



AGENDA

Markets Committee

Date: WEDNESDAY, 8 MAY 2019
Time: 11.30 am
Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

James Tumbridge	Deputy Edward Lord
John Chapman	Alderman Bronek Masojada
Tom Anderson	Deputy Robert Merrett
Matthew Bell	Andrien Meyers
Peter Bennett	Deputy Brian Mooney
Nicholas Bensted-Smith	Deputy Joyce Nash
Mark Bostock	John Petrie
Richard Crossan	Stephen Quilter
Deputy Kevin Everett	John Scott
Alderman David Graves	Ian Seaton
Michael Hudson	Deputy Dr Giles Shilson
Deputy Henry Jones	Deputy Tom Sleigh
Angus Knowles-Cutler	Mark Wheatley
Gregory Lawrence	

Enquiries: Antoinette Duhaney, 020 7332 1408,
antoinette.duhaney@cityoflondon.gov.uk

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. **ORDER OF THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council of 25th April 2019, appointing the Committee and setting out its Terms of Reference.

For Information
(Pages 1 - 2)
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order No.29.

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order No.30.

For Decision
6. **PUBLIC MINUTES**
To agree the public minutes of the meetings held on 6th March and 3rd April 2019.

For Decision
(Pages 3 - 14)
7. **APPOINTMENT OF REFERENCE SUB COMMITTEE AND RELOCATION OF MARKETS WORKING PARTY**
Report of the Town Clerk.

For Decision
(Pages 15 - 18)
8. **BREXIT UPDATE**

For Information
9. **MARKETS SUPERINTENDENTS UPDATES**
The Superintendents to be heard.

For Information
10. **MARKETS BUSINESS PLAN UPDATE - QUARTER 3 2018/19**
Report of the Director of Markets and Consumer Protection.

For Information
(Pages 19 - 34)

11. **MARKETS COMMITTEE RISK**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 35 - 42)
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
13. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
14. **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.
For Decision

Part 2 - Non-Public Agenda

15. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meetings held on 6th March and 3rd April 2019.
For Decision
(Pages 43 - 50)
16. **TENANCIES AT WILL AND ASSIGNMENTS (PERIOD 01.12.18 - 31.03.19)**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 51 - 54)
17. **MARKETS DEBT ARREARS - PERIOD ENDING 31 MARCH 2019**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 55 - 66)
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **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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Agenda Item 3

ESTLIN, Mayor

RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25th April 2019, doth hereby appoint the following Committee until the first meeting of the Court in April, 2020.

MARKETS COMMITTEE

1. **Constitution**

A Ward Committee consisting of,

- two Aldermen nominated by the Court of Aldermen
- up to 31 Commoners representing each Ward or Side of Ward (two representatives for the Wards with six or more Members regardless of whether the Ward has sides).

2. **Quorum**

The quorum consists of any nine Members.

3. **Membership 2019/20**

ALDERMEN

- 3 David Andrew Graves
- 1 Bronek Masojada

COMMONERS

17	Joyce Carruthers Nash, O.B.E., Deputy.....	Aldersgate
3	Richard Peter Crossan.....	Aldersgate
3	Andrien Gereith Dominic Meyers.....	Aldgate
11	Robert Allan Merrett, Deputy.....	Bassishaw
2	John Petrie.....	Billingsgate
3	Tom Sleigh, Deputy.....	Bishopsgate
9	Dr Giles Robert Evelyn Shilson, Deputy.....	Bread Street
10	John George Stewart Scott, J.P.....	Broad Street
4	Kevin Malcolm Everett, Deputy.....	Candlewick
12	Michael Hudson.....	Castle Baynard
3	Angus Knowles-Cutler.....	Castle Baynard
6	Nicholas Michael Bensted-Smith, J.P.....	Cheap
1	Stuart John Fraser, C.B.E.....	Coleman Street
	(Cordwainer has paired with Bread Street for this appointment).....	Cordwainer
7	Ian Christopher Norman Seaton.....	Cornhill
8	Stephen Douglas Quilter.....	Cripplegate
2	Mark Bostock.....	Cripplegate
6	Mark Raymond Peter Henry Delano Wheatley.....	Dowgate
3	Thomas Alexander Anderson.....	Farringdon Within
3	Matthew Bell.....	Farringdon Within
3	Gregory Alfred Lawrence.....	Farringdon Without
7	Charles Edward Lord, O.B.E., J.P., Deputy.....	Farringdon Without
13	John Douglas Chapman.....	Langbourn
11	Henry Llewellyn Michael Jones, Deputy.....	Portsoken
3	Brian Desmond Francis Mooney, Deputy.....	Queenhithe
11	James Richard Tumbridge.....	Tower
3	Peter Gordon Bennett.....	Wallbrook

