



Markets Committee

Date: WEDNESDAY, 2 MARCH 2016
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

John Scott (Chairman)	Edward Lord
James Tumbridge (Deputy Chairman)	Professor John Lumley
Alex Bain-Stewart	Alderman Julian Malins
Deputy John Barker	Wendy Mead
Nicholas Bensted-Smith	Deputy Robert Merrett
Chris Boden	Deputy Joyce Nash
Revd Dr William Campbell-Taylor	Graham Packham
Deputy John Chapman	Chris Punter
Karina Dostalova	Elizabeth Rogula
Alderman John Garbutt	James de Sausmarez
Deputy Stanley Ginsburg	Ian Seaton
Deputy Brian Harris	Deputy Dr Giles Shilson
Tom Hoffman	Angela Starling
Michael Hudson	Patrick Streeter
Deputy Jamie Ingham Clark	David Thompson
Ann Holmes	Mark Wheatley
Deputy Alastair King	

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Lunch will be served in the Guildhall Club at 1pm
N.B. Part of this meeting could be the subject of audio or visual recording

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **PUBLIC MINUTES**
To agree the public minutes of the meeting held on 27 January 2016.
For Decision
(Pages 1 - 6)
4. **MARKETS COMMITTEE RISK**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 7 - 18)
5. **SUPERINTENDENTS' ORAL UPDATES**
The Superintendents to be heard.
For Information
6. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
7. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
8. **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

9. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 27 January 2016.
For Decision
(Pages 19 - 22)
10. **THE COST OF ADMINISTERING MARKET DEBTS - UPDATE**
Report of the Chamberlain.
For Decision
(Pages 23 - 30)
11. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**
The City Surveyor to be heard.
For Information

12. **CONCESSIONARY PARKING AT SMITHFIELD MARKET DURING THE EASTER PERIOD 2016**

Report of the Superintendent of Smithfield Market.

For Decision
(Pages 31 - 34)

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, 27 January 2016

Minutes of the meeting of the Markets Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 27 January 2016 at 11.30 am

Present

Members:

John Scott (Chairman)	Michael Hudson
James Tumbridge (Deputy Chairman)	Deputy Jamie Ingham Clark
Alex Bain-Stewart	Professor John Lumley
Deputy John Barker	Wendy Mead
Chris Boden	Deputy Joyce Nash
Deputy John Chapman	Graham Packham
Karina Dostalova	Deputy Dr Giles Shilson
Alderman John Garbutt	Angela Starling
Deputy Stanley Ginsburg	Patrick Streeter
Deputy Brian Harris	

In Attendance

Officers:

Fern Aldous	- Town Clerk's Department
Natasha Dogra	- Town Clerk's Department
Stephen Chandler	- City Surveyor's Department
Andrew Crafter	- City Surveyor's Department
Paul Hickson	- Comptroller and City Solicitor's Department
Debbie Howard	- Chamberlain's Department
Julie Smith	- Chamberlain's Department
David Smith	- Director, Markets and Consumer Protection
Matthew Hill	- Superintendent, Smithfield Market
Malcolm Macleod	- Superintendent, Billingsgate Market
Robert Wilson	- Superintendent, New Spitalfields Market
Ben Milligan	- Markets and Consumer Protection Department
Donald Perry	- Markets and Consumer Protection Department

1. APOLOGIES

Apologies for absence were received from Nicholas Bensted-Smith, Tom Hoffman, Ann Holmes, Edward Lord, Alderman Julian Marlins, Chris Punter, Elizabeth Rogula, James De Sausmarez, Ian Seaton, David Thompson and Mark Wheatley.

It was noted that a clash of Grand Committee meetings with the Board of Governors of the City of London School for Girls had meant that five members had had to submit apologies for one of the two meetings. The Town Clerk explained that the meeting of the Board of Governors of the City of London

School for Girls had been moved from its original date, and apologised that the conflict had not been recognised sooner.

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

There were no declarations.

3. PUBLIC MINUTES

The public minutes of the meeting held on 30 November were approved as a correct record.

