



Markets Committee

Date: WEDNESDAY, 16 JULY 2014
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

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

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Lunch will be served in the Guildhall Club at 1pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **PUBLIC MINUTES**
To agree the public minutes of the meeting held on 14 May 2014.
For Decision
(Pages 1 - 8)
4. **REVENUE OUTTURN 2013/14**
Joint report of the Chamberlain and Director of Markets and Consumer Protection.
For Information
(Pages 9 - 20)
5. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**
Report of the City Surveyor.
For Information
(Pages 21 - 24)
6. **ENFORCEMENT ACTIVITY AT SMITHFIELD MARKET**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 25 - 36)
7. **CHRISTMAS 2014 - SMITHFIELD MARKET TRAFFIC MANAGEMENT PLAN**
Report of the Superintendent of Smithfield Market.
For Decision
(Pages 37 - 54)
8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Part 2 - Non-Public Agenda

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 14 May 2014.

For Decision
(Pages 55 - 58)

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

To be read in conjunction with the main report which features at item 5 in the public agenda.

For Information
(Pages 59 - 60)

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

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

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MARKETS COMMITTEE

Wednesday, 14 May 2014

Minutes of the meeting of the Markets Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 14 May 2014 at 11.30 am

Present

Members:

Nicholas Bensted-Smith	Wendy Mead
Christopher Boden	Hugh Morris
Alderman Charles Bowman	Deputy Joyce Nash
Karina Dostalova	Graham Packham
Alderman Timothy Hailes	Chris Punter
Brian Harris	Adam Richardson
Christopher Hayward	Ian Seaton
Michael Hudson	John Scott
Jamie Ingham Clark	Deputy Dr Giles Shilson
Deputy Keith Knowles	Angela Starling
Edward Lord	Mark Wheatley
Professor John Lumley	

In Attendance

Mark Boleat CC

Officers:

Rakesh Hira	Town Clerk's Department
Alistair MacLellan	Town Clerk's Department
David Smith	Director, Markets & Consumer Protection
Malcolm Macleod	Markets & Consumer Protection
Robert Wilson	Markets & Consumer Protection
Steven Chandler	City Surveyor's Department
Andrew Crafter	City Surveyor's Department
Paul Hickson	Comptroller and City Solicitor's Department
Julie Smith	Chamberlain's Department
Debbie Howard	Chamberlain's Department
Julie Zhu	Public Relations Office

1. APOLOGIES

Apologies were received from Revd Dr William Campbell-Taylor, Deputy John Chapman, Deputy Stanley Ginsburg, Brian Harris, Tom Hoffman, Robert Merrett, Elizabeth Rogula, Patrick Streeter and James Tumbridge.

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

There were no declarations.

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

The Order of the Court of Common Council, of 1 May 2014, appointing the Committee and approving its Terms of Reference was received.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29.

The Town Clerk read out a list of Members eligible to stand as Chairman. Michael Hudson and John Scott indicated their willingness to serve and therefore a ballot was taken.

The results were as follows:

Michael Hudson 8

John Scott 13

John Scott was therefore declared Chairman for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

Hugh Morris, the Immediate Past Chairman, exercised his right to be Deputy Chairman and was duly elected for the ensuing year.

LATE CHAIRMAN – VOTE OF THANKS

RESOLVED UNANIMOUSLY –

Members of the Markets Committee wish to record their sincere thanks and gratitude to

HUGH FENTON MORRIS

for his excellent work as their Chairman.

AS Chairman, he has been active in all aspects of the work of the Committee showing great drive and commitment to ensure the success of the Committee.

UPON commencing chairmanship, he was fortunate to inherit the work carried out by his predecessors on the Billingsgate Market working practices and, through his drive and vigour, he brought this vital area of work to a highly successful conclusion, which has transformed the atmosphere of the Market.

HIS chairmanship, however, was truly marked by the work leading to the renewal of the leases at Smithfield Market. He was instrumental in reaching a successful conclusion on the lease negotiations which is a testament to his diligence, professional manner and skills of tact and diplomacy. He spent an immense amount of his personal time actively engaging with the relevant parties and demonstrated a high level of dedication in achieving a result which enables the City Corporation to recover the costs of operating the Market, via the Service Charge plus a separate rent, which should ensure the long term health of the Market.

DURING his tenure he demonstrated a robust and energetic style which enabled him to steer the Committee in an exemplary and courteous manner. He presided over the Committee's debates allowing full consideration to the routine business of the Committee including areas such as the Markets and Consumer Protection Department business plan, revenue and capital budgets and proposed new lettings.

OVERALL, he has managed the Committee's deliberations with a fair and firm hand whilst ensuring that the Committee executed its duties in a very competent manner with due consideration for all Members.

FINALLY, in congratulating their former Chairman upon a most successful term of office, his colleagues wish to thank him for his passion and commitment and to sincerely express that his services be available to serve the City Corporation for many years to come.

The former Chairman thanked the Committee for their support and kind words.

The Chairman welcomed Nicholas Bensted-Smith and Jamie Ingham Clark to their first meeting of the Committee, and thanked John Fletcher, Ann Holmes and Deputy Michael Welbank, who no longer served on the Committee, for their contributions.

The Chairman also thanked the previous Deputy Chairman for his hard work and contributions to the work of the Committee.

6. **APPOINTMENT OF THE REFERENCE SUB COMMITTEE**

Members proceeded to appoint the Reference Sub Committee for the ensuing year.

RESOLVED – That the Reference Sub Committee be comprised of the following Members:-

Chairman, John Scott
Deputy Chairman, Hugh Morris
Chris Hayward
Jamie Ingham Clark
Edward Lord
Deputy Joyce Nash
Deputy Giles Shilson
x2 vacancies

7. **PUBLIC MINUTES**

The public minutes of the meeting held on 5 March 2014 were approved as a correct record subject to minor amendments.

8. **MARKETS BUSINESS PLAN UPDATE PERIOD 3 2013/14 (DECEMBER - MARCH)**

The Committee considered a report of the Director of Markets and Consumer Protection which provided Members with an update on progress against the Business Plan of the Markets Department for Period 3 (December-March) of 2013-14 against key performance indicators (KPIs) and objectives outlined in the Business Plan. The report consisted of:

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

The report highlighted that at the end of February 2014, the Department of Markets & Consumer Protection was £311k (21.2%) underspent against the local risk budget to date of £1.5m, over all the services now managed by the Director of Markets & Consumer Protection covering the Markets Committee. Overall the Director of Markets & Consumer Protection was currently forecasting a year end underspend position of £142k (8.9%) for the Department's City Fund and City Cash services.

The Chairman pointed out that on page 11 of the report the reference to all accidents reports to be completed within 3 days following the notification of an incident, for Billingsgate Market, should read 100% and not 83.3%.

A discussion took place and in response to a question by a Member the Superintendent of Smithfield Market explained that an audit had been carried out by the Corporate Health & Safety Manager and within it the safety

concerns relating to the banksmen duties would be highlighted. It was noted that individual operators were looking at their own responsibilities to ensure that they carry out the banksmen duties effectively. Members emphasised that this issue needed to be kept under review by officers.

In relation to the Smithfield Poultry Market Re-roofing and Rewiring Project the Director reported that the project was progressing to the Gateway 4 Options Appraisal stage and that tenants views were being taken into account.

In response to a question by a Member the Director explained that the level of sickness at the three Markets was generally going in the right direction and being in line with the corporate target.

RESOLVED – That the report be noted.

9. **DEPARTMENT OF MARKETS & CONSUMER PROTECTION BUSINESS PLAN 2014-2017**

A report of the Director of Markets and Consumer Protection detailed the Business Plan for 2014-17 for the Department of Markets and Consumer Protection. The report highlighted that the Department reported to three discrete City Committees: Markets; Port Health and Environmental Services; and Licensing. The Business Plan consisted of an overarching plan which contained information relating to the whole department, and a separate annex for each of the three Committees which reflected the responsibilities of that Committee only.

The Business Plan identified some key achievements from the past year and set out what the Department aimed to achieve this year, the standards which will be attained, and where this fit within the corporate plans.

A discussion took place on the Key Performance Indicators (KPIs) and that these be listed next to the objective in future reports. The Director undertook to explore whether the KPIs could be described as more outcome based.

RESOLVED – That Members approve the contents of the report.

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

West Poultry Avenue

In response to a question by the Deputy Chairman, which was colloquially known as the 'Michael Farrow memorial question', the Director explained that in respect of the opening of the West Poultry Market this was a highways matter.

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

There were no urgent items.

12. **EXCLUSION OF THE PUBLIC**

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

Item	Paragraph
13	3
14	3,5&7
15 -17	3
18-19	-

13. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 March 2014 were approved as a correct record.

14. **DEBT ARREARS - MARKETS - PERIOD ENDING 31 MARCH 2014**

A report of the Director of Markets and Consumer Protection was received.

15. **POULTRY MARKET - LETTING OF FIRST FLOOR OFFICE**

A joint report of the City Surveyor and the Director of Markets and Consumer Protection was considered and agreed.

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

A report of the City Surveyor was received.

17. **TENANCIES AT WILL AND ASSIGNMENTS**

A report of the Director of Markets and Consumer Protection was received.