4. **Terms of Reference**

To be responsible for:-

- (a) oversight of the management of all matters relating to Smithfield Market, Billingsgate Market and New Spitalfields Market and the letting of all premises therein;
- (b) the appointment of the Director of Markets and Consumer Protection (acting jointly with the Port Health and Environmental Services and Licensing Committees).

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MARKETS COMMITTEE

Wednesday, 6 March 2019

Minutes of the meeting of the Markets Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 6 March 2019 at 11.30 am

Present

Members:

James Tumbridge (Chairman)	Deputy Robert Merrett
John Chapman (Deputy Chairman)	Andrien Meyers
Peter Bennett	Deputy Brian Mooney
Nicholas Bensted-Smith	Deputy Joyce Nash
Mark Bostock	John Petrie
Deputy Kevin Everett	Stephen Quilter
Michael Hudson	John Scott (Chief Commoner)
Gregory Lawrence	Ian Seaton
Tim Levene	Mark Wheatley
Deputy Edward Lord	

In Attendance

Officers:

Jon Averbs	- Interim Director, Consumer Protection and Market Operations
Donald Perry	- Markets and Consumer Protection Department
Daniel Ritchie	- Markets and Consumer Protection Department
Ben Milligan	- Markets and Consumer Protection Department
Mark Sherlock	- Markets and Consumer Protection Department
Steven Chandler	- City Surveyors Department
Anna Dunne	- City Surveyors Department
Peter Young	- City Surveyor's Department
Andrew Fothergill	- Comptroller & City Solicitor's Department
Ian Hughes	- Department of the Built Environment
Julie Smith	- Chamberlains
Leyla Dervish	- Chamberlains
Philip Everett	- Town Clerk's Department
Julie Mayer	- Town Clerk's Department
Antoinette Duhaney	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Matthew Bell, Alderman Nicholas Lyons, Alderman Professor Michael Mainelli, Wendy Mead and Deputy Dr Giles Shilson.

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 30th January 2019 were approved as a correct record subject to the following corrections:

- Page 3, New Spitalfields – delete the last sentence of the first paragraph.
- Page 4, Impact of Brexit – amend the last sentence on this minute to read “The SMT and City Corporation had corresponded with regard to perceived support needs and at the time of the committee meeting, agreement on those support needs had not been reached.”

4. **BREXIT UPDATE**

Officers reported that there had been little change since the report to the previous meeting of the Committee. Close monitoring of supply chains would continue as would the close dialogue with the Tenants Associations. Officers advised that discussions about contingencies following Brexit had taken place and traders did not appear to be concerned about sourcing supplies.

The Chairman drew the Committee’s attention to a special Brexit Fund which has been established by the Finance Committee. However, at this stage it was unclear whether the Markets Committee could access this funding.

RESOLVED – That the report be noted.

5. **UPDATES FROM THE MARKETS SUPERINTENDENTS**

The Committee heard oral updates from the Market Superintendents for Smithfield, Billingsgate and Spitalfields Markets.