4. FREQUENCY OF MEETINGS AND TERMS OF REFERENCE

A report of the Town Clerk regarding the Terms of Reference and frequency of meetings of the Committee was considered. In response to a discussion on the wording of the role of the Committee (as laid out in Point A of the Terms) the Chairman clarified that the phrase "oversight of" had been added as it was not felt that the Committee had responsibility for the "management of" the markets named.

In response to a query by members, the Director of Markets and Consumer Protection clarified that the governance review had recommended that it be within the remit of the Committee to be responsible for the appointment of the Director's position. The Chairmen of the three committees for which the Director had responsibility would sit on the appointment's panel, with the Chairmanship of the panel and overall oversight being within the remit of the Market's Committee.

RESOLVED – That:

- a) the Terms of Reference of the Committee be approved for submission to the Court, as set out at Appendix A, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman; and
- b) Members agree that the frequency of meetings per annum be arranged in consultation with the Chairman, Deputy Chairman and the Director of Markets & Consumer Protection, in order for them to align with the anticipated work programme for the year

5. COMMUNITY SAFETY ACCREDITATION SCHEME

The Committee received the minutes of the meeting on the Community Safety Accreditation Scheme. The Chairman and Deputy Chairman noted two errors, the first being the exclusion of traffic as one of the deciding factors behind the decision reached and the second being a change to the last sentence of the minutes to reflect the fact that a review had indeed taken place. The final sentence to read:

"and that, having reviewed their position, the cost/benefit analysis does not support the City being part of the Scheme".

RESOLVED – That the Town Clerk for the meeting be notified and the minutes corrected.

6. MARKETS BUSINESS PLAN UPDATE PERIOD 2 2015/16 (AUGUST - NOVEMBER)

The Committee received a report of the Director of Markets and Consumer Protection updating them on the progress for Period 2 2015-16.

The Deputy Chairman questioned whether consideration had been given to encouraging a move from diesel to electric forklift trucks and it was clarified that the Tenant's Associations were already considering the issue; any move having to first seek their agreement.

Members further queried whether there was potential for more parking space to be added to the Billingsgate Car Park to improve revenue and reduce the waiting list for spaces. It was felt that the oversubscription could be capitalised on to allow an increase in parking fees. In response the Superintendent detailed that the fees for the car park were reviewed annually and that there was not any potential for more spaces to be added on the ground floor level. A multi-storey option had been considered however this was not found to present value for money. A trial of allowing patrons to pay for parking via mobile had been undertaken but again had not been successful as it had not allowed for active monitoring of car park capacity. Spaces did become available outside of trading hours. It was advised that the additional income generated from Car Parking would be itemised at the next meeting of the committee.

The length of time taken by MITIE to monitor and fix repairs was discussed. The Superintendent reported that since more control had been handed to officers MITIE were performing however their response times did continue to pose a risk.

The Director of Markets and Consumer Protection confirmed in relation to a question from a member that he was confident all cases of long and short term sickness were being handled appropriately.

The Deputy Chairman queried the reference to a group from New Zealand having visited the market and it was clarified that the group were farmers from the region on a study tour.

The Chairman asked that the wording of the New Spitalfields Market risk identified on Page 23 of the report be changed to reflect the fact that accidents had already begun reducing. He also clarified that the red rating assigned to the risk associated with the HGV Banksman's duties had now been downgraded to amber.

The Deputy Chairman updated the committee on a site visit he had conducted with the Minister for Communities and Local Government. They had discussed the potential move of the Museum of London to that site and it was reported that the minister seemed to indicate that such a move would be positive.

RECEIVED.

7. SMITHFIELD MARKET CHRISTMAS TRAFFIC PLAN REVIEW

The Committee received a report of the Director of Markets and Consumer Protection reviewing the Christmas Traffic Plan. The Chairman thanked the former Chairman of the Committee, Hugh Morris, for undertaking to assess the situation. The findings from his review had found the scheme to be generally successful, with the only issue being that the barriers being kept down seemed to slow traffic. This was in contrast to the view quoted from the Indigo Car Parking Manager, and the reasoning behind his views would be investigated.

In response to a query from a member the superintendent confirmed that the management of the Tesco deliveries would be reviewed.

RECEIVED.

8. RISK REGISTER

The Committee received a report of the Director of Markets and Consumer Protection updating them on changes to the Risk Register.

