Figure 4.2 Air quality monitoring locations around the Barbican Estate

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<sup>&</sup>lt;sup>18</sup> www.cityoflondon.gov.uk/air

### 4.8.2 Working with schools

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



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

### 4.8.3 Working with businesses

Through the CityAir business engagement programme, the City Corporation has been raising awareness of air pollution with City workers. A number of business events have been supported such as the one pictured at 99 Bishopsgate. A wide range of City businesses have been taking action to reduce their impact on local air pollution and raise awareness amongst their staff. Businesses have



been improving the management of their buildings, incorporating air quality into procurement decisions and encouraging staff to move around the City either by foot or by bike. In March 2014, eighteen businesses were awarded Air Quality Champion status for their efforts in taking action to improve local air quality.

## 4.8.4 Providing information via CityAir Smart phone App

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

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

Users can sign up as a different user e.g. a pedestrian, jogger or vulnerable person and receive tailored messages. The App



recommends action to reduce personal exposure, contains a map of current pollution levels and has a function to guide users along low pollution routes. There have been almost 10,000 downloads to date.

CityAir also has an active Twitter account @\_CityAir to help raise awareness about air pollution and support campaigns such as anti vehicle idling Cleaner Air Action days.

#### Policy 9: Raising awareness

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

#### Actions:

- 49. The City Corporation will continue to work with schools to provide information on how to reduce the impact of air pollution on children's health.
- 50. The City Corporation will source funding for further greening at Sir John Cass primary school.
- 51. The City Corporation will continue to work with residents in the Square Mile to raise awareness of air quality.
- 52. The City Corporation will develop a general communications strategy to inform people of action they can take to reduce exposure to air pollution.
- 53. The City Corporation will continue to support City businesses at events to raise the profile of air quality and provide information for reducing exposure.
- 54. The City Corporation will continue to promote and develop the CityAir Smart Phone App with and CityAirApp.com web site.

### 5. Air Quality and Public Health

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

A Public Health Outcomes Framework (PHOF) has been introduced and consists of a set of indicators compiled by Public Health England. These measure how effectively the activities of each local authority are at addressing the determinants of health. One of these indicators is Air Pollution and this is measured against levels of tiny particles ( $PM_{2.5}$ ).  $PM_{2.5}$  is the mass concentration of particles less than 2.5 micrometers in diameter. This size of particle can penetrate deep into the lungs. Nitrogen dioxide is not an indicator in the PHOF but it does have impacts on health independently of  $PM_{2.5}$ .

Public Health England has allocated statistics to each local authority area to demonstrate the impact of long term exposure to PM<sub>2.5</sub> on the health of the population<sup>19</sup>. For the purposes of this data, the City of London is grouped with Hackney because of the small residential population and corresponding small number of deaths in any one year. The data shows that 7.9% of deaths in the two local authority areas in a year can be attributed to exposure to PM<sub>2.5</sub>, with a result of 1,397 life years lost in any given year.

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

Measures to improve air quality can have significant positive impacts on a range of Public Health Outcome Framework measures e.g. increased walking and cycling can also help to tackle obesity, inactivity, social isolation and sickness absence rate. In addition measures which restrict motor traffic also help to tackle transport-related noise, road traffic injuries and death.

#### What action has the City Corporation taken?

 Air pollution is a concern for City residents and during a public consultation event held by the City Corporation to identify issues which would form the priorities in the Joint Health and Wellbeing Strategy (JHWS), air quality was ranked as the third highest public health concern for City residents. As a

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<sup>&</sup>lt;sup>19</sup> Estimating local mortality burdens associated with particulate pollution, Public health England 2014

consequence, the City of London JHWS has identified improving air quality as a key priority to improve the health and wellbeing of City residents and workers.

- The City's Health and Wellbeing Board has been advised of the health impacts of air quality in the Square Mile and an analysis has been undertaken of how the Health and Wellbeing Board can assist in improving air quality and reducing public exposure. A report was presented to the Board in January 2014 and recommendations are being implemented. The report can be viewed at www.cityoflondon.gov.uk/air
- A report has been produced bringing together the latest papers on the health impacts of air pollution. This report confirms that of all the pollutants, particulate matter has the greatest impact on health. However, particulate matter (PM), nitrogen dioxide, (NO<sub>2</sub>) and ozone (O<sub>3</sub>) have been found to be 'certain' causes of death and disease, rather than 'probable' causes as previously understood. The report is available at <a href="https://www.cityoflondon.gov.uk/air">www.cityoflondon.gov.uk/air</a>.
- The City Corporation has been, and will continue to, monitor PM<sub>2.5</sub> in Farringdon Street and add an additional PM<sub>2.5</sub> monitor at Sir John Cass Primary School.
- Air quality information sheets are produced for different City communities as required.

#### Policy 10: Air quality and public health

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

#### Actions:

- 55. The City of London will install a  $PM_{2.5}$  monitor at Sir John Cass School during 2015 and the data will be assessed for its impact on health.
- 56. The City Corporation will identify exposure hotspots with high footfall and high concentrations.
- 57. The City of London will ensure that measures implemented to reduce emissions of  $NO_2$  and  $PM_{10}$  will also lead to a reduction in emissions of  $PM_{2.5.}$
- 58. The City of London will continue to explore ways to reduce exposure of the population to air pollution.

- 59. The City will look at ways to extend the message about poor air quality on days of high pollution.
- 60. As City Corporation Area Strategies are reviewed they will be assessed for public exposure to air pollution and measures taken to reduce exposure where practical.

# Appendix 1

# Further details on the delivery of actions

Action	Detail	Timeline	Outcome
1. An annual report of air quality data will be published and placed on the City Corporation web site.	Air quality monitoring will continue in the City and annual reports will be produced demonstrating how air pollution compares to health based limit values, and how it has changed over time.	Present to 2020 (and beyond)	Check compliance with air quality limit values. Check effectiveness of policies to improve air quality.
2. Current data from air quality monitors will be made available to the public on the London Air Quality Network web site.	Air quality monitoring data will continue to be made freely available to the public, consultants and academics as part of a London wide resource.	Present to 2020 (and beyond)	Local data will form part of a London-wide network of monitoring data, and be available for measuring London wide trends and predicting episodes of high air pollution.
3. Air quality data will be used to generate pollution alerts and messages via the CityAir Smart Phone App and the CityAir App web site.	The City will ensure that the most effective use is made of the monitoring data by using it to generate alerts both for the smart phone app and tailored alerts at Sir John Cass School.	Present to 2020 (and beyond)	Better informed public who are able to make decisions on the basis of receiving pollution alerts.
4. A background PM <sub>2.5</sub> monitor will be installed during 2015 to further assist in assessing the impact of fine particles on public health.	The PM <sub>2.5</sub> monitor will be installed with the existing PM <sub>10</sub> monitor in the playground of Sir John Cass School using s106 funding.	2015	Assessment of the levels of PM <sub>2.5</sub> affecting the health of the children of Sir John Cass School. Assessment of background levels of PM <sub>2.5</sub> in the City.
5. The air quality monitoring requirements of the City will be reviewed annually.	A review of monitoring requirements will take place in January each year.  Portable NOx monitors will be purchased in 2015 to assess the impact of local traffic schemes.	2016, and annually to 2020	To ensure that the City has an effective and appropriate monitoring network.  To enable the assessment of traffic and urban design interventions across the Square Mile.

Action	Detail	Timeline	Outcome
6. The City Corporation will explore further options for joint action with politicians in neighbouring authorities.	An air quality presentation will be delivered to Central London Forward. Options for joint action with neighbouring boroughs and London Councils will be explored	2015 - 2020	The development of, and support for, policies that will help to improve air quality across central London.
7. The City Corporation will continue to place air quality as an important political priority and support local and London-wide action through its Supporting London Group, Port Health and Environmental Service Committee and Health and Wellbeing Board.	Regular updates will be provided to the City of London Strategic London Group.  Regular presentations will be given to the Port Health and Environmental Services Committee and Health and Wellbeing Board on air quality.	2015 - 2020	Fully informed chief officers and members leading to support for action to improve air quality.  Improved health of residents and workers in the City.
8. The City Corporation will consider options for using local legislation to help improve local air quality.	Consider options for using the City of London Various Powers Act, and other powers, for local action to improve air quality.	2017	Improved regulatory powers to improve local air quality.
9. The City Corporation will make resources available through CIL, S106 and LIP funding to improve local air quality.	Meetings will be held with planning officers to progress options for using CIL for local air quality improvement. Applications for S106 and LIP contributions will be made as the opportunity arises.	2015 - 2020	Further funding to support local measures and provide match funding to improve air quality in the City of London.
10. The City Corporation will ensure that all relevant Corporate strategies and polices will reflect the importance of improving local air quality.	All existing strategies will be assessed for actions to assist in improving air quality and reducing exposure. Further measures will be included in Corporate strategies when they are reviewed.	2015 - 2020	Corporate wide action to improve air quality and reduce exposure. Staff across the organisation with an improved understanding of issues surrounding air quality.