Smithfield

The Superintendent reported that

- Regrettably, Smithfield Market had not been awarded the title of best wholesale market which was given to New Covent Garden Market.
- Energy efficiency at the market was being reviewed and LED lighting would be installed in the car park at no cost to the market and was expected to yield annual savings of approximately £17,000.
- Linking air extraction plant in the Car Park to the carbon monoxide sensors via the BMS system in order that plant was used only when required (rather than being on continuously previously), would result in savings of approximately £30,000. The two energy initiatives therefore should deliver a combined saving of £47,000 annually.

Billingsgate

The Superintendent reported that

- An Electric Vehicle Charging project was under way to provide several electric vehicle charging points in the market.
- As part of the pre-consultation on the Markets Consolidation Programme, tours had been provided for existing/potential partners.
- Officers had visited Spitalfields Market to see how the new Guardtek Security System was working.

Spitalfields

The Superintendent reported that

- Tenders had been invited for the replacement of the new entry barrier system.
- There was a customer services drive to improve engagement with tenants and customers and responses would inform the business plan.

6. CITY HARVEST PARTNERSHIP WITH NEW SPITALFIELDS MARKET

The Committee received a report of the Interim Director of Consumer Protection and Market Operations setting out options for the City Harvest Charity to redistribute end of life produce thereby reducing food waste. Officers flagged up the outline City Harvest proposal on pages 13 – 15 of the agenda pack and officers were of the view that if City Harvest did not charge traders for collecting end of life food, it was likely that more surplus produce would be made available from traders to City Harvest. Officers also highlighted that if the Committee was minded to allow City Harvest to occupy space to operate on the market site, this could result in the loss of potential rental income.

Members of the Committee were supportive of the proposals in principle but had a number of reservations and suggestions for further information to include in the follow up report to be presented to the Committee in May 2019.

- How would this impact on traders operating from the market, had traders been consulted and what was the view of these traders?
- There were concerns in respect of peppercorn rents as a means of supporting this project rather than charging full rent and providing grants towards rental costs.
- Although the economies of scale were appreciated, there were reservations regarding City Harvest's monopoly on providing this service.
- What other providers were offering this service and were costs comparable.
- What potential support was available from the City Bridge Trust and could these proposals be shared with the City Bridge Trust.

In response to the questions and comments from Committee Members, Officers stated that City Harvest's charges for collecting end of life produce did not represent a significant saving for market tenants when compared to the cost of self-surrender disposal, and that City Harvest was already working alongside several partners including Centrepont and St Mungo's. The Committee was also advised that City Harvest was currently operating from a depot in Acton and that immediately prior to Christmas 2018, City Harvest had collected produce from Spitalfields Market several times a week. However, providing facilities on site would allow City Harvest to collect much more produce on a daily basis.

RESOLVED

- (1) That the report be noted.
- (2) That traders be consulted on the City Harvest proposals as outlined on pages 13 – 16 of the officer report.
- (3) That the views of the City Bridge Trust be sought.
- (4) That the views of City Harvest be sought on the scope for reducing produce collection costs.
- (5) That a further report with recommendations be presented to the Committee in May.

7. **MARKETS STOCK CONTROL SOFTWARE**

The Committee considered a report of the Chamberlain which provided an update on progress in implementing the Pirana Stock Control Software. Feedback from traders at Billingsgate Market suggested that the new software system had improved stock management and users were generally satisfied with the system. However, going forward, as functionality with the MICAD system improved, there might be scope for adopting this system in the future. The possibility of improving the interface between MICAD and Pirana was also being explored.

RESOLVED – That the report be noted.

8. **RAPID ELECTRIC VEHICLE CHARGE POINT INSTALLATION AT BILLINGSGATE MARKET**

The Committee considered a report of the Interim Director of Consumer Protection and Market Operations outlining proposals to install an electric vehicle rapid charge point in the Billingsgate Market car park. In response to questions and observations from Members, Officers advised that

- Several requests for electrical vehicle charge points had been received from traders and visitors and installing a charge point would support the Mayor of London's Environment and Transport Strategies and the City of London Corporation's Clean Air Strategy.