There was a discussion on the Red Risk associated with the Workplace Traffic Management and it was agreed that any action that could be taken, both long and short term was vitally important to reduce the risk to market users. Measures that were discussed that could be introduced included requiring the trucks to be certified, establishing one training provider for certification of drivers and the trial of barriers in certain areas. It was noted however that the responsibility for the training, management and supervision of Forklift Truck Drivers lay with the individual businesses which employed them. It was further felt that although the risk may be reduced by preventative action, it was incorrect to say that the impact of such an accident taking place could also be reduced.

RESOLVED – That the report be noted.

9. SUPERINTENDENTS' ORAL UPDATES

The Chairman moved that Item 18 – Superintendents Oral Update be moved from the Non-Public to the Public section of the meeting.

Smithfield

The Superintendent reported that the traders had experienced a successful Christmas trading period, with the next large occasions anticipated being Valentine's Day and Easter. A paper on car parking charges during the Easter period would be presented to the next meeting of the committee

Spitalfields

The Superintendent reported that trade had been heavy over the Christmas period (although less than in the previous year). A review of the car parking charges would be carried out as the parking was currently free to users. A more sophisticated barrier entry system would form part of the review.

It was noted that the waste management contract would be due for renewal in 18months time. The self-surrender scheme had been introduced to deal with increased volumes of waste that had not formed part of the original contract and discussions were ongoing with the tenants association in relation to the scheme.

The Committee were also informed that a number of staffing challenges had arisen, concerning confrontational behaviour towards enforcement officers.

Billingsgate

The Superintendent reported that at Christmas congestion building up around the site was a feature at Christmas. The wholesalers were guaranteed a spot in the main car park; however retail buyers often had to be redirected to the Hertsmere Road Car Park, around half a mile from the site. The Superintendent will consult the central team that have been involved in the Smithfield Christmas traffic plan to see what if any improvements can be made to traffic management at Billingsgate. It was reported that the Chief Fish Inspector of the market would be retiring soon and the Committee wished to express its gratitude for the work that he had done.

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

A question was asked regarding the formulation of any policy for moving Smithfield Market from its present site. The Chairman reminded Members of our statutory duty to provide a market and that any change of this policy could take place only after proper consultation with all the stakeholders.

11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

The Committee thanked Robert Wilson Superintendent, New Spitalfields Market for his hard work and dedication to the Market and wished him well on his retirement.

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	1, 3 & 5
14	3
15	1 & 3
16	5
17	3, 5 & 7
18	1 & 3

13. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 30 November were considered and approved as a correct record.
14. **GATEWAY 5 - POULTRY MARKET (ASBESTOS REMOVAL WORKS)**
The Committee considered a report of The City Surveyor seeking approval for Gateway 4 of the Poultry Market Asbestos Removal Project.
15. **SMITHFIELD MARKET - POULTRY MARKET LETTING OF FIRST FLOOR OFFICES**
The Committee considered and approved a report of the City Surveyor seeking approval for the grant of a lease for First Floor Poultry Market.
16. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**
The City Surveyor was heard regarding the Condenser Water Cooling System at Smithfield Market.
17. **DEBT ARREARS MARKETS - PERIOD ENDING 31ST DECEMBER 2015**
The Committee received a report of the Director of Markets and Consumer Protection updating them on the Debt Arrears for period ending 31st December 2015.
18. **TENANCIES AT WILL AND ASSIGNMENTS**
The Committee received a report of the Director of Markets and Consumer Protection updating them on the Tenancies at Will granted in the period to 31 December 2015.
19. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
The Superintendent responded to a query regarding the Self Surrender Scheme
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
The Committee noted details in regards to an upcoming committee visit.