Action	Detail	Timeline	Outcome
11. The City Corporation will continue to liaise with Greater London Authority and Transport for London over additional action to reduce emissions from buses and taxis.	Further communication will be held with the GLA and TfL over the taxi age limit and options for cleaner buses in the City of London.	2015	Reduced emissions from buses and taxis in the Square Mile.
12. The City Corporation will consider options for supporting the adoption of zero emission capable taxis across London.	Options for supporting and rolling out rapid charging infrastructure will be explored with Transport for London.	2015 - 2016	Reduced emissions from taxis, and other vehicles, in the Square Mile.
14. The City Corporation will support the GLA with the introduction of the Ultra Low Emission Zone.	Information will be provided locally to ensure residents and businesses are aware of the requirements of the ULEZ. Full compliance with the Corporate fleet.	2018 - 2020	Full support for the ULEZ scheme.
15. The City Corporation will define local air quality focus areas, to complement the GLA air quality focus areas, and develop specific plans to improve air quality and reduce exposure in these areas.	The City of London will be assessed for Air Quality Focus Areas The focus areas will be designated and plans developed to improve local air quality at the focus areas.	2015 - 2016	Improved air quality in designated hot spot areas.
16. Once the implications on air quality of the Mayor of London's key proposals are known, for example the ULEZ, the City Corporation will model air quality to 2020 to establish what additional action is required to meet the air quality Limit Values across the Square Mile.	The City Corporation will work with external organisations to model options for achieving full compliance with the limit values for nitrogen dioxide by 2020 and 2025.  The outcomes will be publicised.	2015 - 2016	A report detailing what is required to meet limit values.

Action	Detail	Timeline	Outcome
17. The City Corporation will work with the Greater London Authority on a review of Local Air Quality Management (the local government air quality regulatory framework) for London.	Officers from the City will attend meetings about the Local Air Quality Management (LAQM) review and comment fully on the consultation.	2015	An improved system of LAQM for London.
18. The City Corporation will aim to become a Mayor of London designated Clean Air Borough as soon as possible.	The criteria to become a Clean Air Borough will be adhered to and the City will report on how the criteria are being met.	2015 - 2016	Compliance with the requirements of the Mayor of London to improve air quality and reduce exposure which will secure access to the Mayor's Air Quality Fund.
19. The City Corporation will continue to engage with businesses in the Square Mile under the CityAir programme. This will commence with businesses in the Barbican area with the support of local residents involved in the Citizen Science air quality monitoring programme.	Work with existing air quality champions to further encourage local action to improve air quality. Support events, particularly around Environment Week Source and apply for external funding to support business engagement. Engage with additional businesses as funding allows.	2015 - 2020	Greater awareness of air quality amongst City workers and action by businesses to help improve local air quality. Increased awareness within companies with a national and international influence.
20. The City Corporation will work with businesses in the Cheapside Business Improvement District to raise the profile of air quality and obtain support for action to reduce emissions associated with their activities.	Meet with BID representatives to explore options for local action to improve air quality and reduce exposure.  Source and apply for funding to support any local action in the area.	2015 - 2018	Focussed local action to improve air quality in an area of the City with high exposure.

Action	Detail	Timeline	Outcome
21. The City Corporation will work with major City businesses to consider options for phasing out standby generators that run solely on diesel.	Look into options for alternatives to diesel for use in generators. Work with air quality champion businesses to phase out diesel in large generators.	2017 - 2020	Reduced emissions from diesel generators in the City.
22. The City Corporation will work with Change London on their AirSensa project as a way of raising public awareness.	Attend meetings of the Advisory Council to provide advice from the local authority perspective. Supply information as required.	2015 - 2018	Support for a scheme to raise the awareness of local levels of air pollution.
23. The City Corporation will continue to provide the Chair for the London Air Quality Steering Group and work with neighbouring boroughs as part of the Central London Air Quality Cluster Group.	Chair four meetings per annum of the London Air Quality Steering Group. Host four meetings per annum of the central London Air Quality Cluster group.	2015 - 2020	London wide action and policy development for air quality improvement. Shared knowledge across London.
24. The City Corporation will look for opportunities to support research into solutions for improving air quality and reducing exposure.	Work with London Universities on ideas and schemes for dealing with air pollution in urban areas. Source and apply for funding to support such schemes.	2015 - 2020	Support for new technologies and other solutions, for reducing air pollution in urban areas.
25. The City Corporation will further develop work with Bart's Health NHS Trust to reduce the impact of the Trust on local air quality and raise awareness among vulnerable patients.	Train clinical staff to advise vulnerable patients how to reduce their exposure to high levels of air pollution. Reduce emissions associated with the Trust's fleet. Install greening designed to improve air quality and raise awareness at Bart's hospital sites.	2015 - 2016	Reduced impact from Bart's NHS Trust operations on local air quality. Greater understanding on how to reduce exposure for vulnerable people. Share outcomes with other NHS Trusts.

Action	Detail	Timeline	Outcome
27. The City Corporation will continue to enforce its policy of no unnecessary vehicle engine idling in the Square Mile and erect street signs in areas of concern.	Liaise with City businesses and construction sites over engine idling. Directly contact any companies whose drivers leave engines running. Erect signs in areas of concern.  Run Cleaner Air Action Days throughout the year.	2015 - 2020	Reduced emissions from unnecessary engine idling in the Square Mile. Raised awareness amongst drivers.
28. The City Corporation will encourage and implement measures that will lead to reduction in emissions from taxis, where practical. This will include support for the introduction of zero emission capable taxis in central London.	Improve and signpost ranks to encourage their use by drivers and the public.  Investigate options for financially supporting rapid charging infrastructure in central London.	2015 - 2017	Reduced emissions from taxis in the Square Mile.
29. The City Corporation will look for opportunities to significantly reduce the impact of freight distribution on air quality across central London and specifically work with businesses and the construction and demolition industry to identify opportunities for a reduction in vehicle movements, freight consolidation, zero-emission and low emission last mile deliveries.	Develop and publish a Freight Strategy. Investigate options for using space in CoL car parks for consolidation / distribution centres. Issue revised delivery and service plan guidelines.  Investigate opportunities for and implications of introducing 'timed delivery zones', 'low emission delivery zones' and 'small vehicle delivery zones' in areas of high pedestrian and cycle activity.	2016	Reduced emissions from freight in the Square Mile.

Action	Detail	Timeline	Outcome
30. The City Corporation will ensure that proposed changes to road schemes will be assessed for impact on local air quality.	Road schemes will be assessed for local air quality impact when there are proposed changes.	2015 - 2020	Ensure that road schemes do not have a negative impact, and wherever possible have a positive impact, on local air quality.
31. The City Corporation will assess the impact of the projected increased office space and associated traffic on future air quality in the Square Mile.	Undertake a modelling assessment to predict likely impact of an increase in office space and associated traffic on local air quality.	2017	Ensure that the growth of the City doesn't have a negative impact on local air quality.
32. Options for significantly reducing the impact on pedestrians of air pollution in Beech Street will be considered in the Barbican Area Strategy review.	The impact of air pollution on users of Beech Street tunnel will be taken into account with any new designs for the area.	2015 - 2016	A reduction in the impact of air quality on the health of people who use Beech Street.
33. Through the City of London Local Plan, developments that would result in deterioration of the City's nitrogen dioxide or PM <sub>10</sub> levels will be resisted.	Ensure that this policy is adhered to in all planning applications. Ensure air quality neutral assessments are carried out for all developments that have >1000m <sup>2</sup> floor space or consist of >10 residential units.	2015 - 2020	New developments that do not have a negative impact on local air quality.
34. The City Corporation will require an air quality assessment for developments adjacent to sensitive premises such as residential properties, Doctors' surgeries, schools and St. Bartholomew's Hospital.	Ensure this requirement is enforced through the planning process.  Develop a Supplementary Planning Document for air quality.	2015 – 2020 2016	Vulnerable people will not be adversely affected by emissions associated with new developments.

Action	Detail	Timeline	Outcome
35. The City Corporation will discourage the use of biomass and biofuels as a form of energy in new developments.	Continue to discourage biomass and biofuels. Develop a Supplementary Planning Document for air quality.	2015 - 2020	New developments that do not have a negative impact on local air quality.
36. All gas boilers in commercial developments will be required to have a NOx rating of <40mgNOx/kWh.	Continue to implement this requirement through development control.	2015 - 2020	New developments that do not have a negative impact on local air quality.
37. NOx emissions from Combined Heat and Power (CHP) plant will be required to meet the emission limits in the GLA document 'Biomass and CHP emission standards' March 2013.	Continue to implement this requirement through development control.	2015 - 2020	New developments that do not have a negative impact on local air quality.
38. All new developments with > 1000m² floor space or >10 residential units will need to demonstrate that they are air quality neutral in line with the requirements of London Plan Policy 7.14. If the development is not air quality neutral, off-setting will be required. Guidance will be produced outlining suitable options for offsetting in the Square Mile.	This will be implemented through development control and via the new Supplementary Planning Document for Air Quality.	2015 - 2020	New developments that do not have a negative impact on local air quality.