- Once charged, vehicles would vacate the charging bay so that it was available to other customers.
- Officers were of the view that the preferred supplier would be happy to increase the number of electric charging points.

Members were supportive of the proposals but requested further clarification on how use of the charging bays would be managed, negotiating the most beneficial agreement for the City of London Corporation and a table of options to consider before a final decision is made. The Committee agreed that authority be delegated to the Town Clerk to expedite the recommendations in the report in consultation with the Chairman and Deputy, taking into account the feedback from this meeting.

RESOLVED – That authority be delegated to the Town Clerk to expedite the recommendations in the report in consultation with the Chairman and Deputy, taking into account the feedback from this meeting.

9. **CONCESSIONARY PARKING AND PROVISION OF TRAFFIC STEWARDS AT SMITHFIELD MARKET DURING THE EASTER PERIOD 2019**

The Committee considered a report of the City Surveyor outlining a request from Smithfield Market Tenants' Association (SMTA) for concessionary parking for 4 days and 4 nights prior to the Easter Weekend 2019.

The Chairman reminded Members that the Committee had adopted an approach to grant concessions only where justified to address traffic concerns, or where some other economic need justified it concession.

The request from SMTA had not been made on the basis of traffic need and no supporting data had been presented. The Committee were now monitoring use of the car park with regular reports, and there was no officer suggesting that this concession was necessary.

The Committee considered there was no justification for a concession and supported option 3 as set out in the report.

RESOLVED – That no concessionary parking and no traffic stewards are provided.

10. **SMITHFIELD MARKET - CAR PARK UTILISATION IN 2018 AND CHRISTMAS 2018**

The Committee considered a report of the Interim Director of Consumer Protection and Market Operations outlining usage levels for Smithfield Market Car Park for the duration of the Christmas Traffic Plan for 2018.

RESOLVED – That the report be noted.

11. **HIGH-LEVEL BUSINESS PLAN 2019/20 - MARKETS AND CONSUMER PROTECTION**

The Committee considered a report of the Interim Director of Consumer Protection and Market Operations, outlining the 2019/20 Markets and Consumer Protection Business Plan.

The Committee was advised that officers were striving for continuous improvement hence the plans to further develop capabilities and explore more efficient delivery methods.

RESOLVED – That the report be noted.

12. **MARKETS COMMITTEE RISK**

The Committee considered a report of the Interim Director of Consumer Protection and Market Operations setting out risk management processes to meet the requirements of the Corporate Risk Management Framework.

The Committee was advised that there was limited scope to reduce the risk ratings because some aspects relating to members of the public and levels of personal responsibility were beyond their control.

RESOLVED – That the report and the actions taken to monitor and effectively manage risks arising from operations be noted.

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

The Chairman reported that he had been approached by a Charity Shop offering a wooden setting mallet used to lay the first stone for the London Central Fruit and Vegetable Market subject to a donation.

The Committee was in favour of the mallet being acquired and suggested that further enquiries be made with a view to purchasing the mallet subject to the cost not exceeding £100. It was also suggested that the Culture, Heritage and Libraries Committee might wish to consider purchasing the mallet.

RESOLVED – That further enquiries be made with a view to purchasing the mallet subject to the cost not exceeding £100.

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

There were no urgent items.

15. **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:-

Items	Paragraph
16 - 20	3

16. **NON-PUBLIC MINUTES**
RESOLVED – That the non-public minutes of the meeting held on 30th January 2019 be approved as a correct record subject to a minor correction.
17. **CITY'S WHOLESALE MARKETS - CONSOLIDATION PROGRAMME**
The Committee received a joint report of the City Surveyor and the Director of Major Projects.
18. **DEBT ARREARS PERIOD ENDING 31 MARCH 2018**
The committee received a report of the Interim Director of Consumer Protection and Market Operations.
19. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There was one question whilst the public were excluded.
20. **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 1.15 pm