The meeting ended at 1.30 pm

Chairman

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Committee(s): Markets Committee	Date: 2 March 2016
Subject: Markets Committee Risk	Public
Report of: Director of Markets and Consumer Protection	For Information
Report Author: Don Perry	
Summary	
<p>This report has been produced to provide the Markets Committee with assurance that risk management procedures in place within the Department of Markets and Consumer Protection are satisfactory and that they meet the requirements of the corporate Risk Management Framework.</p> <p>Risk is reviewed regularly by the departmental Senior Management Team as part of the on-going management of operations within the Department of Markets and Consumer Protection. In addition to the flexibility for emerging risks to be raised as they are identified, a process exists for in-depth periodic review of the risk register.</p> <p>The Department of Markets and Consumer Protection have identified a number of departmental risks. Of these, the most significant risks are for this Committee to consider are:</p> <ul style="list-style-type: none"> ▪ MCP-NS 001 – Workplace Traffic Management (Current Risk: AMBER) ▪ MCP-SM 001 – HGV Unloading Operations (Current Risk: AMBER) ▪ MCP-SM 002 – Cooling Towers (Current Risk: AMBER) ▪ MCP-SM 003 – East Poultry Avenue (Current Risk: AMBER) ▪ MCP-SM 004 – Cooling Water Failure (Current Risk: AMBER) 	
Recommendation(s)	
<p>Members are asked to:</p> <ul style="list-style-type: none"> ▪ Note the report and the actions taken in the Department of Markets and Consumer Protection to monitor and manage effectively risks arising from our operations. 	

Main Report

Background

1. The Risk Management Framework of the City of London Corporation requires each Chief Officer to report regularly to Committee the key risks faced in their department.

Current Position

2. This report provides an update of the key risks that exist in relation to the operations of the wholesale markets within the Department of Markets and Consumer Protection. The report also outlines the processes adopted for the on-going review of risk and mitigating actions.

Risk Management Process

3. The Department of Markets and Consumer Protection risk management is a standing agenda item at the monthly Departmental Senior Management Group (SMG) meeting, over and above the suggested quarterly review. SMG receives the risk register for review, together with a briefing note highlighting any changes since the previous review. Consideration is also given as to whether any emerging risks exist for inclusion in the risk register as part of Divisional updates on key issues from each of the Superintendents and Assistant Directors, ensuring that adequate consideration is given to operational risk.
4. Between each SMG meeting, risk and control owners are consulted regarding the risks for which they are responsible, with updates captured accordingly.
5. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework.

Identification of New Risks

6. New and emerging risks are identified through a number of channels, the main being:
 - Directly by SMG as part of the monthly review process.
 - In response to regular review of delivery of the departmental Business Plan; slippage against key deliverables, for example.
 - Annual, fundamental, risk register review, undertaken by the tier of management below SMG.

The risk register may be refreshed over and above the stated process for review and oversight, in response to emerging issues or changing circumstances.

Summary of Key Risks

7. The Department of Markets and Consumer Protection's risk Register for markets, attached as Appendix 1 to this report, has no red risks, but includes five AMBER risks:

MCP-NS 001 – Workplace Traffic Management (Current Risk: AMBER)

Over 200 forklift trucks are in operation on the New Spitalfields Market site. An accident involving a pedestrian and a vehicle which resulted in a serious injury or fatality could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.

MCP-SM 001 – HGV Unloading Operations (Current Risk: AMBER)

A lack of suitable and sufficient training and adequate management controls in relation to Heavy Goods Vehicle banksman activities undertaken by staff

employed by Smithfield Market tenants could result in a serious or fatal injury to pedestrians caused by uncontrolled or unguided reversing vehicles.

An accident involving a pedestrian and a vehicle which resulted in a serious injury or fatality could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.

MCP-SM 002 – Cooling Towers (Current Risk: AMBER)

Failure to adequately manage or maintain the cooling towers at Smithfield Market could result in an outbreak of Legionellosis. St Bartholomew's Hospital is within the drift area of these towers which exacerbates the impact of this risk due to the close proximity of susceptible persons.

If this risk were to be realised it would result in prosecution, a fine and reputational damage for the City.

MCP-SM 003 – East Poultry Avenue (Current Risk: AMBER)

Vehicular traffic streams enter East Poultry Avenue at Smithfield Market from opposing directions without physical traffic calming measures in place or a marked pedestrian crossing point. Vehicles speeding through this junction vying for road space could cause an accident resulting in fatality or serious injury to pedestrians crossing between market buildings on East Poultry Avenue.

This crossing point between market buildings would be considered as part of the workplace under current health & safety legislation which could result in prosecution, a fine and reputational damage for the City following a serious accident or fatality.