Action	Detail	Timeline	Outcome
39. The City Corporation will ensure that all boilers, generators and CHP plant are installed to ensure minimal impact on local air quality.	Continue to implement this requirement through development control.	2015 - 2020	Reduced impact on ground level air pollution from chimneys in the City.
40. The City Corporation will develop a policy on the use of standby generators for generating energy other than when electricity supplies are interrupted.	A policy will be developed in conjunction with business Air Quality Champions.	2016 - 2017	Minimise emissions associated with local energy generation in the City.
41. The City Corporation will work with the construction and demolition industry to identify further opportunities of reducing emissions associated with building development.	Work with key demolition and construction companies to ensure best practice is being used to control emissions on sites.  Look for further opportunities to reduce emissions with key companies.	2016	Reduced emissions associated with construction and demolition operations.
42. The City Corporation will update its best practice guide on minimising emissions from construction and demolition regularly in order to reflect best practice. All companies employed in demolition, construction and street works that work in the Square Mile will be required to adhere to it.	Update of the City of London best practice guide for construction and demolition at least once every two years.  Ensure the best practice guide is adhered to via the development control process.	2015 - 2020	Reduced emissions from demolition and construction activity in the City.

Action	Detail	Timeline	Outcome
43. The City Corporation will continue to look for opportunities for reducing emissions from its buildings, fleet and contractors' fleet.	Continue to provide advice on the best vehicle option for new fleet purchases. Use contracts to push for cleaner vehicles in contractor's fleet.  Manage buildings to reduce emissions of air pollutants, alongside carbon.	2015 -2020	Reduced impact of City Corporation activities on local air pollution.
44. The City Corporation will ensure that major contracts include standards to reduce impact on air quality.	Continue to ensure that all contracts require air quality targets.  Integrate air quality into the new Responsible Procurement Strategy.	2015 - 2020	Reduced impact of City Corporation activities on local air pollution.
45. A pro forma air quality questionnaire will be developed for use in major policy reviews.	Develop the pro forma.  Work with other departments to ensure it is embedded into their policies.	2016 - 2017	Corporate policies that assist in improving air quality and reducing exposure.
46. The City Corporation will move away from using diesel in its own fleet wherever practical.	All new purchases will be assessed and alternatives to diesel will be encouraged where available.	2015 - 2020	Reduced impact of City Corporation fleet on local air quality.
47. The City Corporation will continue to run an annual Sustainable City Award for air quality.	Work with award partners to advertise and promote the awards.  Assess the applications with partner judges.	2015 - 2020	Promotion and recognition for organisations taking action to improve air quality.
48. The City Corporation will continue with its annual Considerate Contractors' Environment Award to encourage best practice and innovation in the industry.	Encourage companies to apply for the awards. Judge applications. Encourage innovation throughout the year.	2015 - 2020	Reduced impact on air quality form demolition and construction in the City.

Action	Detail	Timeline	Outcome
49. The City Corporation will continue to work with schools to provide information on how to reduce the impact of air pollution on children's health.	Alerts will continue to be provided direct to Sir John Cass School. Opportunities will be sought to do further work with schools in the City. Source funding to support the work.	2015 - 2020	Reduced impact of air pollution on the health of children in the Square Mile.
50. The City Corporation will source funding for further greening at Sir John Cass primary school.	Source funding opportunities Install greening if funding obtained.	2016 - 2017	Additional greening at the school to help reduce local levels of air pollution.
51. The City Corporation will continue to work with residents in the Square Mile to raise awareness of air quality.	Continue with the Citizen Science monitoring project at the Mansell Street Estate.	2015	Better informed residents able to take action to reduce exposure to poor air quality.
52. The City Corporation will develop a general communications strategy to inform people of action they can take to reduce exposure to air pollution.	Develop a protocol for issuing notifications across the Square Mile when pollution levels are high. Link in with the Mayor of London Breathe Better Together programme.	2015 - 2016	Better informed residents and City workers able to take action to reduce exposure to poor air quality.
53. The City Corporation will continue to support City businesses at events to raise profile of air quality and provide information for reducing exposure.	Support events as and when requested.	2015 - 2020	Raise the profile of air quality amongst City workers and provide advice on how to reduce exposure.
54. The City Corporation will continue to promote and develop the CityAir Smart Phone App with and CityAirApp.com web site.	The CityAir App will be promoted in the media, at local events and on social media.	2015 - 2020	Better informed public about air pollution with advice on how to reduce exposure.

Action	Detail	Timeline	Outcome
55. The City of London will install a PM <sub>2.5</sub> monitor at Sir John Cass School during 2015 and assess the data for its impact on health.	A PM <sub>2.5</sub> analyser will be installed alongside the existing PM <sub>10</sub> analyser in the school playground.	2015	Assess the impact of PM <sub>2.5</sub> on the health of children at the school. Measure background concentrations of PM <sub>2.5</sub> in central London.
56. The City Corporation will identify exposure hotspots with high footfall and high concentrations.	Hot spot areas will be identified using footfall data and local monitoring data and a report produced detailing these locations.	2016	Focus areas for local action to reduce exposure and improve local air quality.
57. The City of London will ensure that measures implemented to reduce emissions of NO <sub>2</sub> and PM <sub>10</sub> will also lead to a reduction in emissions of PM <sub>2.5</sub> .	All measures will be assessed for their impact on reducing all three pollutants.	2015 - 2020	Implementation of measures that will lead to an improvement in health of workers and residents in the City.
58. The City of London will continue to explore ways to reduce exposure of the population to air pollution.	An assessment will be made of the most effective ways to reduce the exposure of the City population, to include residents, workers and visitors, to high levels of air pollution.	2016 - 2020	Reduced impact of air pollution on the health of people in the Square Mile.
59. The City will look at ways to extend the message about poor air quality on days of high pollution.	Work with the Greater London Authority Breathe Better Together programme. Work with the Public Relations dept. to develop an effective communication strategy.	2015	Provision of accurate and timely advice to enable people to reduce their exposure to high levels of pollution.
60. As City Corporation Area Strategies are reviewed they will be assessed for public exposure to air pollution and measures taken to reduce exposure where practical.	Designs for reducing exposure will be incorporated into are strategies where possible.	2015 - 2020	Street designs that assist in reducing the exposure of workers and residents to high levels of air pollution.

## **Appendix 2: Sources of Air Pollution**

#### Small particles PM<sub>10</sub>

Particles of varying sizes and sources exist in the air. However, it is generally considered that small and fine particles are most hazardous to health due to their ability to penetrate deep into the lungs and do the most damage.

Small particles are defined by their size. They are any particles that are under 10 micrometers in diameter which are represented as  $PM_{10}$ . Fine particles are 2.5 micrometers or less in diameter and they are generally formed by combustion. They are represented as  $PM_{2.5}$  and are the main cause of the harmful effects of particulate matter. Small and fine particles are not visible to the naked eye.

#### Where do fine particles come from?

Concentrations of PM<sub>10</sub> consist of primary particles that are emitted directly into the atmosphere from sources such as fuel combustion, and secondary particles which are formed by chemical reactions in the air. Particle matter can be human-made or occur naturally. Natural particles found in the City include sea salt and dust from the Sahara desert.

In the UK, the biggest man-made sources of  $PM_{10}$  are stationary fuel combustion and transport. Road transport gives rise to primary particles from engine emissions and tyre and brake wear. The Greater London Authority holds a database of all emissions across London. It is called the London Atmospheric Emissions Inventory (LAEI) . The 2008 LAEI, released in August 2010, details pollution emitted in 2008 and projects emissions across London for 2011 and  $2015^{20}$ . The 2008 LAEI indicates that approximately 37 % of  $PM_{10}$  generated by road vehicles in the City is caused by the general wear of tyres and brakes. Secondary  $PM_{10}$  is created from emissions of ammonia, sulphur dioxide and oxides of nitrogen, as well as from emissions of organic compounds from fuel combustion.

Particles can travel long distances and on any given day it is likely that the following particles are in the air in the City:

- Black carbon from fuel combustion, particularly diesel
- Trace metals from e.g. from vehicle brake wear
- Minerals from construction
- Sulphates from industrial fuel burning outside London
- Nitrates from fuel burning, industry and traffic
- Sea salt
- Desert dust

 $<sup>^{20}</sup>$  A later version of the LAEI has been issued, but there are errors in the database. It is being amended at the time of writing this document.

#### Primary particles emitted in the City

Figure A1 shows the anticipated relative proportion of emissions from each source in 2011. The LAEI indicates that the main source of  $PM_{10}$  is road transport. This equated to 82% of all emissions in 2011.