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

There were no questions.

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

There were no urgent items.

The meeting ended at 12.17 pm

Chairman

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Committee:	Date:
Markets	16 July 2014
Subject:	Public
Revenue Outturn 2013/14	
Report of:	For Information
The Chamberlain	
Director of Markets and Consumer Protection	

Summary

This report compares the 2013/14 revenue outturn for the services overseen by your Committee with the final budget for the year. Overall total net income during the year was (£0.561m), whereas the total agreed budget was £0.257m, representing an under spend and/or increase in income generation of (£0.818m) as summarised below.

Summary Comparison of 2013/14 Revenue Outturn with Final Agreed Budget			
	Final Agreed Budget £000	Revenue Outturn £000	Variations Increase/ (Decrease) £000
Local and Central Risk			
Director of Markets and Consumer Protection	(2,959)	(3,583)	(624)
City Surveyor	1,193	939	(254)
Total Direct Expenditure/(Income)	(1,766)	(2,644)	(878)
Capital and Support Services	2,023	2,083	60
Overall Totals	257	(561)	(818)

The Director of Markets and Consumer Protection had a net underspend of £624,000 on his local and central risk budgets within Markets Committee, which mainly related to savings at Smithfield Market in relation to salary, energy, heat and cooling of water costs and additional rent income at Billingsgate Market.

Chief Officers have submitted requests, to carry forward underspends. These requests will be considered by the Chamberlain in consultation with Chairman and Deputy Chairman of the Resource Allocation Sub Committee. The Director of Markets and Consumer Protection has requested to carry forward £402,000 for all the Committees within his remit, of which £213,000 was within the services supporting Markets Committee.

The City Surveyor's net underspend of £254,000 mainly relates to delayed or cancelled works at Billingsgate and New Spitalfields Markets.

Recommendations

It is recommended that this revenue outturn report for 2013/14 and the proposed carry forward of underspending to 2014/15 are noted.

Main Report

Revenue Outturn for 2013/14

1. A summary comparison with the final agreed budget for the year is tabulated below. In this and subsequent tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure. The net income position for your Committee's services during 2013/14 totalled (£0.561m), a surplus of (£0.818m) compared to the approved budget of £0.257m.

Summary Comparison of 2013/14 Revenue Outturn with Final Agreed Budget				
	Final Agreed Budget £000	Revenue Outturn £000	Variations Increase/ (Decrease) £000	Variation Increase/ (Decrease) %
Local Risk				
Director of Markets and Consumer Protection	1,585	1,174	(411)	(25.9)
City Surveyor				
Repairs & Maintenance	774	494	(280)	(36.1)
Additional Works Programme	419	445	26	6.2
City Surveyor's Sub Total	1,193	939	(254)	(21.3)
Total Local Risk	2,778	2,113	(665)	(23.9)
Central Risk				
Director of Markets and Consumer Protection	(4,544)	(4,757)	(213)	(4.7)
Capital and Support Services	2,023	2,083	60	3.0
Overall Totals	257	(561)	(818)	(318.3)

2. The local risk underspend of £665,000 comprises the following main variations:

- **Director of Markets and Consumer Protection** – lower than anticipated expenditure for employment costs and premises related expenditure items at Smithfield Market (£294,000), New Spitalfields Market (£51,000) and the Directorate (£33,000); additional income of (£44,000) was generated from the Rotunda Car Park as well as lower than anticipated premises related expenses for the car park and ‘Other properties’ such as the storage facility beneath the market (£24,000). This is partly offset by increased expenditure for employment costs and a reduction in car parking income totalling £35,000 at Billingsgate Market.
- **City Surveyor** – a reduction in repairs and maintenance costs mainly due to delayed or cancelled projects as follows:
 - **Billingsgate Market (£145,000)** - the delayed project is the replacement of the fire alarm system where it had been envisaged that a replacement would be on a rolling 3 year basis starting in 2013/14 but the replacement will now take place as a single project with the works scheduled to commence in November 2014 (£50,000).
A project to replace the site boilers has been cancelled and some individual parts have been renewed instead (£75,000), and project evaluation work on projects such as the additional facilities project have been delayed (£20,000).
 - **New Spitalfields Market (£99,000)** – the delayed projects are the replacement of air circuit breakers in two locations (£35,000), flooring replacements in Pods A,B and C (£7,000), delay in the lift replacement work (£55,000), and minor savings on the Gatehouse refurbishment (£2,000).
 - **Smithfield Market (£10,000)** – is due to savings made on general breakdown and electrical budgets of (£41,000), additional expenditure on the Additional Work Programme (AWP) of £26,000 and unexpected works required on the Cock Tavern £5,000.

3. The central risk underspend of (£213,000) comprises the following main variations:

- **Billingsgate Market** - Dilapidations rebate against the Satellite Building (£179,000) and additional rental income generated (£233,000), which was netted off against the provision for bad debts, plus additional vacancy costs £35,000 and reduced income transferred from the Billingsgate Reserve funds of £165,000. The income from reserves was not required as some works detailed above were delayed or cancelled.
- **Smithfield Market** - Reduced expenditure on inspections made by the Meat Inspectors Office (£40,000), FSA Inspections (£46,000) and additional income from the Rotunda Car Park (£20,000) and rental income of (£7,000).

- **New Spitalfields Market** - Reduced income transferred from New Spitalfields Reserve funds of £112,000. The income from reserves was not required as repairs and maintenance projects detailed above were delayed or cancelled.
4. The £60,000 variation in Capital and Support Services is made up of a number of small variations as a result of changes in the level and attribution of central costs.
 5. Annex A1 and A2 provides a more detailed comparison of the local risk outturn against the final agreed budget, including explanations of variations.

Local Risk Carry Forward to 2014/15

6. Chief Officers can request up to 10% or £500,000 of underspend (whichever is the lesser) of the final agreed local risk budget to be carried forward, as long as it is not fortuitous and the resources are required for a planned purpose. Such requests are considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
7. The Director of Markets and Consumer Protection had a local risk underspend of (£411,000) on the activities overseen by your Committee and is proposing to carry forward £213,000 of his local risk underspending for the following purposes:

City Cash

Smithfield Market

- £10,000 for remedial work on the fire alarm system for the East, West and Poultry Markets;
 - £37,000 for the renewal of emergency lighting in the East and Poultry Market buildings;
 - £47,000 for the renewal of emergency lighting in the West Market;
 - £10,000 to renew the rail system compressors for the East and West Market;
 - £19,000 to replace three loading arms on the loading bays for the West market rail system;
 - £90,000 to re-install showers and tanking to floor in the West Market common changing areas to maintain water tight surfaces.
8. The City Surveyor's underspend of £254,000 relates mainly to cancelled or delayed projects at Billingsgate Market £145,000, New Spitalfields £99,000 and Smithfield £10,000. The cancelled or delayed projects have been reviewed under the 20 year plan between the Superintendents and the City Surveyor to ensure the planned programme of works is maintained and any delayed or cancelled projects are rolled over to future years.

Financial Performance of the Markets

9. Members have in the past, requested a breakdown of financial performance of individual Wholesale Markets (i.e. excluding the car park and outside properties at Smithfield). This is set out in Annex B1 which shows the operating costs for each Market. This table is not prepared in accordance with conventional City of London format as shown in Annex A1 and A2, therefore brackets indicate increases in expenses or decreases in income.
10. An apportionment of the Directorate costs and other central support costs are included below the operating line.
11. The three Wholesale Markets produced a combined operating surplus of £2.539m in 2013/14. Surpluses of £1.515m and £1.113m at Spitalfields and Billingsgate respectively have been partly offset by a deficit of (£0.089m) at Smithfield.
12. When capital costs of (£0.837m) and central support costs of (£1.227m) respectively are added, there is a consolidated surplus to the City of London Corporation of £0.475m in 2013/14.