MCP-SM 004 – Cooling Water failure (Current Risk: AMBER)

Failure to maintain the required temperature or flow rate of the condenser water supply at Smithfield Market could result in failure of tenants' refrigeration equipment and the City's ability to operate the service corridors due to a lack of temperature control in these areas.

If this risk were to be realised it could result in prosecution, civil litigation for lost produce and reputational damage for the City.

Conclusion

8. Members are asked to note that risk management processes within the Department of Markets and Consumer Protection adhere to the requirements of the City Corporation's Risk Management Framework. Risks identified within the operational and strategic responsibilities of the Department of Markets and Consumer Protection are proactively managed.

Appendices

- Appendix A – Markets Risk Register Summary
- Appendix B – Risk Matrix

Background Papers

- Department Business Plan
- Department Risk Review
- Department Business Plan Progress Report
- Risk Management Strategy

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New Spitalfields Market:

Superintendent – Robert Wilson

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E: robert.wilson@cityoflondon.gov.uk

Billingsgate Market:

Superintendent – Malcolm Macleod

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MCP Markets Committee Risk Report Appendix A

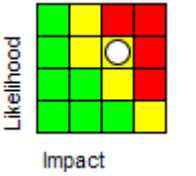
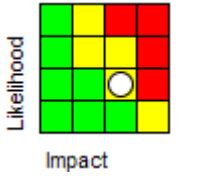



Detailed risk register

Generated on: 15 February 2016


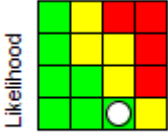

Rows are sorted by Risk Score

Code & Title: MCP-NS New Spitalfields Risk Register 1 MCP-SM Smithfield Risk Register 4


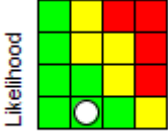

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date	Current Risk score change indicator
MCP-NS 001 Workplace Traffic Management 24-Feb-2015 Ben Milligan	<p>Cause: Over 200 forklift trucks operate on the New Spitalfields Market site.</p> <p>Event: There is a serious risk of injury or death of a pedestrian if vehicle movements in this constrained space are not appropriately managed and controlled.</p> <p>Effect: An accident involving a pedestrian and a vehicle which resulted in a serious injury or fatality could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.</p>		<p>12</p> <p>This risk has been reviewed following the implementation of a new action plan, developed jointly by Labyrinth and City of London staff, and consulted upon with market tenants. The City's short term actions have been completed thereby reducing this risk and agreement has been reached with the SpMTA over timescales for implementing the medium and long term actions which it is envisaged will reduce this risk further.</p> <p>01 Feb 2016</p>		<p>8</p> <p>02-Jan-2017</p>	 Decreased Risk Score

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
MCP-NS 001a Develop plan	Formulate, develop and agree a short, medium and long term plan to improve the management of workplace transport at New Spitalfields Market.	This action has been completed.	Nigel Shepherd	18-Aug-2015	30-Apr-2015
MCP-NS 001b Mark Forklift Crossing Points	Marked Fork lift truck crossing points on pedestrian walkway from stands to roadways.	N. Shepherd reports: Roadways 1 and 2 written to as of 15/5/2015 to finalise location/number/size.	Sidney Brewer	15-May-2015	30-Sep-2015
MCP-NS 001c Increase Constabulary Targets	Increase in targets for constabulary.	This action has been completed.	Nigel Shepherd	18-Aug-2015	01-May-2015
MCP-NS 001d Nominate Training Body	To nominate/Appoint one approved induction/training body for all FLT training activities.	Four training providers have now presented their proposals to the SMTA and safety managers. A single provider will be selected by 29 January 2016.	Ben Milligan	27-Jan-2016	05-Feb-2016
MCP-NS 001e Ensure Permits are carried	Fork lift truck operators to have their permits to operate readily available at all times.	N. Shepherd reports that: Implemented and now part of routine operational enforcement activity	Nigel Shepherd	15-May-2015	01-Jun-2015
MCP-NS 001f All Visitors in Hi-Vis	All staff and customers to wear hi-vis vests.	N. Shepherd reports that: Implemented and now part of routine operations. Comment – still selling high number of Hi-Vis to visitors routinely in a high profile campaign	Nigel Shepherd	15-May-2015	01-May-2015
MCP-NS 001g Increase Forklift Sanctions	Increase specified breaches of non-compliance with H&S policies	This action has been completed.	Nigel Shepherd	18-Aug-2015	01-Jun-2015
MCP-NS 001h Impose Financial Penalties	Impose financial penalty on tenants when FLT operators are suspended/allocated points	This is part of the long term plan and will be examined in Q2 of 2016.	Ben Milligan	27-Jan-2016	30-Jun-2016
MCP-NS 001i Train Managers In Forklift Safety	A member of staff from all tenants to be nominated and trained in FLT safety procedures.	This action is linked to MCP-NS 001d and will be part of the overall training package.	Ben Milligan	27-Jan-2016	29-Feb-2016
MCP-NS 001j Create Time Segregation	Artic Time Segregation and No Tolerance in market hall.	This is part of the longer term plan which is scheduled to be implemented in Q2 of 2016.	Ben Milligan	27-Jan-2016	30-Jun-2016