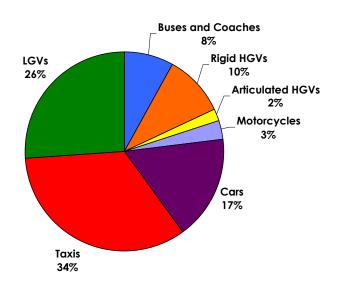
This 82% from road vehicles is further broken down into vehicle type in figure A2. When comparing vehicle types, taxis are the biggest emitters of PM<sub>10</sub> in the City.

Commercial Gas
11%
Domestic Gas
1%
Minor Roads
12%

Major Roads
70%

Figure A1: Source of PM 10 Emissions in the City





#### Nitrogen dioxide

Nitrogen dioxide is an irritant gas, which at high concentrations causes inflammation of the airways.

#### Where does nitrogen dioxide come from?

When nitrogen is released during fuel combustion it combines with oxygen atoms to create nitric oxide (NO). This further combines with oxygen to create nitrogen dioxide (NO<sub>2</sub>). Nitric oxide is not considered to be hazardous to health at typical ambient concentrations, but nitrogen dioxide can be. Nitrogen dioxide and nitric oxide are referred to together as oxides of nitrogen (NOx).

#### NOx emitted in the City

The 2008 LAEI details the approximate proportion of emissions of NOx from vehicles and gas boilers in the City during 2011. This is shown in Figure A3. Emissions from roads are expected to make up 58% of the total and gas boilers 41%.

Figure A4 shows the relative emissions from different vehicles in the City. Buses and coaches make up almost half of total emissions of NOx.

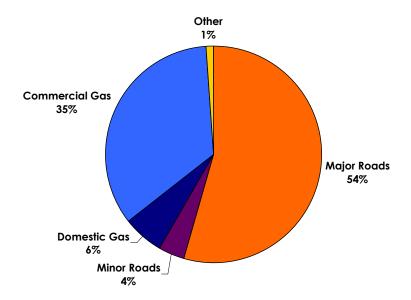
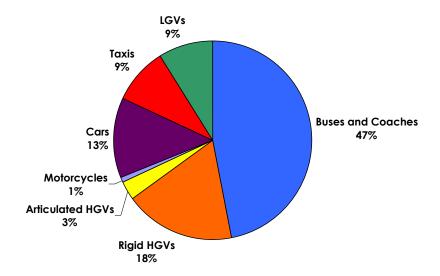


Figure A3: Source of NO x Emissions in the City

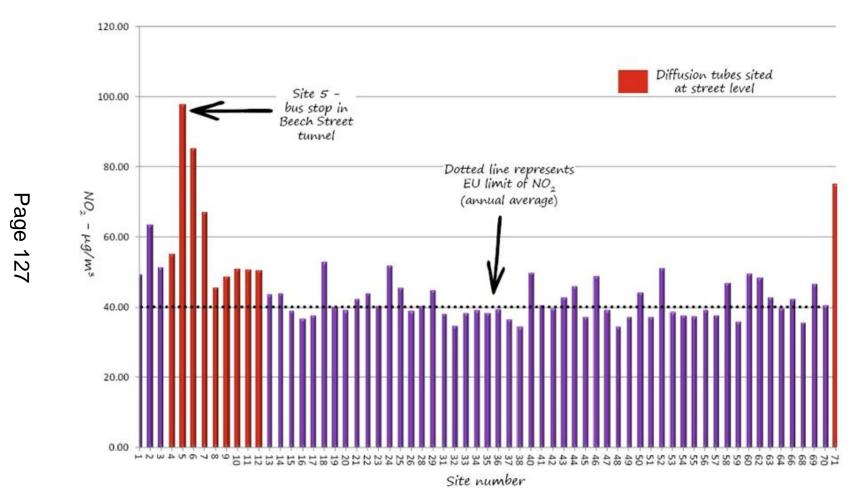
Figure A4: Source of NO  $_{\rm x}$  Emissions from Vehicles Types in the City



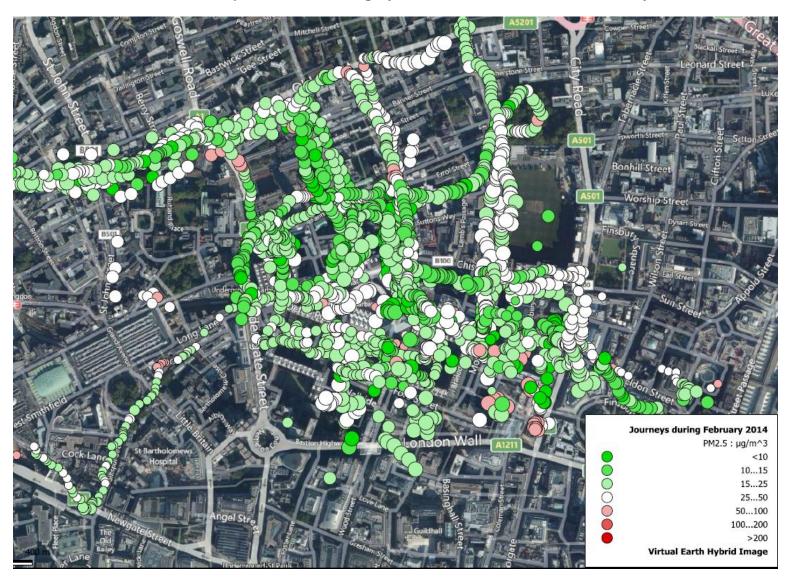
# Appendix 3

# **Citizen Science Air Quality Monitoring Results**

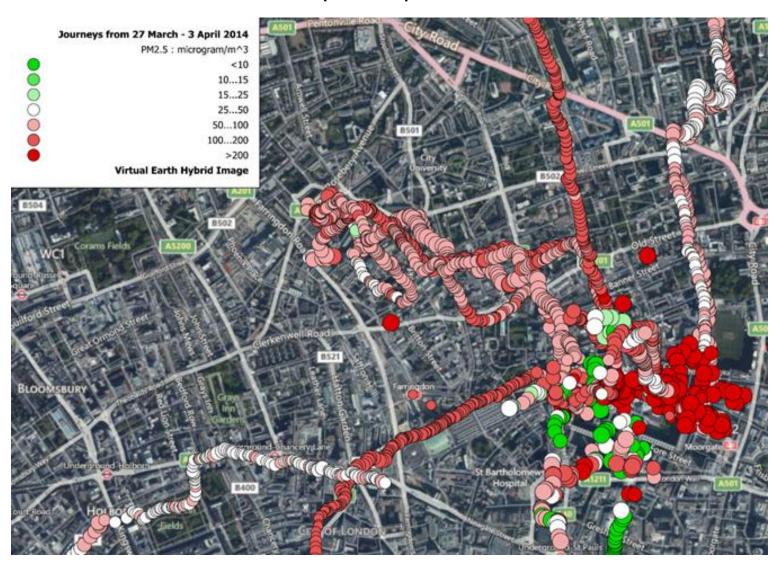
# Average monthly NO2 measurements at each site around the Barbican Estate October to July 2014



# Personal PM<sub>2.5</sub> Exposure Monitoring by the Barbican Residents February 2014



# Personal Exposure PM<sub>2.5</sub> Monitoring by the Barbican Residents, including during the 3 days of the April 2014 particle pollution episode







#### Wendy Mead OBE Chairman, Port Health and Environmental Services Committee

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Cabinet Member for Sustainability and Parking
Ward Member for Hyde Park

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#### Rt Hon Elizabeth Truss MP

Secretary of State
Department for Environment Food and Rural Affairs
Nobel House
17 Smith Square
London SW1P 3RJ

1st June 2015

#### Dear Ms Truss

#### Improving air quality in central London

We understand that you are preparing a draft Air Quality Plan to submit to the European Commission to detail how the limit value for annual average nitrogen dioxide will be met across the United Kingdom. The development of the Air Quality Plan is an opportunity to take bold action to reduce levels of air pollution in major urban areas including London.

We recognise and appreciate the action provided by Defra to date, but feel that significant action is now required if air quality in central London is going to meet the limit value for nitrogen dioxide within the next ten years. London has some of the highest levels of air pollution in the country, with the largest number of people exposed to that pollution. Preparing the Air Quality Plan is an opportunity to ensure compliance with the limit value as soon as possible.

Both the City of London Corporation and City of Westminster have been very active in implementing measures to improve local air quality and we would like to take this opportunity to remind you of our ongoing support in this important task.

You will be aware that the Mayor of London is implementing a range of measures and his plan for an Ultra Low Emission Zone will take us some way towards compliance by 2025. However, it is clear that we need additional policies to help





people to move away from using diesel as a fuel when driving in busy urban areas. As such, we feel that the following would be helpful:

- A review of the current Vehicle Excise Duty classification, and other policies which encourage people to drive diesel cars rather than petrol.
- A greater understanding of why vehicle emissions in practice fall far short of the relevant Euro standard
- Financial support for the transition to zero emission capable vehicles, particularly taxis, in London.
- Financial support for low emission vehicle infrastructure in London.
- Support for policies to reduce the number of vehicles on the road.
- A review of the Clean Air Act to ensure it is fit for purpose for fuel and technology used today.
- A review of the Defra air quality grant system, which currently precludes many local authorities from applying for funding for local projects.
- Financial support for research and technology into low emission solutions.
- With London set to grow over the next few years, we need to ensure that this
  growth is taken into account in the Air Quality Plan. In particularly the
  increased need for electricity and the move to generating more electricity in
  urban areas, which, if not managed correctly, could have a detrimental effect
  on local air quality.