Annex A1 - Comparison of 2013/14 Local Risk Revenue Outturn with Final Agreed Budget
Annex A2 - Comparison of 2013/14 Central Risk Revenue Outturn with Final Agreed Budget
Appendix B1 - Comparison of 2013/14 Operating Statement with Operating Budget

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Markets Committee - Comparison of 2013/14 Revenue Outturn with Final Agreed Budget

	Final Agreed Budget £000	Revenue Outturn £000	Variation Increase/ (Decrease) £000	Variation %	Reasons
LOCAL RISK					
Director of Markets					
City Fund					
Spitalfields Market Service Charge	26	4	(22)	(84.6%)	1
Spitalfields Market Corporation	23	(6)	(29)	(126.1%)	2
Total City Fund	49	(2)	(51)	(104.0%)	
City's Cash					
Smithfield Market Service Charge	978	677	(301)	(30.8%)	3
Smithfield Market Non Service Charge	(1)	6	7	700%	4
Smithfield Market Other Services	(34)	(102)	(68)	(200%)	5
Billingsgate Market Non Service Charge	163	198	35	21.5%	6
Markets Directorate	430	397	(33)	(7.7%)	7
Total City's Cash	1,536	1,176	(360)	(23.4%)	
Total Director of Markets	1,585	1,174	(411)	(25.9%)	
City Surveyor					
City Fund					
Spitalfields Market Service Charge	18	20	2	11.1%	
Spitalfields Market Corporation	5	1	(4)	(80.0%)	
Spitalfields Repainting and Repair A/C	184	87	(97)	(52.7%)	
Total City Fund	207	108	(99)	(47.8%)	8
City's Cash					
Smithfield Market Service Charge	276	235	(41)	(14.9%)	9
Smithfield Market Non Service Charge	419	445	26	6.2%	9
Smithfield Other Services	0	5	5	100%	9
Billingsgate Market Service Charge	143	143	0	0.0%	
Billingsgate Market Non Service Charge	3	3	0	0.0%	
Billingsgate Repainting and Special Work	145	0	(145)	(100%)	10
Total City's Cash	986	831	(155)	(15.7%)	
Total City Surveyor	1,193	939	(254)	(21.3%)	
TOTAL LOCAL RISK	2,778	2,113	(665)	(23.9%)	

Reasons for Local Risk Variations – Director of Markets

1. **Spitalfields Market Service Charge Account** - the underspend of (£22,000) is due to the following:
 - A budget is maintained on the Service Charge Account to expend against Service Charge apportionment for vacant premises (voids) which is the liability of the City of London under the current leases. The vacant premises were lower than anticipated which has resulted in an under-spend of (£22,000).
2. **Spitalfields Market Corporation Account** - the underspend of (£29,000) is due to the following:
 - Carbon Reduction Credits were less than expected (£2,000).
 - The rates were less than anticipated (£4,000).
 - Supplies and Services were less than expected mainly due to the Professional/Legal fee budget not required in 2013/14 (£7,000) and equipment, printing and conference budgets not fully expended (£3,000).
 - Contribution to the Repainting and Repair Fund was too high in 2012/13. This was adjusted in 2013/14 resulting in additional income of (£13,000) on the corporate account.
3. **Smithfield Market Service Charge Account** - the underspend of (£301,000) is mainly due to the following:
 - Lower than expected employment costs of (£104,000) due to:
 - ❖ Security and Maintenance – reduced overtime (£13,000)
 - ❖ Cleaning and Maintenance Operatives – several vacancies for different time periods throughout the year, offset against agency costs (£44,000)
 - ❖ Administration Posts – 1 vacant Administrator post vacant all year and the Operations and Administration Management post vacant for 2 months (£47,000)
 - Lower than expected chilled and hot water provided by Citigen (£88,000).
 - Lower than expected electricity costs for common areas due to replacement of LED lights and check meters (£122,000).
 - Savings made on the cost of rates (£3,000), cleaning materials (£7,000), and small works (£15,000).
 - Income from reimbursement of cool and heated water (Citigen) was less than anticipated £38,000.

4. **Smithfield Market Non Service Charge Account** - the increased expenditure of £7,000 is mainly due to tax paid on Congestion Charge which was not budgeted £5,000, a reduction in rate income of £5000, netted off against additional fee income (£3,000).

5. **Smithfield Market Other Services**- the underspend of (£68,000) is mainly due to the following:
 - Reduction in energy costs (£14,000), equipment (£3,000) and car park management charges (£7,000).
 - Additional car park income (£44,000).

6. **Billingsgate Market Non Service Charge** – the overspend of £35,000 is due to the following:
 - Increased employment costs due to temporary cover for an administration post and maternity cover for a second administration post £24,000.
 - Net reduction in income of £11,000 mainly due to reduced car parking income.

7. **Directorate** – the reduction of (£33,000) is due to reduced employment costs due to an administration vacancy in the Directorate. The reduction is passed onto all the Markets and Consumer Protection budgets under the remit of the Director, through the recharging policy of the City of London.

Reasons for Significant Local Risk Variations – City Surveyors

8. The underspend at New Spitalfields Market is due to delayed or cancelled works undertaken by City Surveyors (£99,000).

9. The net underspend of (£10,000) at Smithfield Market is due to savings made on general breakdown and electrical budgets of (41,000) and additional expenditure on the Additional Work Programme of £26,000 and unexpected works required to the Cock Tavern £5,000.

10. The underspend of (£145,000) at Billingsgate Market is due to delayed or cancelled works in consultation with the Tenants Association.

**Markets Committee - Comparison of 2013/14 Revenue Outturn
with Final Agreed Budget**

	Final Agreed Budget £000	Revenue Outturn £000	Variation Increase/ (Decrease) £000	Variation %	Reasons
CENTRAL RISK					
Director of Markets					
City Fund					
Spitalfields Market Service Charge A/C	(1,359)	(1,342)	17	1.3%	11
Spitalfields Market City Account	(343)	(348)	(5)	(1.5)%	
Spitalfields Market Tenants Repairs A/C	(215)	(115)	100	46.5%	12
Total City Fund	(1,917)	(1,805)	112	5.8%	
City's Cash					
Smithfield Market Service Charge A/C	114	68	(46)	(40.3%)	13
Smithfield Market Non Service Charge	(1,539)	(1,579)	(40)	(2.6%)	14
Smithfield Market Other Services	(24)	(51)	(27)	(112.5%)	15
Billingsgate Market Service Charge A/C	(253)	(284)	(31)	(12.2%)	16
Billingsgate Market Non Service Charge	(770)	(1,116)	(346)	(44.9%)	17
Billingsgate Market Special Works A/C	(165)	0	165	100%	18
Directorate	10	10	0	0%	
Total City's Cash	(2,627)	(2,952)	(325)	(12.4%)	
TOTAL CENTRAL RISK	(4,544)	(4,757)	(213)	(4.7%)	

Reasons for Significant Central Risk Variations

11. **Spitalfields Market Service Charge A/C** – net income is lower due to reduced Tenancy at Will rent in the year £17,000.
12. **Spitalfields Market Tenants Repairs A/C** – net income on this account is transferred from the Spitalfields Reserve Account to fund works and projects. Works were delayed or cancelled which resulted in less funds required from the Reserve Account. £100,000.
13. **Smithfield Service Charge A/C** – net expenditure is lower due mainly to the reduction of the FSA Inspection fee charges (£46,000).
14. **Smithfield Market Non Service Charge A/C** – net income is higher due to the reduction in expenditure for Inspections by Environment Services (£40,000)
15. **Smithfield Other Services A/C** – net income is higher due mainly to additional income for car parking (£20,000) and rental income of (£7,000).
16. **Billingsgate Market Service Charge A/C** – net income is higher due to higher service charge income to reimburse the additional recharged costs of Central Support Services (£25,000) and repair works (£6,000).
17. **Billingsgate Market Non Service Charge** – net income is higher due to additional rental income.

18. **Billingsgate Market Special Works A/C** – reduction in net income due to a lower than expected reimbursement required from reserves, as the costs for the work managed by the City Surveyor and funded through the Repainting and Special Works Fund was lower than anticipated £165,000.

	Spitalfields					Billingsgate					Smithfield *					ANNEX B1 Total				
	Final Approved Budget 2013/14 £'000	Actual 2013/14 £'000	Variance 2013/14 £'000	% variance	Notes	Final Approved Budget 2013/14 £'000	Actual 2013/14 £'000	Variance 2013/14 £'000	% variance	Notes	Final Approved Budget 2013/14 £'000	Actual 2013/14 £'000	Variance 2013/14 £'000	% variance	Notes	Final Approved Budget 2013/14 £'000	Actual 2013/14 £'000	Variance 2013/14 £'000	% variance	Notes
Operating Expenditure																				
Expenditure																				
Employees (basic pay, NI, pension, overtime, training and recruitment advertising)	(1,255)	(1,250)	5	0%		(1,560)	(1,584)	(24)	2%	4	(1,835)	(1,731)	104	-6%	11	(4,650)	(4,565)	85	-2%	
Premises (Energy, repair and maintenance, rates, insurance, water, pest control, cleaning materials)	(1,049)	(939)	110	-10%	1	(1,157)	(1,048)	109	-9%	5	(3,049)	(2,968)	81	-3%	12	(5,255)	(4,955)	300	-6%	
Transport (Vehicle running costs, congestion charge and travel costs)	(6)	(5)	1	-17%		(41)	(54)	(13)	32%	6	(7)	(7)	0	0%		(54)	(66)	(12)	22%	
Supplies and Services (Refuse collection, Equipment and CCTV hire/maintenance and purchase, uniforms and clothing, communication and office expenses)	(182)	(173)	9	-5%		(120)	(129)	(9)	8%	7	(516)	(430)	86	-20%	13	(818)	(732)	86	-11%	
Waste and Cleaning contract (Spitalfield Market only)	(1,773)	(1,764)	9	-1%												(1,773)	(1,764)	9	-1%	
																0	0			
Total operating expenditure	(4,265)	(4,131)	134	-3%		(2,878)	(2,815)	63	-2%		(5,407)	(5,136)	271	-5%		(12,550)	(12,082)	468	-4%	
Income																				
Rent, Wayleaves and Tolls Income	1,359	1,342	(17)	-1%	2	644	1,042	398	62%	8	1,706	1,705	(1)	0%		3,709	4,089	380	10%	
Charges for Services (Filming, car parking, service charge income, insurance, advertising hoarding, reimbursement if direct recovered costs)	4,335	4,304	(31)	-1%	2	2,870	2,886	16	1%	9	3,249	3,342	93	3%	14	10,454	10,532	78	1%	
Total Operating Income	5,694	5,646	(48)	-1%		3,514	3,928	414	12%		4,955	5,047	92	2%		14,163	14,621	458	3%	
Net Operating Surplus/(Deficit)	1,429	1,515	86	6%		636	1,113	477	75%		(452)	(89)	363	-408%		1,613	2,539	926	57%	
Central Costs																				
Capital Charges (Depreciation and Interest)	(555)	(555)	0	0%		(157)	(160)	(3)	2%		(122)	(122)	0	0%		(834)	(837)	(3)	0%	
Other Central Costs (All Markets = transfer from and to reserves, recharges across and within funds and the apportionment of the Market Directorate.	(113)	(185)	(72)	64%	3	(256)	(404)	(148)	58%	10	(663)	(638)	25	-4%		(1,032)	(1,227)	(195)	19%	
Total Market (Expenditure)/Income	761	775	14	2%		223	549	326	146%		(1,237)	(849)	388	-46%		(253)	475	728	-288%	

N.B.