MCP-NS 001k Install Barrier System	Controlled barriers entry system for pedestrians and vehicles.	No progress has been made. Now with Ben Milligan.	Ben Milligan	02-Feb-2016	01-Oct-2018
MCP-NS 001l Segregate Walkways	Create segregated walkways in crossroads.	The consultants have now published their report and options are being considered and quotes sought.	Ben Milligan	02-Feb-2016	30-Jun-2016
MCP-NS 001m Segregate Main Walkways	Segregated walkways outside tenants' stands.	A barrier system trial is planned for Q2 of 2016 as part of the long term plan.	Ben Milligan	27-Jan-2016	01-Mar-2016
MCP-NS 001n Prohibit Forklifts	No fork lift truck movements in market pavilion during trading hours.	This is part of the long term plan and is scheduled for Q4 of 2016.	Ben Milligan	27-Jan-2016	02-Oct-2017

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
MCP-SM 001 HGV Unloading Operations 24-Feb-2015 Matthew Hill	Cause: A lack of suitable and sufficient training and adequate management controls in relation to Heavy Goods Vehicle banksman activities undertaken by staff employed by Smithfield Market tenants. Event: Serious or fatal injury to members of the public, market staff and other service users caused by uncontrolled or unguided reversing vehicles. Effect: Realisation of this risk could result in a prosecution, fine and reputational damage for the City.	 Likelihood Impact	12	A number of actions have now been completed and a number of controls have been put in place which have effectively reduced this risk from red to amber. 28 Jan 2016	 Likelihood Impact	4	30-Nov-2016	 Decreased Risk Score

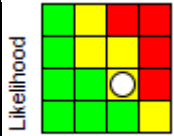
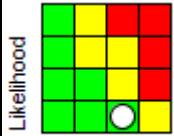
Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
MCP-SM 001a Traffic management audit	Commission Freight Transport Association to conduct audit and prepare a risk assessment relating to whole site traffic management and unloading issues.	The FTA have now completed their work and delivered the findings which were broadly accepted and understood by the SMTA.	Matthew Hill	08-Jan-2016	15-Dec-2015
MCP-SM 001b Loading bay risk assessment	Loading bay risk assessment to be reviewed and issued to market tenants.	P. Spooner reports: All risk assessments have been revised and updated. The tenants have been provided with the H&S report finalized in June 2014.	Robert Wilson	16-Jun-2015	02-Mar-2015
MCP-SM 001c Action Plan	Develop and implement an action plan.	An action plan has been developed and the SMTA have agreed to finalising this by the end of January 2016. It is envisaged that the plan will be fully implemented by the end of December 2016.	Matthew Hill	08-Jan-2016	30-Dec-2016