We hope that you appreciate that we are committed to taking action to improve air quality in central London. We need your support to enable us to do this effectively and we would welcome a meeting.

Yours sincerely

Wendy Mead OBE
Chairman of the Port Health and
Environmental Services Committee

**City of London Corporation** 

Cllr Heather Acton
Cabinet Member for Sustainability
and Parking

**Westminster City Council** 

Men De AA

Committee(s):		Date(s):
Port Health & Environmental - Services Committee	For Decision	7 July 2015
Subject:		Public
Waste Heat Recovery from Cremation		
Report of:		For Decision
Director of Open Spaces		

#### Summary

This Report seeks approval from your Committee to install equipment that enables the hot water created as part of the mercury abatement process to be used to heat the crematorium service chapels during the winter.

At present, the hot flue gases that are created as part of the mercury abatement process are cooled by a heat recovery boiler, and the heat is then dissipated to atmosphere by an air blast cooler. A separate gas fired central heating system is used to heat the chapels. This process does not demonstrate the efficient use of energy.

The current cost of heating the chapels is approximately £6,000 and the cost of cooling the hot water that is created as part of mercury abatement process is approximately £1,300 per annum. The cost of installation of the waste heat recovery equipment is estimated at £35,000 and the annual saving is estimated to be £5,000 per annum.

The cemetery and crematorium division of Open Spaces Department exceeded its income target by £419,000 and achieved an underspend across all budgets of £457,000 for the year 2014/15. A carry forward of £35,000 has been requested to fund the installation of heat recover equipment.

#### Recommendation(s)

Members are asked to:

 Support the recommendation to install waste heat recovery equipment at the City of London Crematorium in order to use waste heat from the mercury abatement process to heat the service chapels.

#### **Main Report**

#### **Background**

- 1. The City Corporation has been operating a crematorium at its cemetery in East London since 1904, with a strong history of innovation and high standards of service to the bereaved. The City carries out over 2,500 cremations each year and to-date has carried out over 265,000 cremations.
- 2. The Modern Crematorium Building which opened in 1974 has large spacious chapels capable of seating 100 people. The primary heating for the building at that time was electric fan heaters.
- 3. In 2003 the chapel heating was converted from electric fan heaters to a gas fired hot water system using radiators, and at that time the heating boilers were installed in the crematory at high level.
- 4. Since 2012 the crematorium has been required by law to remove mercury and other harmful contaminates from at least half of all cremations carried out. In 2009 the City pre-empted this change in legislative requirement and installed a cremator with ancillary equipment capable of removing such contaminants.
- 5. Mercury abatement is the process used to remove contaminates from the cremation process and involves the cooling of cremator exhaust gasses so that they can then pass through a carbon filter before being allowed into the atmosphere.
- 6. The process of cooling the exhaust gases, from up to 1000° to 120 -160 Celsius, uses water and creates a large amount of hot water which is then pumped to an air blast cooler, on the roof of the crematorium building.

#### **Current Position**

- 7. At present the crematorium is required to use electricity to force cool a large amount of waste hot water from the mercury abatement process whilst using gas to heat up more to provide heating in the service chapels.
- 8. The cost of cooling the water from abated cremation is approximately £1,300 per annum and gas usage for heating the service chapels is approximately £6,000 per annum. The gas boilers will be used to heat the building, early in the morning before the cremators are operational. but it is estimated that a saving of £5,000 per annum is possible by using waste heat from cremation to heat the service chapels.
- 9. Eight years ago, using waste heat from cremators in this way was a very new and rather revolutionary idea, but now it is used in at least five crematoria in the UK to heat swimming pools, run turbines creating energy and to heat buildings. The City Surveyor's Department has provided expert research and advice and has guided the development of this proposal.
- 10. The cost of diverting the waste hot water to the chapel heating system is approximately £35,000 and is to be funded from a carry forward from local risk

underspends in 2014/15. Any additional costs (including on-going maintenance) will be met from local risk budgets.

#### **Options**

- 11. Option 1 Install heat reclamation equipment, attach it to the current hot water heating system and use the waste heat from the mercury abatement process to heat the service chapels, using the proposed carry forward from 2014-5 Cemetery and Crematorium budgets. Recommended
- 12. Option 2 Not install heat reclamation equipment and continue to heat the chapels and cool the waste heat in the ways described previously within this report. Not Recommended

#### **Proposals**

- 13. The cemetery and crematorium division of Open Spaces Department exceeded its income target by £419,000 and achieved an underspend across all budgets of £69,000 for the year 2014/15. It is proposed that a small portion of the cemetery and crematorium underspend be used to fund the installation of waste heat recycling plant. This will allow us to use the waste heat from the mercury abatement process to heat the crematorium chapels. It must be accepted that heat will still need to be dissipated to atmosphere by an air blast cooler and that some gas powered heating will be required at times during the winter.
- 14. The cemetery and crematorium uses a significant amount of gas and electricity (costing approximately £109,000 per annum) and this proposal is in line with the Open Spaces Department drive to reduce energy use. The crematorium already produces over £8,000 of electrical energy each year through the photovoltaic cells installed on the crematorium roof and this further saving will help reduce costs even further.

#### **Corporate & Strategic Implications**

- 15. The efficient and effective management of the City of London Cemetery and Crematorium supports the local community and protects, promotes and enhances the local environment in accordance with the City of London Corporation's Community Strategy. In 2010 Open Spaces Department implemented its sustainability Audit System. This has been used to drive down energy usage and costs across the Department as a means of meeting the overall corporate carbon reduction target of 25% during the period of 2009/10 to 2017/18. This challenge now forms part of the department's Key Performance Indicators and its aim to reduce utility consumption by 2.5% per annum.
- 16. The recommendations of this report support the departmental approach and are consistent with the division's commitment to reducing energy costs and making best use of energy generated locally.

#### **Implications**

17. There are no legal or HR implications arising from this proposal. The financial implication is set out within this report and is to be funded from 2014/15 carry forward. Any on-going maintenance costs will be met from the cemetery and crematorium local risk budget.

#### Conclusion

- 18. To conclude, the crematorium currently uses a gas fired central heating to heat its service chapels whilst using electrical energy to cool the water used during the process of mercury abatement from cremation.
- 19. This report proposes that the waste heat from mercury abatement be used to provide heating for the service chapels, therefore saving energy and money. This will mean that the crematorium will become more energy efficient and save money on heating the service chapels as well as on cooling of water during the mercury abatement process.

#### **Appendices**

None

#### **Gary Burks**

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Committees:	Dates:
Port Health and Environmental Services Committee	07 July 2015
Project Sub-committee	21 July 2015
Subject:	Public
Gateway 7 Outcome Report: Installation of Barriers to Royal	
Exchange and Eastcheap Public Conveniences	
Report of:	For Decision
Director of the Built Environment	

#### Summary

This report seeks authority to formally close down the project following the successful delivery of installations of barriers at Royal Exchange (within the Bank Tube subway) and Eastcheap public conveniences.

The project has been completed within the stated timeframe, with charging commencing at the start of the 2014/15 financial year. The project was also delivered within the allocated budget of £120,000, actual £114,000.

The projected income is generally on target for the Eastcheap, prior to the installations the estimated income was £30,000pa with the actual income for the year being £29,000. At Royal Exchange the income has been lower than the pre-installation estimate of £66,000pa with an actual income of £34,500 being achieved. This alters the payback period slightly to 1.5 years and 2 years respectively. These payback periods remain within the corporate target of under 5 years for an 'invest to save' project.

To complete the Installations at Royal Exchange it was necessary to develop plans jointly with TfL so that the barrier installation works were coordinated with the TfL Bank Tube station ventilation upgrade works to minimise the amount of disruption to the public as much as possible.

The team responsible for the public convenience service will be exploring ways to improve signage across the City to help direct people to where the City's facilities are and thus look to increase the number of users/income.

#### **Recommendations:**

• It is recommended that the report is noted and the project be formally closed.

#### Main Report

Brief description of project	The project contributes to the overall Public Convenience Strategy. The project will install paddle gate barriers at Royal Exchange (within Bank Tube subway) and Eastcheap public conveniences to introduce charging for usage and thereby generating additional income which will support the public convenience service.
------------------------------	---

#### Assessment of project against success criteria

The barriers were successfully installed and fully operational for the start of financial year 2014/15, at both locations on time and within budget.

Prior to barriers being installed, an industry standard modelling forecast was used to estimate income levels - £66,000 pa for Royal Exchange and £30,000 pa at Eastcheap. The costs for the installation of the barrier equipment were £68,500 and £45,500 respectively totalling £114,000.