This table has not been prepared in accordance with conventional City of London Corporation format. In the table above () = Expenditure / Deficit. *Excludes the car park and outside properties at Smithfield Market

Notes on Net Operating Surplus/Deficit

New Spitalfields

- The savings on expenditure is due to the City Surveyor carrying out less repair projects than anticipated during the year £100,000 and small savings on rates, water carbon credits £10,000.
- Tenancy at Will rental income is lower than anticipated by (£17,000) and a reduction in service charge income is to partly offset the reduction in Service Charge expenditure, (£31,000).
- Net increase in Other Central costs mainly due to the the additional transfer of funds back to the Spitalfield reserve account due to repair projects being delayed (£72,000).

Billingsgate

- The increase in employment costs is due to temporary cover for an administration post and maternity cover for an administration post (£24,000).
- The under spend is mainly due to a reduction in the City Surveyors spend on major repairs repairs of £145,000, netted off against an overspend on repairs carried out by the local maintenance team (£34,000).
- The increase in expenditure is mainly due to the breakdown and repair of the Johnson Sweeper (£13,000).
- Increased expenditure is mainly for the increased professional fees charged against the Satellite Building to negotiate the dilapidations payable £6,000, and minor overspend on various line budgets which are recovered at note 9 £3000.
- Income from rents is higher than estimated as more premises are now let £219,000 and £179,000 refund for dilapidations on the Satellite Building that was left vacant when John Koch Ltd went into Administration.
- Additional Service Charge income to cover additional expenditure as noted above.
- Net increase in Other Central costs mainly due to the the additional transfer of funds back to the Spitalfield reserve account due to repair projects being delayed (£148,000).

Smithfield

- The under spend is due to the vacancy for the year for an Administrative Assistant and a vacancy for several months for the Operations and Administration Manager £47,000, a vacancy for several months for a Maintenance Operative and Cleaner £44,000 and savings on overtime for the Constabulary and Maintenance services, £13,000.
- There is a net underspend on hot and cold water provided by Citigen £88,000, electricity usage for the common parts £122,000 due to inclement weather, new LED replacement lighting and installation of meters, maintenance projects £15,000, cleaning £7000, rates £3,000, water £2,000 and congestion charge on costs £5,000.
The reduction in expenditure is netted off against increases in Premises Insurance, (£10,000) and electric usage by tenants (£151,000).
- There are savings of £46,000 on Supplies and Services because the Smithfield traders are paying the Food Standard Agency Direct for their services and a smaller proportion is charged to the City.
There are ongoing discussions to reduce this expenditure further and a refund is anticipated from the FSA in 2014-15. There are savings for Inspections no longer required as the City's Environment Inspection staff no longer inspect at Smithfield Market, this is now carried out by a different operator £40,000.
- The additional income is mainly due to the extra electricity costs directly recovered from the tenants £151,000 and a reduction for Citigen income (£38,000) and reimbursable works (£28,000).

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Committee:	Date:
Markets	16 July 2014
Subject: Smithfield Market – Condenser Water Cooling System - update	Public
Report of: The City Surveyor (Report CS 255/14)	For Information
Summary	
<p>This report provides Members with an update on the performance of Smithfield Markets' Condenser Water Cooling System, which serves Tenants' refrigeration equipment, and the works currently being undertaken to improve the system.</p> <p>The performance of the condenser water cooling system is currently satisfactory. Operating problems were experienced with two cooling tower fans in May which led to an increase in the water supply temperature. This caused difficulties for the refrigeration units of one Tenant, although did not appear to affect other units. All cooling tower fans are now running again.</p> <p>The third phase of the City's improvement works, aimed at addressing contamination in the system, is underway, and should be largely complete by the end of July.</p>	
Recommendation(s)	
Members are invited to:	
<ul style="list-style-type: none"> • Note the contents of this report. 	

Main Report

Background

1. The Market's condenser water cooling system removes waste heat from 120 tenants' refrigeration units in East, West and Poultry Markets and dissipates it to the atmosphere via five cooling towers located in the Poultry Market. The system is operated and maintained by the City Corporation.
2. Over the last four years the City Corporation has been undertaking a programme of works to improve the system in East and West Markets. The

first two phases are now complete and the City considers that the water distribution to Tenants' fridges now provides the optimum flow to each fridge unit.

3. A third phase of work is now underway on site intended to address dirt contamination in the system.

Current Position

4. The cooling system is currently working well supplying water at 20°C to the Tenants' fridges.
5. In May failures occurred of the fans on two of the five cooling towers. The fans induce a draught through the cooling towers which cools the water. Replacement parts were not immediately available and with only three towers providing full cooling the water temperature rose above its normal level between 27 May and 3 June, and briefly on two other days after this, reaching 24-25°C. This resulted in complaints from one Tenant although no others reported problems.
6. All cooling tower fans are now returned to service. The holding of spare parts has been reviewed and critical replacement components will be held in store in future.
7. It appears from this that the vast majority of fridges are capable of working with water supplied at 24-25°C. This episode has acted as an unplanned 'stress test'. The need to run the system at a lower temperature to keep all fridges satisfied imposes a high demand on them and increases wear and operating costs. Ideally the system would be operated at a higher temperature.
8. Following completion of valve changes and commissioning, the City has now written to Tenants whose fridges were observed to be exhibiting signs of stress (indicated by higher than normal refrigerant pressure and/or temperature) during recent inspections. These fridges could be at risk in hot weather.
9. No further individual meetings with tenants have taken place since last year.
10. The main phase 3 works are now progressing on site, without an adverse effect on Tenants. The first section of the work has involved checking the condition of the 150mm steel pipes through the car park which supply East Market. No significant dirt accumulation was found here and the internal pipe condition was as would be expected for a 20 year old system. The pipes have at least 5-10 years of life left. The works should be largely complete by the end of July.
11. A non-public appendix to this report features in the non-public part of the agenda.

Corporate & Strategic Implications

12. The system supports the following Strategic Aims:
- To provide modern, efficient and high quality local services and policing within the Square Mile for workers, residents and visitors with a view to delivering sustainable outcomes.
 - To provide valued services to London and the nation.

Implications

13. The cooling system provides a critical service for Tenants' refrigeration equipment and the City continues to monitor its performance closely. A failure of the system may expose the City to claims for the consequences.
14. Whilst the City provides water at a supply temperature of 20°C, it appears all but a few fridges can operate with a higher temperature of 24-25°C.

Conclusion

15. The performance of the condenser cooling system is currently satisfactory, maintaining a water temperature of 20°C. However the temperature exceeded its normal level for around a week in May/June, due to faults on two cooling towers, causing problems for the equipment of one Tenant.
16. The City will continue to monitor the system closely and complete the Phase 3 works as soon as possible.

Background Papers:

Report of the City Surveyor (ref CS171/14) dated 14 May 2014 to Markets Committee: 'Smithfield Market – Condenser Water Cooling System - update'

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Committee:	Date:
Markets	16 July 2014
Subject: Enforcement Activity at Smithfield Market	Public
Report of: Director of Markets & Consumer Protection	For Information
<p><u>Summary</u></p> <p>This report advises your Committee of Enforcement Activity carried out by Markets and Consumer Protection enforcement officers, and the Food Standards Agency, at Smithfield Market during the four month period from 1st February 2014 to 31 May 2014.</p> <p>It provides information on the work carried out by officers in delivering the priorities set out in the Food Standards Agency's (FSA) National Co-ordinated Food Sampling Programme 2013-14 and an update on the on-going City of London Corporation/Food Standards Agency joint initiative regarding food delivery vehicles that visit Smithfield Market.</p> <p>The report includes data provided by the Food Standards Agency's Lead Veterinarian on enforcement actions taken during the period in line with the hierarchy of enforcement which have increased/decreased.</p> <p>In respect of enforcement under the Health & Safety at Work etc. Act 1974, it should be noted that there has been a decrease in the level of oral advice given to traders; however oral advice given to market customers has increased.</p> <p>Recommendations</p> <p>I recommend that your Committee notes the content of this report.</p>	

Main Report

Background

1. This is the thirty third such report submitted to your Committee. The table at Appendix 1 provides a detailed breakdown of health and safety enforcement activity for the four month period February to May 2014. The names of tenants in respect of which warnings were issued have not been included. The table at Appendix 2 shows health and safety enforcement activity over a sixteen month period. FSA enforcement action is shown at Appendix 3. As requested when your Committee considered the last enforcement report, this shows activity over a 16 months so that the comparisons can be made with the equivalent period last year.