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
MCP-SM 003 East Poultry Avenue 24-Feb-2015 Matthew Hill	<p>Cause: Vehicular traffic streams enter East Poultry Avenue at Smithfield Market from opposing directions without physical traffic calming measures in place or a marked pedestrian crossing point. This forces vehicles to speed through this junction vying for road space.</p> <p>Event: Road Traffic Accident resulting in fatality or serious injury to pedestrians crossing between market buildings on East Poultry Avenue.</p> <p>Effect: This crossing point between market buildings would be considered as part of the workplace under current health & safety legislation which could result in prosecution, a fine and reputational damage for the City following a serious accident or fatality.</p>	 Likelihood	12	Superintendent will progress this with DBE 11 Jan 2016	 Likelihood	2	1-Dec-2016	 No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
MCP-SM 003a Traffic Calming	The Director of the Built Environment has been tasked by the Town Clerk to take the appropriate action on this issue and consequently the Transportation & Public Realm department have agreed to examine the viability of a 'step' traffic calming road installation. This action is to be followed up by Robert Wilson.	The Superintendent has asked whether CIL money could be made available for these improvements and will chase DBE for an update to get this moving.	Matthew Hill	08-Jan-2016	30-Dec-2016
MCP-SM 003b Repaint road markings	Repaint road markings in East Poultry Avenue.		Robert Wilson		31-Dec-2014
MCP-SM 003c Improve signage	Improve traffic signage.	P. Spooner reports: The Transportation & Public Realm department have installed 'Give Way' signs at this junction as an interim measure.	Robert Wilson	16-Jun-2015	30-Jun-2015

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
MCP-SM 004 Cooling water failure. 30-Jun-2015 Matthew Hill	Cause: Failed condenser water supply. Event: Shutdown of essential water supply to market. Impact: Realisation of this risk could result in a prosecution, fine and reputational damage for the City.		12	Reviewed by M. Hill 26 Oct 2015		8	30-Sep-2016	 No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date
MCP-SM 004a Replace valves.	Replace non return valves East & West Market.	S. Groves reports: Non return valves now replaced on condenser water pumps.	Robert Wilson	05-Aug-2015	01-Jul-2015
MCP-SM 004b Renew filters.	Renew filters, apply scheduled maintenance.	S. Groves reports: Filters changed and on maintenance schedule.	Robert Wilson	05-Aug-2015	01-Jul-2015
MCP-SM 004c Replace East pumps.	Replace East Market Condenser Pumps.	Replacement schedule added to additional works programme (AWP) for financial year 2016/17.	Matthew Hill	19-Aug-2015	01-Sep-2016
MCP-SM 004d Replace West pumps.	Replace West Market Condenser Pumps.	Replacement schedule added to additional works programme (AWP) for financial year 2016/17.	Matthew Hill	19-Aug-2015	01-Sep-2016

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
MCP-SM 002 Cooling Towers 24-Feb-2015 David Smith	<p>Cause: Inadequate management and maintenance of the cooling towers at Smithfield Market.</p> <p>Event: An outbreak of Legionellosis associated with these towers. St Bartholomew's Hospital is within the drift area of these towers which exacerbates the impact of this risk due to the close proximity of susceptible persons.</p> <p>Effect: If this risk were to be realised it would result in prosecution, a fine and reputational damage for the City.</p>	 <p>Likelihood</p> <p>Impact</p>	8	<p>Actions are currently being formulated for this risk.</p> <p>08 Jan 2016</p>	 <p>Likelihood</p> <p>Impact</p>	4	31-July-2016	↔ No change

Action no, Title, Owner	Description	Latest Note	Managed By	Latest Note Date	Due Date

City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom left (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

MCP Markets Committee Risk Report Appendix B

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (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
Page 18	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)

(B) Impact criteria

Impact title	Impact title	Definitions
Minor (1)	Minor (1)	<p>Service delivery/performance: Minor impact on service, typically up to one day. Financial: Financial loss up to 5% of budget. Reputation: Adverse national or international coverage between £500 and £50,000. Legal/statutory: Litigation claim or fine contained within business unit/division of £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.</p>
Serious (2)	Serious (2)	<p>Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse national or international coverage between £5000 and £50,000. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness/disease causing short-term disability to one or more people. Objectives: Failure to achieve one or more service plan objectives.</p>
Major (4)	Major (4)	<p>Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national or international coverage > £50,000. Legal/statutory: Major litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people. Objectives: Failure to achieve a strategic plan objective.</p>
Extreme (8)	Extreme (8)	<p>Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National or international coverage more than three days. Legal/statutory: Multiple civil or criminal suits. Safety/health: Fatality or life threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.</p>

(C) Risk scoring grid

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

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014. Contact the Corporate Risk Advisor for further information. Ext 1297 Version date: December 2015

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