The predicted payback period was 1.2 years for Royal Exchange and 1.3 years for Eastcheap.

After a full year in operation the actual income for 2014/15 was £34,500 for Royal Exchange and £29,000 for Eastcheap. This alters the payback period slightly to 2 years and 1.5 years respectively. These payback periods remain within the corporate target of under 5 years for an 'invest to save' project.

Estimated vs Actual Income 2014/15

	Royal	
	Ex	Eastcheap
Estimated Income		
Nov 2013	60,000	30,000
Actual 2014 - 15	34,500	29,000

The closures were well publicised with notices in advance of the works commencing and therefore a measure of success in the delivery of this project was that we received no complaints that the facilities were closed or that works were causing any problems.

#### 3. Programme

The project was completed within the agreed programme

The programme was planned to start after the Lord Mayor's Show and developed with TfL to include the ventilation upgrade for the station.

Work commenced at Royal Exchange 18<sup>th</sup> November 2013 and was completed 3<sup>rd</sup> January 2014.

Work commenced at Eastcheap 6<sup>th</sup> January 2014 and was completed 7<sup>th</sup> February 2014

4.	Budget	The project was completed within the agreed budget of £120k. Actual spend of £114,000
	Final Account Verification	Verified
		State any outstanding issues, actions to be taken and timescales for resolution None

\*Please note that the Chamberlain's department Financial Services division will need to verify Final Accounts relating to medium and high risk projects valued between £250k and £5m and <u>all</u> projects valued in excess of £5m.

#### **Review of Team Performance**

5. Key strengths	Close working relationships with TfL during the planning and delivery phases: The barrier installations were coordinated with some general interior refurbishment work and, at Royal Exchange, with works undertaken by TfL to upgrade the Bank Tube Station ventilation system. The TfL ventilation plant room is within the male toilet demise and therefore would require the toilets to be closed while they carried out the work. To minimise the disruption to the public and have the toilets closed for the minimum period, the barrier installation was scheduled to be done at the same time as the TfL ventilation upgrade. This required a great deal of negotiating to ensure the two projects achieved their respective milestones, goals and timeline for completion.
6. Areas for improvement	Adapt the communication to the volume of issues that emerge - As things developed on a daily basis communication with concerned parties to notify of any changes on either side could have been a little more frequent rather than wait until fortnightly meeting to be told. This will allow project planning to be more efficient and work can be co-ordinated easily.
7. Special recognition	Project Management and delivery of capital works projects are not regular activities for the managers of the public

convenience service. Both Terry Chown, and Vimal Varma have delivered a successful project and broadened their own knowledge of the corporate project process, planning, organising and reporting of the project and working and
negotiating with other agencies (TfL) to coordinate works.

# **Lessons Learnt**

8.	Key lessons	A key lesson learnt was how we used the data for modelling the estimated income. The project applied only the quantitative (number of users) data for usage and did not consider the qualitative data (type of users). Previous installations of barriers including Eastcheap have followed the modelling prediction for user numbers yet Royal Exchange did not. The project didn't factor 'softer intelligence' about the type of user, this being predominantly office workers unlike at other locations where there are mixed users e.g. visitors, tourists and workers. Office workers have a greater ability to change their behaviour and use their place of work facilities as an alternative once barriers and charging have been introduced.
9.	Implementation plan for lessons learnt	To publicise the availability of the toilets and increase usage the service has/ is;
		Developed a 'toilet app' The City Toilet Finder, which can be downloaded to all smart phones.
		Undertaken a street signage survey and identified areas where signage to toilets should be improved/updated and some additional locations to direct the public to them.
		More publicity and promotions of toilets and app in local printed media, such as HealthWatch, PubWatch, City Resident's Magazine, etc.

# **Contact**

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Committee(s):	Date(s):
Port Health & Environmental Services	7 July 2015
Subject:	
Department of the Built Environment Business Plan 2014/17: End of Year Update and Financial Outturn Report	Public
Report of:	For Information
Director of the Built Environment	

#### Summary

This report sets out the progress, relevant to the work of this Committee, made during Period 3 (December - March) against the 2014/17 Business Plan. It shows what has been achieved, and the progress made against our departmental objectives and key performance indicators.

The 2014/15 year end outturn position for the Department of Built Environment services covered by Port Health & Environmental Services Committee reveals a net underspend for the Department of £154k (2%) against the overall net local risk budget of £6.9m for 2014/15. Appendix B sets out the detailed position for the individual services covered by this department.

I have requested to carry forward this underspend into 2015/16, along with underspends within other Committees I support. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

#### Recommendation(s)

Members are asked to:

- note the content of this report and the appendices
- receive the report

## **Main Report**

## **Background**

- 1. The 2014-17 Business Plan of the Department of the Built Environment was approved by this committee on 13<sup>th</sup> May 2014. As agreed, regular progress reports have been provided.
- 2. The report also takes the opportunity to update Members on achievements made during this final part of the year.

#### **Key Performance Indicators**

- 3. During the period of this Business Plan, my management team monitored five Key Departmental Performance Indicators (KPIs) (Appendix A) relevant to the work of this committee. Performance against the departmental key performance indicators is good with only NI192 not meeting target.
- 4. Regarding KPI NI192, and as reported to your Committee, our year end recycling figure was 35.4%. When compared to other inner London boroughs recycling rates we are still performing well. However, the City of London's 2013 Waste Strategy set a local target to achieve a 45% recycling rate by 2015 and 50% by 2020. Since 2013, the City's recycling rate had been increasing and seemed on track to achieve this. However, in October 2014 the introduction of the Materials Recycling Facility Code of Practice set stricter quality standards for recyclable materials sent for reprocessing. After investigation, it was found that on-street recycling bins have consistently high contamination rates which affected the quality of the recycling. As a result, these two streams of recycling have been removed from City's recycling and the recycling rate has decreased accordingly to 30%.
- 5. A Recycling Action Plan has been devised setting out the actions the City will take to get back on track to reach its recycling targets.
- 6. While there has been a drop by approximately 8% in the number of Freedom of Information requests made to the department (from 236 in 13/14 to 219 in 14/15), officer time on the requests has increased by 8% due to the complex nature in many requests. Approximately 12% of the departments FOIs have been focused on the work of this Committee, predominately questions around recycling and waste collection levels.

#### **Achievements**

- 7. During 14/15 the independent *Keep Britain Tidy* street cleansing results have been consistently better than our cleansing contract KPI targets and these standards were recognised by winning Silver in the Chartered Institute of Waste Management's Clean Britain Awards. Additionally, we were awarded *Keep Britain Tidy*'s designated lead authority for the National Chewing gum prevention campaign. We also became the first in the UK to complete the *Keep Britain Tidy* training and accreditation scheme for Street Environment Officers.
- 8. The Cleansing division recently launched the City Toilet Finder App enabling members of the public to find public conveniences in the Square Mile. It uses GPS location to find the nearest attended, automatic and Community Toilet Scheme (CTS) facility.
- 9. Additionally, towards the end of 2014, our toilets were Short-listed for Loo of the Year receiving five gold and one platinum award

#### Financial and Risk Implications

- 10. The 2014/15 year end outturn position for the Department of Built Environment services covered by Port Health & Environmental Services Committee reveals a net underspend for the Department of £154k (2%) against the overall net local risk budget of £6.9m for 2014/15. The reasons for the significant budget variations are detailed in Appendix B, which sets out a detailed financial analysis of each individual division of service relating to this Committee, for the services supported by the Director of Built Environment.
- 11. I have requested to carry forward this underspend into 2015/16, along with underspends within other Committees. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
- 12. The better than budget year end position of £154k (2%) is principally due to underspends on Public Conveniences (£124k) due to salary savings for agency staff as a result of the decision to end extended opening hours, together with additional toilet barrier income generated, mostly from the Tower following the poppies art display. Further savings relate to underspends on the Waste Disposal service (£55k) due to a reduction in contract costs, together with additional income due to an increase in the Walbrook Wharf management fee rebate from Cory, resulting from reduced residual waste tonnage throughput to Belvedere Energy from the waste facility.

#### **Annual Assurance Statement**

13. For the financial year 2014/15 I give assurance to Members that my department complies with the corporate Data Quality Policy and Protocol in producing its service and performance data. I confirm that my Department has effective systems and procedures in place that produce relevant and reliable information to support management decision-making and to manage performance.