Current Position

Sampling programme

2. Members will be aware that following a successful bid, the FSA provided funding of £28,370 to the City of London Corporation for the purpose of food sampling at Smithfield Market as part of their 2013/14 National Co-ordinated Sampling Programme.
3. Sampling and surveillance of food is essential in protecting public health. The 2013/14 sampling programme supported the outcomes in the FSA's Strategic Plan – that food produced and sold in the UK, and imported food is safe to eat. The sampling priorities for this programme were based on information and intelligence gathered by the FSA, including emerging risks and were decided in consultation with a wide range of organisations including the Department of Environment Food and Rural Affairs (DRFRA), the Department of Health (DOH), Public Health England and local authorities. The objectives for this programme were:-
 - To improve overall enforcement authority sampling, surveillance and controls for food;
 - To determine compliance around areas of concern within the UK food chain;
 - To help increase controls in areas of higher risk;

- To enhance the understanding of the levels of chemicals present in food which will be used to develop policies, and to inform the UK negotiating position in Brussels.
4. Included in the FSA's published list of priorities for this programme were i) composition criteria and labelling requirements for minced meat and ii) meat speciation and DNA testing.
 5. The rationale for sampling minced meat is that there are specific labelling requirements under European legislation which came into force from 1st January 2014. Transitional arrangements were in place until that time.
 6. Meat speciation/DNA testing was identified as a priority to test for the presence of undeclared meat species in meat and meat products.
 7. Samples were selected in accordance with the FSA sampling programme, targeting 'at risk' foods – comminuted meat products, which were selected on a random basis, although some labelling deficiencies could be detected when the sample was procured.
 8. In the City of London Corporation this sampling programme ran from June 2013 to March 2014 with a total of 70 samples being taken.
 9. Of the 70 samples taken, 16 were minced meat from three traders and 54 were meat products, 37 from the UK and 17 from outside the UK.
 10. 14 of the 16 minced meat samples from three traders were found to be satisfactory while two were unsatisfactory. 26 of the 54 meat products samples were compliant whilst 28 were non-compliant (14 from the UK samples and 14 from products originating outside the UK).
 11. The two minced meat failures were due to contamination with undeclared species. The contamination was at low levels - less than 1%, and was thought to be due to insufficient cleaning of equipment. Formal letters were sent to the producers giving advice on the importance of cleaning, and subsequent samples were satisfactory.
 12. Of the 14 UK produced meat product samples that did not comply, four were due to the meat content being lower than declared, one was for containing excess fat and nine were due to other labelling contraventions e.g. sodium nitrate not included on ingredients list.

13. Of the 14 meat product samples which originated outside the UK that did not comply, three was due to the labels being in a foreign language, two contained undeclared meat species, and nine were due to other minor labelling contraventions.
14. The Home Authorities (the local authorities in whose area the manufacturer is located) and producers of failed UK samples were notified of the results so that they could consider further action. In respect of products originating from outside the UK, the FSA was informed of the results so that they could notify the competent authorities in the countries of origin.

Joint initiative concerning food delivery vehicles

15. The joint initiative between officers of the Smithfield Enforcement Team and the FSA in relation to food delivery vehicles that visit Smithfield Market has continued with officers assessing compliance with hygiene legislation in 25 vehicles on 25 March 2014. 80% of vehicle food business operators reported that they had not had sight of the hygiene leaflet that had been previously distributed in 2013. In respect of vehicle cleanliness, 48% were found to be clean compared with 64% in 2013. On a positive note, transport conditions were found to be acceptable (no extraneous goods) in 48% of cases compared with 46% in 2013, and more vehicles (52%) were found to be refrigerated compared to the proportion found to be refrigerated in 2013 (46%). The FSA is currently involved in obtaining vehicle ownership details from DVLA to enable follow up work.

Health and Safety

16. Over the four month period from 1 February -31 May 2014 formal and informal enforcement has continued under the Health and Safety at Work etc. Act 1974. Formal enforcement is detailed in paragraph 19 and informal action in paragraph 20.

Food Standards Agency Action

17. The FSA's Lead Veterinarian has advised that during the period 1 February 2014 and 31 May 2014, 442 enforcement actions have been taken against market traders by the FSA:
 - On 428 occasions verbal advice was given to market traders, of which 23 related to animal by-product controls

- 12 written advices given to market traders.
- One formal notice was issued to a market trader.
- One detention of food notice was issued to a market trader.

18. Other relevant actions by the FSA during the same period included:-

- 3 non-compliances were raised in respect of 3 consignments arriving at Smithfield from different abattoirs in England.
- Liaison meetings between the City of London Corporation and the FSA continue to be held on a regular basis.
- Meetings between FSA and the Smithfield Market Traders Association take place quarterly.
- Improvements have been made on the traceability of products left in common areas due to action taken by the traders.

Formal Action

19. Between 1 February 2014 and 31 May 2014 my officers in the Smithfield Enforcement Team took formal action by way of providing written advice to three companies in respect of failing to implement a health and safety management system, following an audit.

Informal Action

20. My officers in the Smithfield Enforcement Team took informal action by providing verbal advice on 338 occasions (traders and customers to the market) for health and safety infringements, e.g. not wearing personal protective equipment. This represents a decrease in health and safety compliance on the market during the period compared with the previous reporting period. It should be noted that on the 338 occasions when verbal advice was given only 19 involved traders, the remainder involved customers.

21. Food Hygiene enforcement is governed by the FSA under the Compliance Code for Regulators. It will continue to be applied to Food Business

Operators in the Market. This code is also applied when undertaking Health & safety enforcement, along with the Public Protection Service Policy Statement on Enforcement, as this is a statutory duty of the City.

Conclusion

22. Over the last two reporting periods there has been an improvement in the number of occasions that verbal advice was given to market traders in respect of health and safety compliance. However there has been an increase in the number of occasions that verbal advice was given to market customers.

Background Papers:

Please note: the autonomous numbering system used for the stalls in Appendices 1 and 2 now differs from Appendix 3. The Food Standards Agency has imposed its own autonomous numbering system (Appendix 3) which is different from that used by the City's enforcement team for health and safety enforcement activity.

Appendix 1: Table showing breakdown of health and safety enforcement activity during the four month period 1 February – 31 May 2014.

Appendix 2: Comparison table showing health and safety enforcement activity summary for the period 1 February 2013 – 31 May 2014.

Appendix 3: Table showing breakdown of Food Hygiene enforcement activity during the period 1 February 2013 – 31 May 2014

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Each company has been allocated a number, so that the above information remains confidential. The number allocated to the company will remain the same in each period, and this will demonstrate whether companies are improving or whether they are continuing to fail to comply with the Regulations.

HEALTH SAFETY ENFORCEMENT ACTIVITY SUMMARY
SMITHFIELD MEAT MARKET - 1 February 2013 to 31 May 2014

The following information shows the breakdown of the enforcement activity. Each company has been allocated a number, so that the information remains confidential. The number that has been allocated to the company remains the same, and this will demonstrate whether companies are improving or whether they are continuing to fail to comply with the Regulations.

Key **A:** **Verbal advice** **C:** **Formal notices**
B: **Written advice** **D:** **Recommended for prosecution**

Stall	Feb 13 to May 13				June 13 to Sept 13				Oct 13 to Jan 14				Feb 14 to May 14				TOTAL
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	
1														1			1
2	3				3								2	1			9
3					3												3
4					2												2
5	2				8				3								13
6									2	1							3
7					2				1	1							4
8					1				1								2
9																	0
10									2								2
11																	0
12	3				1				1	1			1				7
13																	0
14					2												2
15	3				6								1				10
16					1												1
17										1							1
18					3				2								5
19										1							1
20																	0
21																	0
22	1												3				4
23																	0
24					4					1							5
25																	0
26																	0
27										1							1
28	3				6				5								14
29																	0
30	1				1				2					1			5
31	3				12				7				3				25
32	2				13				1								16
33	1				1												2
34									1	1			4				6
35					5				1				3				9
36									1								1
37	1								3								4
38	2				6				3								11
39																	0
40	2				3				6	1							12
41																	0
42	4																4
43																	0
44					2				2	1							5
45	1				1				4				1				7
46													1				1
TOTAL	32	0	0	0	86	0	0	0	48	10	0	0	19	3	0	0	198

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Committee:	Date:
Markets	16 July 2014
Subject: Christmas 2014 – Smithfield Market Traffic Management Plan	Public
Report of: Superintendent – Smithfield Market	For Decision
Summary	
<p>This report is to update Members on measures being taken to implement a more comprehensive Traffic Management Plan at Smithfield Market for the Christmas period 2014, the draft details of which are attached as Appendices 1-3 to this report, in order to alleviate the congestion, and at times gridlocking, of traffic around the Market which was experienced during Christmas 2013.</p> <p>There is an outstanding issue over payment for the increased resources that the City Police and Officers consider are required for the expanded traffic management area on which Members’ guidance is sought.</p>	
Recommendation(s)	
<p>Members are asked to approve in principle the contents of this report, and to consider whether or not the Market should be required to contribute financially for providing additional traffic control measures such as the appointment of private stewards.</p> <p>Following further consultation with other interested parties, such as the City of London Police and Highways Department, a final Traffic Management Plan will be presented for approval at your September 2014 Committee meeting.</p>	

Main Report

Background

1. At your meeting on 29 January 2014 the Superintendent presented a report to your Committee on the outcome of the 2013 Christmas traffic campaign to explain some of the reasons for the traffic problems and gridlocking which occurred on most nights of the campaign. It was also explained that an initial de-brief meeting of all interested parties had been held on the 28 January to discuss all aspects of the campaign and to identify improvements for future campaigns.
2. The Committee resolved that consideration should be given to temporary traffic order arrangements ahead of Christmas 2014. It was also agreed that further officer meetings would be held to progress arrangements for a more substantial plan of action to be drafted and submitted to your Committee in July 2014.

Current Position

3. Accordingly, a further four meetings of all interested parties have been held, and a draft Traffic Management Plan has been produced which is attached as Appendix 1 to this report. Appendix 2 is a drawing indicating the footprint of the plan annotated to show the various highway restrictions/limitations proposed under the scheme. Appendix 3 shows the various junction restrictions required in order to implement the scheme.
4. Members will note that this Plan is much wider in extent than previous traffic campaigns which were effectively limited to the perimeter of the three market buildings. The City Police and Officers consider this to be necessary to segregate and prevent non Market related traffic entering the area during the period the Plan will be enforced. As explained in paragraph 2.2 of Appendix 1 of the Traffic Management Plan, these proposals will require additional resources, and the implementation of Temporary Traffic Regulation Orders (TTRO's) which require 12 weeks notice.
5. The City of London Police have confirmed that their proposed complement of officers for this year's campaign will be one sergeant and six constables, which would be two more constables than last year's campaign. However, to enable this year's more extensive and comprehensive scheme to be implemented by, for example, implementing road restrictions and diversions at various road junctions will require additional resources compared to previous years, when reliance was placed on the Market constabulary and City of London Police officers to control traffic around the three Market buildings.
6. At paragraphs 4.1 to 4.4 of Appendix 1 of the Traffic Management Plan, the City Police and Officers have proposed that these tasks are carried out by private stewards and as indicated at paragraph 11.1 of Appendix 1 of the Traffic Management Plan, it is estimated this will require one supervisor and eight stewards at an estimated cost of £4,500 excluding VAT.

Financial Implications

7. No provisions currently exist within the Market's Local Risk budget for any costs associated with a Christmas 2014 traffic campaign, not only for the possible provision of private stewards but other possible costs identified and mentioned within the Traffic Management Plan Appendix 1 paragraph 11.1 such as:
 - traffic management signage of approximately £1,000 excluding VAT;
 - bay suspensions of £500 excluding VAT; and
 - additional Rotunda Car Park signage and relining of £2,000 excluding VAT.
8. Under the current Service Based Reviews, every Department is required to look at ways of either reducing costs or increasing income, so any such approval to implementing any of the provisions required under paragraphs 6 and 7 above would be contrary to this.
9. In the case of appointing private Stewards, the question arises over the principle of whether the Market (either the management or the traders) should be required to pay for the control of public highways as mentioned in paragraph 2.1 of Appendix 1 of the Traffic Management Plan, in that it is proposed to create an "event space" in the vicinity of the Market but that it is not an "event" in itself. The analogy with football stadia who have been asked by their local police forces to pay for private stewarding on match days is not considered sustainable in this case since they are deemed to be an "event". Agreeing to such a cost would create a precedent for the future. However, if Members wish this to be considered in any more detail, further discussions should be held with both the City of London Police and Highways Department.

Conclusion

10. Members are, therefore, asked to approve in principle the implementation of the proposed Traffic Management Plan attached as Appendices 1-3 to this report. Following further more detailed discussions with relevant parties, such as the City of London Police and Highways Department, the Superintendent will present a final Plan for approval at your September 2014 Committee meeting.

Appendices

- Appendix 1 – Smithfield Market Christmas Traffic Planning 2014 – Traffic Management proposals
- Appendix 2 – Traffic Plan
- Appendix 3 – Road Junction Restrictions

Background Papers:

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

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SMITHFIELD MARKET CHRISTMAS TRAFFIC PLANNING 2014 TRAFFIC MANAGEMENT PROPOSALS

1.0 KEY DATES

1.1 Christmas Day falls on a Thursday this year therefore key dates for special traffic management arrangements around the Market are likely to be on the following dates (although this is subject to review):

- 18/19 December 2014 (Thursday/Friday)
- 21/22 December 2014 (Sunday/Monday)
- 22/23 December 2014 (Monday/Tuesday)
- 23/24 December 2014 (Tuesday/Wednesday)

1.2 Hours of operation: 10 pm – 7 am.

2.0 ROAD CLOSURE POINTS & TRAFFIC MANAGEMENT

2.1 It is proposed to create an “*event space*” in the vicinity of the Market to control vehicles entering and exiting the area (although an increase in the volume of traffic around the Market is not an event in itself). The attached plan illustrates how this might be achieved but in summary includes the following traffic controls and restrictions:

STREET	CONTROL MEASURES
Long Lane (Used as a stacking area for cars, LGVs and taxis)	1. “NO ENTRY” to HGV’s. Private Cars, Taxis & LGV’s only This point will need steward/constabulary/police presence. 2. Suspend all bays from midday 3. Road Closed eastbound – this will enable Long Lane to be used as a holding area for smaller vehicles
West Smithfield	4. Suspend all bays from midday – and consider using this as a stacking area for LGV’s & private cars [rotunda] This point will need steward/constabulary/police presence. 5. “NO ENTRY” to private cars, taxis & LGV’s. HGV access only This point will need steward/constabulary/police presence. 6. Between Farringdon Street & East Poultry Avenue could be used as stacking area for HGV’s
Smithfield Street	7. Exit for all vehicles. Suspend Parking from midday & use as overflow stacking use as area.
Charterhouse Street (Used as a stacking area for HGVs)	8. “ENTRY ONLY” to HGV’s & LGV’s. Exit for Private Cars, Taxis & LGV’s. This point will need steward/constabulary/police presence

East Poultry Avenue	9. "CONTROLLED ACCESS ONLY" to LGV's, HGVs & taxis (to service the night clubs) This point will need steward/constabulary/police presence
St John's Street (This could be reviewed dynamically on the day)	10. "ENTRY" to private cars, taxis & LGV's, if Long Lane becomes full. EXIT for all classes of vehicles This point will need steward/constabulary/police presence if this is implemented.
Charterhouse Square	11. "EXIT ONLY" to all classes of vehicles This point will need steward/constabulary/police presence
Carthusian Street	12. "NO ENTRY" to all classes of vehicles Barriers/steward/constabulary/police presence.
Snow Hill (between Smithfield Street & Farringdon Street)	13. EXIT to all classes of vehicles & overflow stacking area for HGV's on north kerb between Smithfield Street and West Smithfield. Crossrail will be advised to keep area clear.
Snow Hill (between Holborn Viaduct & Smithfield Street)	14. Suspend police bays & use as stacking area for HGV's This point will need steward/constabulary/police presence
Long Lane between Aldersgate & Lindsey Street (north side) and south side of the annex building	A. Change single yellow line to double yellow line
Grand Avenue	B. No Change
Cloth Fair	C. No Change (to avoid complaints from residents)
Giltspur Street	D. To be used as a contingency for exiting vehicles if required. Police Officer to be assigned to the location if vehicles are to exit via this street.
Parking Bays	E. All parking bays including those in the boundary streets within the LB Islington to be suspended
Rotunda (opposite Grand Avenue)	F. Limited unloading provided for HGVs

2.2 To put into effect the road closures and change the directional flow of traffic, the City of London Corporation as the Highway Authority is required to draft temporary Traffic Regulation Orders (TTROs). This can be done without cost, but 12 weeks-notice is required (early September 2014)

3.0 CITY POLICE RESOURCES

3.1 The City Police resources on key dates over Christmas have typically been one Sergeant and four Constables. Whilst it is accepted that the Police need to focus on their core duties (law and disorder), without doubt the presence of uniformed Police Officers has a positive effect on maintaining traffic flow, and driver/customer compliance with the instructions given by the Market Constables. Therefore, Traffic Stewards should not “replace” the Police Officers but instead supplement resources.

3.2 The level of resourcing provided by City Police is “fluid”. Any decision regarding this would be based on a thorough examination of “threat and risk”. There is an option to secure further Police resources by way of a private service charging arrangement. If additional resources are agreed by the City Police the indicative costs are in the region of: £60 per hour for an Officer and £88 per hour for a solo-motorcyclist.