#### **Appendices**

- Appendix A Progress of KPI's
- Appendix B Detailed Financial Analysis

## **Background Papers:**

DBE Business Plan 2014/17 Recycling Action Plan, PH & ES Committee 10<sup>th</sup> March 2015

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**Departmental Key Performance Indicators** 

-		Target 14/15	Q1	Q2	Q3	Q4	Year End	
Transporta	tion & Public Realm						•	
NI 191	To reduce the residual annual household waste per household.	373.4kg	92kg	94.3kg	103.2kg	90.30kg	378.81kg	©
NI 192	Percentage of household waste recycled.	43%	38.24%	36.31%	32.91%	33.45%	35.45%	(3)
NI 195	Percentage of relevant land and highways from which unacceptable levels of litter, detritus, graffiti and fly-posting are visible.	2%	0.63%	0.58%	1.29%	0.21%	0.70%	©
TPR1	No more than 3 failing KPI's, per month on new Refuse and Street Cleansing contract	<6 per quarter	1	4	3	5	13	©
DM7	To manage responses to requests under the Freedom of Information act within 20 working days. (Statutory target of 85%)	85%	99%	99%	100%	96%	98%	©
Comments	NI191 – this figure will be revise It is most likely that this revision  NI192 – as previously reported to resulted in national flat lining of materials sent for recycling, which the recycling rate.  2012, KSI - 58, total casualties - 2011, KSI - 49, total casualties -	will result in to committee recycling ration has now 423	this KPI beir e, the new Mates. As a resi	ng achieved. aterials Recycli ult of this, offic	ing Facility reguers have focuss	lations introduce ed on increasing	ed this year ha g the quality o	ıve f

## <u>Department of Built Environment Local Risk Revenue Budget - 1st April 2014 to 31st March 2015</u> (Income and favourable variances are shown in brackets)

Port Health & Environmental Services (City Fund) Public Conveniences Waste Collection Street Cleansing Waste Disposal Transport Organisation Cleansing Management Director and Support
TOTAL PORT HEALTH & ENV SRV COMMITTEE

Final Agreed Budget 2014/15						
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000				
1,370	(430)	940				
981	(882)	99				
4,461	(488)	3,973				
1,348	(643)	705				
291	(169)	122				
372	0	372				
726	(6)	720				
9,549	(2,618)	6,931				

Revenue Outturn 2014/15						
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000				
1,315	(499)	816				
986	(896)	90				
4,511	(516)	3,995				
1,316	(666)	650				
270	(142)	128				
392	0	392				
712	(6)	706				
9,502	(2,725)	6,777				

Varia (Better)		
£'000	%	Notes
(124)	(13)	1
(124) (9)	(9)	
22	1	
(55) 6	(8)	2
	5	
20	5	
(14)	(2)	
(154)	(2)	

#### Notes:

- 1. Public Conveniences favourable outturn was mainly due to salary savings for agency staff (£60k) as a result of the decision to end extended opening hours, together with additional toilet barrier income (£69k) generated from Tower, following the poppies art display.
- 2. Waste Disposal favourable outturn was mainly due to a reduction of (£16k) in contract costs, together with additional income (£23k) due to an increase in the Walbrook Wharf management fee rebate from Cory, resulting from reduced residual waste tonnage throughput to Belvedere Energy from the Waste facility.

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Committee(s)	Dated:
Port Health and Environmental Services	7 July 2015
Subject:	Public
Revenue Outturn 2014/15	
Report of:	
The Chamberlain	
Director of the Built Environment	For Information
Director of Markets and Consumer Protection	
Director of Open Spaces	

#### Summary

This report compares the revenue outturn for the services overseen by your Committee in 2014/15 with the final budget for the year. Overall total net expenditure for the year was £13.770M, whereas the total agreed budget was £14.775M, representing an underspend of (£1.005M) as set out below:

Summary Comparison of 2014/15 Revenue Outturn with Final Budget				
	Final Budget £000	Revenue Outturn £000	Variation Increase/ (Reduction) £000	
Direct Net Expenditure	2000	2000	2000	
Director of the Built Environment Director of Markets and Consumer	6,931	6,777	(154)	
Protection	2,658	2,446	(212)	
Director of Open Spaces	(1,440)	(1,929)	(489)	
City Surveyor	780	796	16	
Total Direct Net Expenditure	8,929	8,090	(839)	
Capital and Support Services	5,846	5,680	(166)	
Overall Total	14,775	13,770	(1,005)	

Chief Officers have submitted requests to carry forward underspendings, and these will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

#### Recommendation(s)

Members are asked to:

 Note the report and the proposed carry forward of underspendings to 2015/16.

#### **Main Report**

#### **Revenue Outturn for 2014/15**

1. Actual net expenditure for your Committee's services during 2014/15 totalled £13.770M, an underspend of (£1.005M) compared to the final budget of £14.775M. A summary comparison with the final budget for the year is tabulated below. In this and subsequent tables, figures in brackets indicated income or inhand balances, increases in income or decreases in expenditure.

Summary Comparison of 2014/15 Revenue Outturn with Final Budget				
	Final Budget £000	Revenue Outturn £000	Variation Increase/ (Reduction) £000	Variation Increase/ (Reduction) %
Local Risk	2000		2000	70
Director of the Built Environment	6,931	6,777	(154)	(2)
Director of Markets and				
Consumer Protection	2,624	2,420	(204)	(8)
Director of Open Spaces	(1,424)	(1,913)	(489)	(34)
City Surveyor	780	796	16	2
Total Local Risk	8,911	8,080	(831)	(9)
Central Risk Director of Markets and Consumer Protection	34	26	(8)	(24)
Director of Open Spaces	(16)	(16)	0	0
Total Central Risk	18	10	(8)	(44)
Capital and Support Services	5,846	5,680	(166)	(3)
Overall Total	14,775	13,770	(1,005)	(7)

- 2. The main local risk variations comprise:
  - Director of the Built Environment
    - a reduction of (£60,000) in employee costs mainly for agency staff at public conveniences due to the end of extended opening hours;
    - additional income of (£69,000) from public conveniences due to increase in barrier toilet usage;

- an increase of (£23,000) in the Walbrook Wharf management fee rebate from Cory resulting from reduced waste tonnage throughput.
- Director of Markets and Consumer Protection
  - planned work to install and fit out a replacement Portakabin at the Heathrow Animal Reception Centre was unable to be completed (£46,000);
  - an increase in income at the Heathrow Animal Reception Centre from fish imports and the Passports for Pets scheme (£106,000);
  - the balance of the underspend is made up of small variances across a wide range of budgets.
- Director of Open Spaces
  - a reduction of (£67,000) in employee costs due to posts held vacant;
  - an increase in income from cremations and memorial dedications (£420,000).
- 3. The (£166,000) underspend in capital and support services relates mainly to a reduction in IS recharges (£142,000) as a result of changes in the level and attribution of central costs.
- 4. Appendix 1 provides a more detailed comparison of the local risk outturn against the final budget, including explanation of significant variations. Appendix 2 shows the gross local risk expenditure and income against budget for each service.
- 5. Appendix 3 shows the movement from the 2014/15 original budget and the latest approved budget (as reported to your Committee in November 2014) to the final budget.

#### **Local Risk Carry Forward to 2015/16**

- 6. The Director of the Built Environment has a local risk underspending of (£154,000) on the activities overseen by your Committee. The Director also had local risk underspending totalling (£770,000) on activities overseen by other Committees. The Director is proposing that £499,000 of his total eligible underspend of £500,000 be carried forward, of which £380,000 relates to activities overseen by your Committee for the following purposes:
  - To offset an agreed reduction in royalty income in respect of commercial waste - £300,000
  - One-off costs of implementing agreed Service Based Review proposals for Public Conveniences, including renewal of signage, and removal of two Automated Public Conveniences and reinstatement of refurbished units - £80,000
- 7. The Director of Markets and Consumer Protection has a local risk underspending of (£204,000) on the activities overseen by your Committee. The Director also

had net local risk underspending totalling (£564,000) on activities overseen by other Committees. The Director is proposing that £407,000 of his total eligible underspend of £413,000 be carried forward, of which £213,000 relates to activities overseen by your Committee for the following purposes:

- IT hardware replacement and systems improvements £55,000
- Replacement and fitting out of portakabin at Heathrow Animal Reception Centre – £54,000
- Replacement flooring at Heathrow Animal Reception Centre £40,000
- Employment of two apprentices £24,000
- Purchase and replacement of equipment for air quality, vibration and food safety monitoring – £13,000
- Consultancy support to develop Design Guidance for developers on design and managing noise in public spaces / tranquil areas and a noise Supplementary Planning Document – £10,000
- Refresher training for City Environmental Health staff affected by Service Based Review to ensure competency in all necessary skills -£6,000
- Support for 'no idling engine action days' to train residents and the Transport and Sustainability Forum Members to engage with drivers across the City to reduce engine idling as a source of local air pollution – £5,000
- Replacement forklift battery (Heathrow Animal Reception Centre) £4,000
- Production and marketing of Health and Safety video to highlight duties and best practice in building design in relation to facade and window cleaning – £2,000
- 8. The Director of Open Spaces has a local risk underspending of (£489,000) on the activities overseen by your Committee. The Director also had net local risk underspending totalling (£357,000) on activities overseen by other Committees. The Director is proposing that £437,000 of her total eligible underspend of £500,000 be carried forward, of which £35,000 relates to activities overseen by your Committee for the following purpose:
  - Installation of heat exchange equipment to recycle waste heat from the cremation abatement process to provide heating for the modern crematorium, which will simultaneously generate savings on cooling and heating costs respectively.

#### **Appendices**

 Appendix 1 – Port Health and Environmental Services Committee Comparison of 2014/15 Revenue Outturn with Final Budget

- Appendix 2 Port Health and Environmental Services Committee Analysis of Local Risk Revenue Outturn 2014/15 by Service
- Appendix 3 Port Health and Environmental Services Committee Analysis of Movements 2014/15 Latest Approved Budget to Final Budget.

#### Jenny Pitcairn Chamberlain's Department

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# Port Health and Environmental Services Committee Comparison of 2014/15 Revenue Outturn with Final Budget

	Final Budget	Revenue Outturn	Variation Increase/ (Decrease)	Variation Increase/ (Decrease)	
	£000	£000	£000	%	
LOCAL RISK					Reasons
Director of the Built Environment City Fund					
Public Conveniences	940	816	(124)	(13)	1
Waste Collection	99	90	(9)	(9)	•
Street Cleansing	3,973	3,995	22	1	
Waste Disposal	705	650	(5 <b>5</b> )	(8)	2
Transport Organisation	122	128	6	5	_
Cleansing Services Management	372	392	20	5	
Built Environment Directorate	720	706	(14)	(2)	
Total City Fund	6,931	6,777	(154)	(2)	_
B' ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( ( (	4 4				
Director of Markets and Consumer Pro	tection				
City Fund Coroner	52	40	(4.2)	(22)	3
City Environmental Health	1,629	1,661	(12) 32	(23) 2	3
Pest Control	62	46	(16)	(26)	4
Animal Health Services	(695)	(862)	(167)	(24)	5
Trading Standards	268	253	(15)	(6)	3
Port & Launches	1,026	1,034	8	1	
Total City Fund	2,342	2,172	(170)	(7)	_
rotar only raina	2,0 12	2,172	(110)	(,)	_
City's Cash					
Meat Inspector's Office	282	248	(34)	(12)	
Total City's Cash	282	248	(34)	(12)	_
				·	_
Total Director of M&CP	2,624	2,420	(204)	(8)	_
Director of Open Spaces					
City Fund					
Cemetery & Crematorium	(1,424)	(1,913)	(489)	(34)	6
Total City Fund	(1,424)	(1,913)	(489)	(34)	_
- • -	<b>,</b> , – -,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(/	\/	_
City Surveyor	780	796	16	2	<del>-</del>
TOTAL LOCAL RISK	8,911	8,080	(831)	(9)	_
IOTAL LOCAL MON	0,011	0,000	(001)	(9)	_

#### **Reasons for Significant Variations**

- 1. **Public Conveniences** a reduction of (£60,000) in employee costs mainly due to reduced requirement for agency staff due to end of extended opening hours, together with additional income of (£69,000) from barrier toilets.
- 2. **Waste Disposal** a reduction of (£16,000) in contract costs together with additional income of (£23,000) due to an increase in the Walbrook Wharf management fee rebate from Cory resulting from reduced residual waste tonnage throughput to Belvedere Energy from Waste facility.
- 3. **Coroner** a reduction in legal and witness fees which relate to the volume and complexity of inquests and are largely unpredictable.
- 4. **Pest Control** an increase of (£10,000) in income for pest control services, together with small underspends across supplies and services budgets.
- 5. **Animal Health Services** this underspend is primarily due to an increase in income of (£106,000) from fish imports and Passports for Pets, and planned installation and fitting out of a replacement Portakabin which was unable to be completed during the year (£46,000) together with small underspends across a number of budgets.
- 6. **Cemetery & Crematorium** an increase in income of (£420,000) due to a higher number of cremations during the year and a slight increase in the number of families choosing memorial garden dedications, and a reduction of (£67,000) in employee costs due to planned holding of vacancies.

# Port Health and Environmental Services Committee Analysis of Local Risk Revenue Outturn 2014/15 by Service

D: ( (4 D 3/4 E )
Director of the Built Environment Public Conveniences
Waste Collection
Street Cleansing
Waste Disposal
Transport Organisation
Cleansing Management
Director and Support
Total Director of the Built Environment
Digrector of Markets & Consumer Protection
ity Environmental Health
Pest Control
Animal Health Services
▼rading Standards
Port & Launches
Meat Inspector's Office
Total Director of Markets & Consumer Protection
Director of Open Spaces
Cemetery and Crematorium
Total Director of Open Spaces
, , , , , , , ,
City Surveyor
Public Conveniences
Street Cleansing
Animal Health Services
Port & Launches  Most Inspector's Office
Meat Inspector's Office Cemetery and Crematorium
Total City Surveyor
Total Only Guilloyon
TOTAL PORT HEALTH & ENV SRV COMMITTEE

Final Budget					
Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000			
1,370	(430)	940			
981	(882)	99			
4,461	(488)	3,973			
1,348	(643)	705			
291	(169)	122			
372	0	372			
726	(6)	720			
9,549	(2,618)	6,931			
52	0	52			
2,010	(381)	1,629			
155	(93)	62			
2,100	(2,795)	(695)			
287	(19)	268			
2,845	(1,819)	1,026			
285	(3)	282			
7,734	(5,110)	2,624			
2,750	(4,174) (4,174)	(1,424) (1,424)			
2,750	(4,174)	(1,424)			
44	0	44			
1	0	1			
100	0	100			
25	0	25			
19	0	19			
591	0	591			
780	0	780			
20,813	(11,902)	8,911			

Revenue Outturn						
Gross Gross Expenditure Income £'000 £'000		Net Expenditure £'000				
1,315	(499)	816				
986	(896)	90				
4,511	(516)	3,995				
1,316	(666)	650				
270	(142)	128				
392	0	392				
712	(6)	706				
9,502	(2,725)	6,777				
40	0	40				
1,933	(272)	1,661				
149	(103)	46				
2,055	(2,917)	(862)				
273	(20)	253				
2,835	(1,801)	1,034				
261	(13)	248				
7,546	(5,126)	2,420				
2,681	(4,594) <b>(4,594)</b>	(1,913) <b>(1,913)</b>				
2,681	(4,594)	(1,913)				
	_					
78	0	78				
1	0	1				
78	0	78				
6	0	6				
3	0	3				
630 <b>796</b>	0	630 <b>796</b>				
190	U	790				
20,525	(12,445)	8,080				

Variance Increase / (Decrease)		
£'000		
(124) (9) 22 (55) 6 20 (14) (154)		
(12) 32 (16) (167) (15) 8 (34) (204)		
(489) <b>(489)</b>		
34 0 (22) (19) (16) 39 16		
(831)		

## Port Health and Environmental Services Committee Analysis of Movements 2014/15 Latest Approved Budget to Final Budget

Analysis by Service	Original	Latest	Final	Movement	Notes
Managed	Budget	Approved	Budget	LAB to	
	2014/15	Budget*	2014/15	Final	
		2014/15		Budget	
	£'000	£'000	£'000	£'000	
City Fund					
Public Conveniences	1,220	1,316	1,316	0	
Waste Collection	860	819	814	(5)	
Street Cleansing	5,912	5,946	5,946	0	
Waste Disposal	1,329	1,302	1,291	(11)	(i)
Transport Organisation	0	0	0	0	
Cleansing Services	0	0	(14)	(14)	(ii)
Management					
Built Environment	0	0	146	146	(ii)
Directorate					
Coroner	62	91	91	0	
City Environmental	2,208	2,510	2,540	30	(iii)
Health					
Pest Control	98	129	123	(6)	
Animal Health Services	75	(12)	(37)	(25)	(iv)
Trading Standards	354	354	353	(1)	
Port & Launches	1,476	1,638	1,648	10	(v)
Cemetery & Crematorium	532	610	625	15	(vi)
Total City Fund	14,126	14,703	14,842	139	
City's Cash				_	
Meat Inspector's Office	123	0	(67)	(67)	(vii)
Total City's Cash	123	0	(67)	(67)	
Total	14,249	14,703	14,775	72	

<sup>\*</sup> Latest Approved Budget as reported to your Committee in November 2014

#### Notes

- (i) Transfer of (£11,000) from Waste Disposal private contractors to capital project for replacement of Garchey vehicle.
- (ii) Adjustments to support services recharge due to review of the apportionment basis for City Procurement service following its restructure.
- (iii) Transfer of a vacancy allowance of £30,000 initially held here to services where vacancies occurred (mainly transferred to Animal Health Service)
- (iv) Transfer of a (£23,000) vacancy allowance from City Environmental Health.
- (v) Net increase in recharges due to review of apportionment for City Procurement service (£6,000), and City Surveyor's Department £16,000.
- (vi) Net increase in recharges due to review of apportionment for City Procurement service £18,000, and City Surveyor's Department £13,000 and a Supplementary Revenue Projects income budget of (£16,000) allocated from central budgets to match actual income.

(vii) A (£67,000) adjustment to capital charges and central recharges as a result of the transfer of the Animal By-Products facility to Markets Committee (as previously reported to Members).

# Agenda Item 17

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

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# Agenda Item 18

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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