4.0 TRAFFIC STEWARDS

4.1 Traffic Stewards have the “powers” to stop traffic by way of the signage used to indicate the restriction in place e.g. Road Ahead Closed, No Entry sign. However the signage must comply with the Traffic Signs Manual: Chapter 8 and the particulars specified in the Temporary Traffic Regulation Order. Each road closure point will require appropriate signage (a sign schedule will need to be devised) to indicate where there are restrictions. There are twelve points of the closure area (as detailed in the attached Plan) and nine of these are likely to require a Traffic Steward to ensure driver/customer compliance with the temporary restrictions.

4.2 Traffic Stewards wear high visibility jackets, tabards or armbands and are easily identifiable. Their key duties include:

- Directing traffic within a road closure area
- Control vehicle movement by stopping traffic when required (but a member of the public does not have to stop)
- Monitoring of vehicle access, manage accreditation systems (such as permits or dispensations) to ensure vehicles are directed to relevant controlled areas

4.3 To be effective, Traffic Stewards must be fully conversant with the Market’s expectations and be given clear instructions. This should be done by way of a prepared hand out and detailed briefing at the outset of each key date (it is proposed that this undertaken by Superintendent/Market Constabulary). Stewards also need to know the contingency plans; must be familiar with the layout of the Market and will be expected to remain in their allocated position for the duration agreed unless directed otherwise by their supervisor, the Market Constabulary or a Police Officer. Part of their duties will be the placing of signs, barriers and cones as appropriate.

4.4 A Traffic Steward can enforce the temporary restrictions but they must be SIA trained and recognised as an “accredited officer” under the Community Safety Accreditation Scheme (CSAS). This accreditation is given by a Chief Officer of

Police under section 41 of the Police Reform Act 2002. At the moment the City of London is not part of the CSAS scheme although there are plans to review this position. Without this accreditation, Traffic Stewards will be less effective in undertaking their duties.

5.0 CAR PARK MANAGEMENT

5.1 There is inadequate signage showing the location of the car park. It is suggested that this be improved by providing additional signage on-street and by having a dedicated resource (Traffic Steward) to direct drivers entering and exiting the car park. To speed up vehicular movement exiting and entering the car park, it is suggested that the barriers are put in the raised position during peak times although this would stop any payments being taken and issues concerning out of sequence season tickets will need to be addressed.

5.2 The car park itself is not customer friendly or seen to be safe, which is likely to discourage usage. There is no signage to indicate the location of the lifts and way out signage is inadequate. This means that parking on the ramp or on-street is customer's preferred option, which exacerbates the congestion around the Market environs.

5.3 Whilst it is accepted that there is no funding to refurbish the car park to make it a more attractive area to park, there are low cost improvements that the Market could consider to encourage usage. For example, additional signage within the car park to clearly show the location of lifts and the exits, and relining of the parking bays on the ramp. With regards to the latter the bays should run horizontal to the kerb line (and not perpendicular) to create greater width of space for passing vehicles. The stairs at the bottom of the ramp should be free from obstructing vehicles and signage indicating access to street level.

6.0 CROSS RAIL

6.1 Crossrail works in Lindsay Street will be in place this year at Christmas, although the works currently in St John's Street are expected to be completed in August 2014. However with advance notice, Crossrail can reduce their activity, and where it is safe to do so will remove or reduce their traffic management to assist with traffic flow. Crossrail's assistance with this can be requested/reinforced at the weekly Crossrail Liaison meetings at which the Market is represented.

6.2 Crossrail have been asked to review the Butcher's Ramp to see if this can be adjusted to provide more carriageway width, and their workers can be asked to avoid parking in the area on key dates.

6.3 There is a compound on the ramp in the car park, which has expanded in recent months. It is suggested that Crossrail be asked to remove this ahead of the key dates and also ensure that the footway on the ramp remains free from materials so pedestrian access is not impeded. This can be raised at the weekly Crossrail Liaison meetings.

7.0 STREET WORKS

7.1 Planned street works within the wider footprint of the Market can be kept to be minimum on key dates. This can be controlled through the Permit Scheme operated by the Highway's Division.

8.0 PARKING ENFORCEMENT

8.1 It appears as if the traders/delivery personnel have little regard for the parking restrictions (as recently observed at Easter), and no consideration for their fellow traders and customers with vehicles causing an obstructing when loading and unloading. Whilst this activity might have duration of only 10-15 minutes, this is sufficient time to cause gridlock around the Market with traffic quickly backing up into Aldersgate Street. It should be noted that obstruction is not a parking contravention but instead is a criminal offense that must be dealt with by the Police (providing there is an obstruction, it is wilful or deliberate and it is without lawful excuse).

8.2 The City of London Corporation no longer has a vehicle removal service. However this is unlikely to assist in keeping traffic moving as the tow-truck can in itself cause an obstruction. As in previous years, a dedicated team of Civil Enforcement Officers (CEOs) will be provided to issue penalties for vehicles parked in contravention including the temporary restrictions e.g. where single yellow lines have been increased to double yellow times.

8.3 Whilst issuing tickets to traders and customers who park in contravention is not desirable, it is proposed that "zero tolerance" be adopted this year and this is communicated extensively prior to the key dates to minimise the negative impact this might have on Market business.

9.0 COMMUNICATION STRATEGY

9.1 Underpinning the whole Christmas Traffic Operation must be a comprehensive communication strategy. This can include, but not limited to, the following:

- **TfL:** travel advice information (in the same way as they communicate event information) aimed at commuters, residents and businesses
- **Social media:** traffic alert messages via the Highway's Twitter to warn drivers of the peak traffic times and avoid the area if appropriate. The Highways Twitter has a high number of Taxis driver followers
- **Website Information:** City of London and TfL websites are useful for communicating potential traffic "hot spots", Smithfield Christmas traffic congestion can be featured on the front page.
- **Leaflets:** information on the temporary traffic arrangements (as proposed) will need to be communicated to customers, traders and delivery drivers (through the Lorry Associations or similar). This could include routes in and out of the Market.
- **City of London internal communications process:** information contained in the weekly Traffic Management Bulletin and can be sent to local businesses via CPAT

- **Advanced Warning Signage:** to be placed at all approaches to the Market to warn motorists of congestion
- **Drivers of Foreign Registered Vehicle:** one of the observations made was the time spent trying to overcome language barriers with drivers of foreign registered vehicles. Information on basic instructions could be devised as a hand out reducing the time a vehicle is blocking the traffic flow whilst this communication takes place.
- **SMTA website & Smithfield Gazette:** traffic controls and restrictions will be widely publicised.
- **HGV arrivals:** where lorries are delayed e.g. in the event of bad weather, they will be encouraged to phone with an estimated time of arrival to help with traffic management.

10. CLASS OF VEHICLE

10.1 It is critical to ensure a clear and common understanding of what constitutes a HGV and LGV. For the purposes of managing vehicles as part of this plan, it is proposed that the following be used to define the difference between an LGV and HGV.

Examples of an LGV:





Example of HGV:-**11.0 FINANCIAL IMPLICATIONS**

11.1 A summary of indicative costs is outlined in the following table:

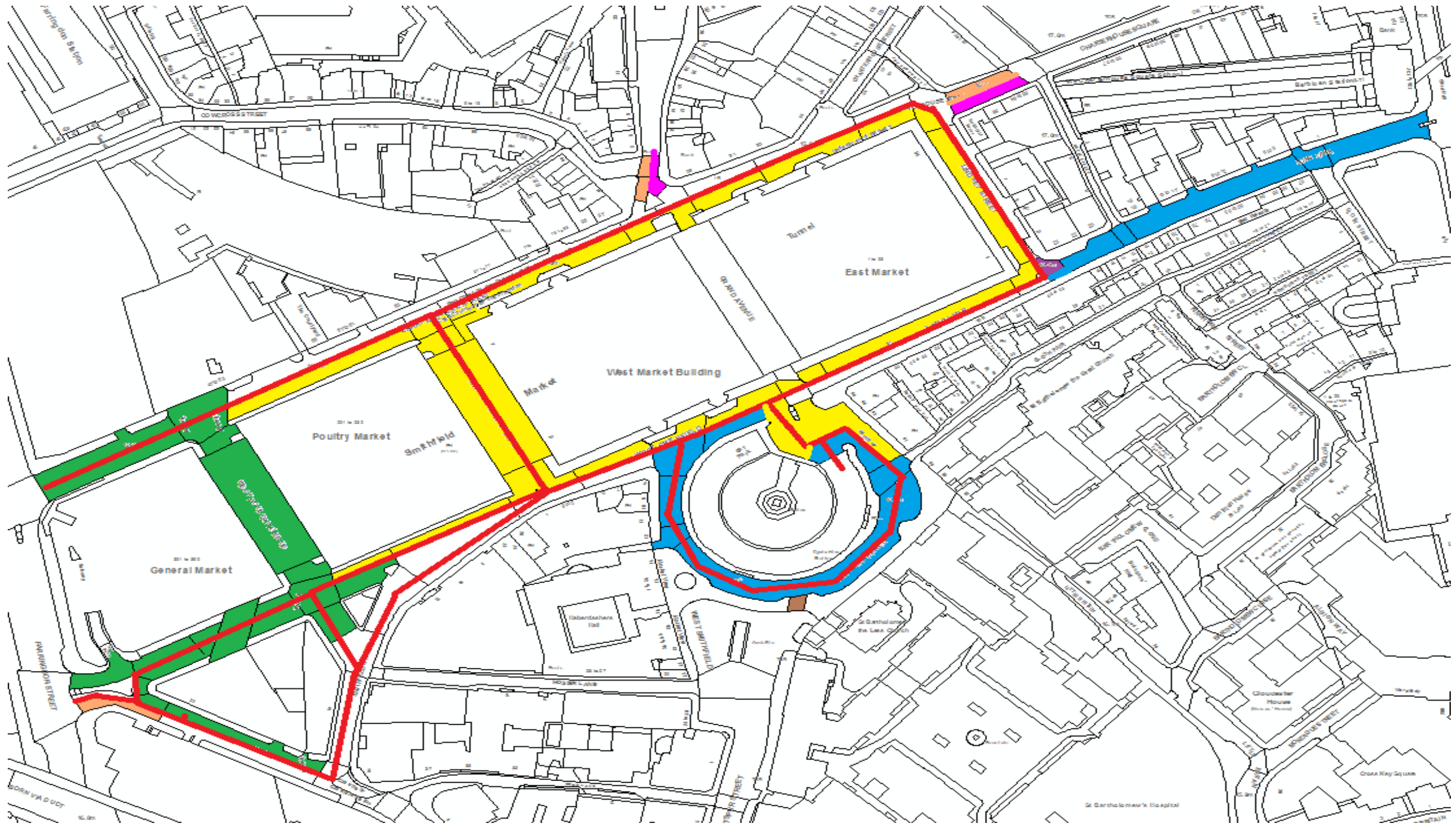
Description	Cost	Comment
Traffic Stewards	Estimated to be £4,500 exc VAT	Assuming deployment: 10 pm – 7 am; eight Stewards and one supervisor for all four key dates
Additional Police Resources 1 x Police Officer and 1 x solo-motorcyclist	£5,328	Assuming deployment: 10 pm – 7 am; for all four key dates. Subject to City Police approval.
Traffic Management Signage	Approximately £1,000	
Temporary Traffic Regulation Order	Nil.	*Costs absorbed by Department of Built Environment
Communication	Nil	*Costs absorbed by Department of Built Environment & Market as

		appropriate
Parking Enforcement	Nil	*Costs absorbed by Department of Built Environment
Car Park Management	Nil	*Costs absorbed by Department of Built Environment
Bay Suspensions	Approximately £500	Whilst the costs for bay suspensions within the City will be absorbed by the Department of the Built Environment, there may be a charge for bays within LB Islington.
Car Park Signage and relining	Approximately £2,000	
Total Indicative Costs	£13,328	

*There are currently no plans to recharge the Market for these costs although this position might be reviewed at some point in the future.

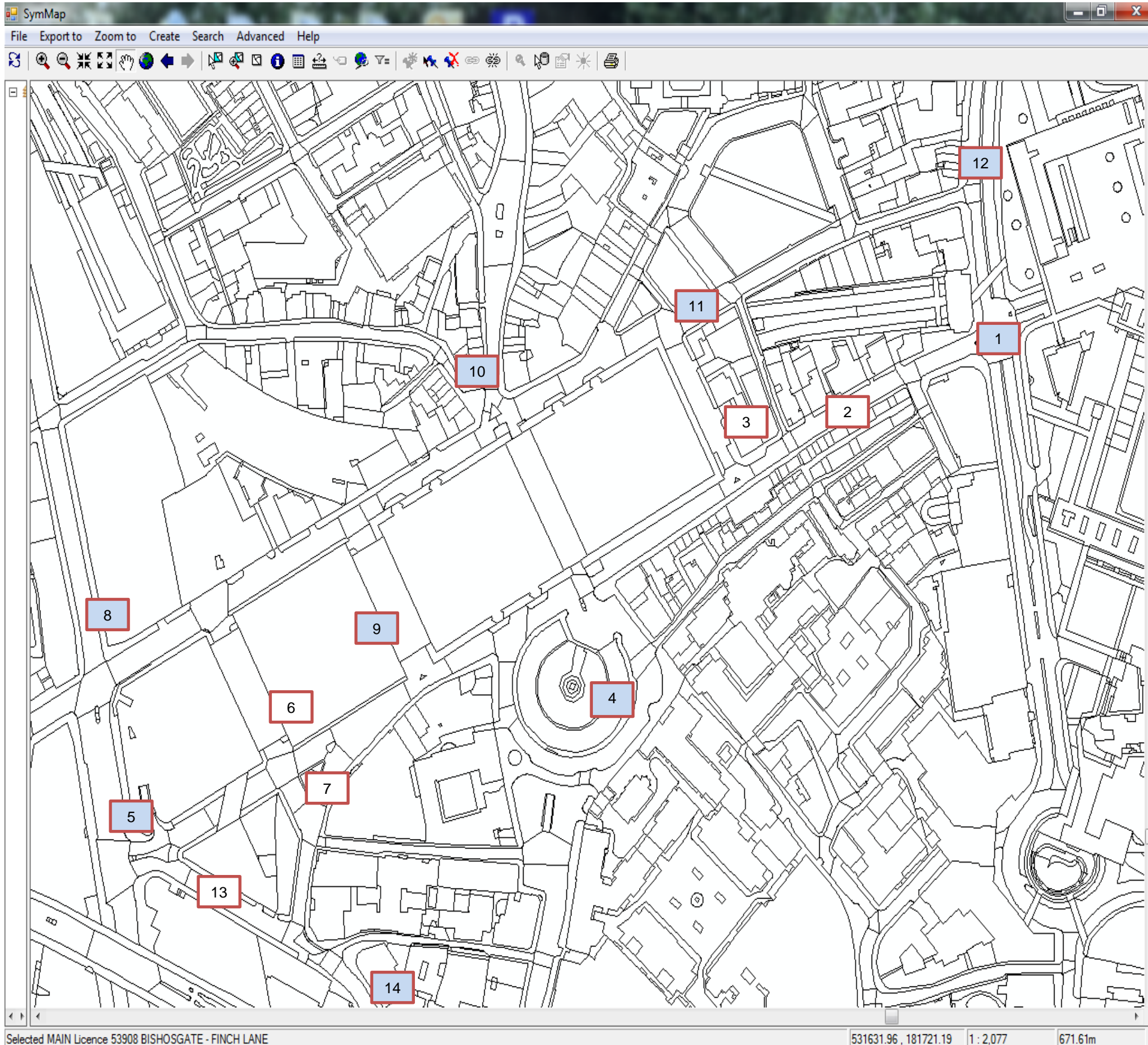
Kay English, 12 May 2014

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Entry Point & Stacking Areas for Private Cars, Taxis & LGVs	Entry Points & Stacking Areas for HGV's	—	Route to be kept clear of parked vehicles	No Entry to ALL vehicles
Exit Points for ALL Vehicles	No Exit to ALL vehicles	—	Controlled Loading / Unloading Areas	Emergency exit with CoLP agreement

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- LONG LANE**
 1. "NO ENTRY" to HGV's. Private Cars, Taxis & LGV's only. **STEWARD/CONSTABULARY/POLICE**
 2. Suspend all bays from midday
 3. Road Closed eastbound – this will enable Long Lane to be used as a holding area for smaller vehicles

- WEST SMITHFIELD**
 4. Suspend all bays from midday – and consider using this as a stacking area for LGV's & private cars [rotunda] **STEWARD/CONSTABULARY/POLICE**
 5. "NO ENTRY" to private cars, taxis & LGV's. HGV access only. **STEWARD/CONSTABULARY/POLICE**
 6. Between Farringdon Street & East Poultry Avenue could be used as stacking area for HGV's

- SMITHFIELD STREET**
 7. Exit for all vehicles. Suspend Parking from midday & use as overflow stacking use as area.

- CHARTERHOUSE STREET**
 8. "ENTRY ONLY" to HGV's & LGV's. Exit for Private Cars, Taxis & LGV's. **STEWARD/CONSTABULARY/POLICE**

- EAST POULTRY AVENUE**
 9. "CONTROLLED ACCESS ONLY" to LGV's & taxis (to service the night clubs) **STEWARD/CONSTABULARY/POLICE**

- ST JOHN'S STREET**
 10. "ENTRY" to private cars, taxis & LGV's, if Long Lane becomes full. EXIT for all classes of vehicles **STEWARD/CONSTABULARY/POLICE**

- CHARTERHOUSE SQUARE**
 11. "EXIT ONLY" to all classes of vehicles **STEWARD/CONSTABULARY/POLICE**

- CARTHUSIAN STREET**
 12. "NO ENTRY" to all classes of vehicles **STEWARD/CONSTABULARY/POLICE**

- SNOW HILL b/w Smithfield Street & Farringdon St**
 13. EXIT to all classes of vehicles & overflow stacking area for HGV's on north kerb

- SNOW HILL b/w Holborn Viaduct & Smithfield Street**
 14. Suspend police bays & use as stacking area for HGV's **STEWARD/CONSTABULARY/POLICE**

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