Chairman

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MARKETS COMMITTEE

Wednesday, 3 April 2019

Minutes of the meeting of the Markets Committee held at Committee Room 2, 2nd Floor, West Wing, Guildhall on Wednesday, 3 April 2019 at 11.30 am

Present

Members:

James Tumbridge (Chairman)	Gregory Lawrence
John Chapman (Deputy Chairman)	Deputy Edward Lord
Rehana Ameer	Alderman Nicholas Lyons
Adrian Bastow	Alderman Professor Michael Mainelli
Matthew Bell	Deputy Robert Merrett
Peter Bennett	Deputy Brian Mooney
Nicholas Bensted-Smith	Deputy Joyce Nash
Deputy Kevin Everett	John Petrie
Michael Hudson	

Officers:

Jon Aaverns	- Markets and Consumer Protection Department
Donald Perry	- Markets and Consumer Protection Department
Daniel Ritchie	- Markets and Consumer Protection Department
Ben Milligan	- Markets and Consumer Protection Department
Mark Sherlock	- Markets and Consumer Protection Department
Steven Chandler	- City Surveyors Department
Anna Dunne	- City Surveyors Department
Peter Young	- City Surveyor's Department
Andrew Fothergill	- Comptroller & City Solicitor's Department
Ian Hughes	- Department of the Built Environment
Julie Smith	- Chamberlains Department
Leyla Dervish	- Chamberlains Department
Peter Lisley	- Town Clerk's Department
Antoinette Duhaney	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Deputy Henry Jones, Wendy Mead, Andrien Meyers, Stephen Quilter, John Scott (Chief Commoner), Deputy Dr Giles Shilson and Mark Wheatley.

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

Gregory Lawrence declared an interest in agenda item 6 – City’s Wholesale Markets Consolidation on the grounds that he was a Market Trader at Smithfield Market. Mr Lawrence stated that he would not participate in the debate in respect of Appendices B and E nor the vote on the final recommendations.

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

There were no questions.

4. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

- Wooden setting mallet - The Chairman reported that following on from the previous meeting, the wooden setting mallet used to lay the first stone for the London Central Fruit and Vegetable Market had been purchased and it was suggested that mallet could be used for the annual elections of Chairman and Deputy Chairman of the Markets Committee.

5. 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
6	3

6. CITY'S WHOLESALE MARKETS CONSOLIDATION PROGRAMME - OUTLINE OPTIONS APPRAISAL

The Committee received a report of the City Surveyor and Director of Major Projects.

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

There were no questions.

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

The Committee considered one item when the public were excluded.

The meeting ended at 1.00 pm

Chairman

**Contact Officer: Antoinette Duhaney, 020 7332 1408,
antoinette.duhaney@cityoflondon.gov.uk**

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Committee(s):	Date(s):
Markets	8 May 2018
Subject: Establishment of the Reference Sub-Committee and Relocation of Markets Working Party	Public
Report of: Town Clerk	For Decision
Report Author: Antoinette Duhaney, Committee and Member Services Officer	

Summary

The purpose of this report is to consider the appointment of your Reference Sub-Committee and Relocation of Markets Working Party for the ensuing year and to approve their composition and Terms of Reference.

Recommendation(s)

Members are asked to:

- Appoint a Reference Sub-Committee for the 2019/20 and approve the Sub-Committee's composition and Terms of Reference; and
- Appoint a Relocation of Markets Working Party for the 2019/20 and approve the Working Party's composition and Terms of Reference.

Main Report

Background

At its 23 January 2012 meeting, your Committee established a Reference Sub-Committee. This Sub-Committee meets on an *ad hoc* basis to consider matters referred to it by the Grand Committee, with the power to act where appropriate and where granted by the Committee. Each year, your Committee reappoints this Sub-Committee and is asked to reconfirm its Terms of Reference. Expressions of interest to serve for the coming year will have been sought by the Town Clerk in advance of the meeting and Members are also able to stand for the Sub-Committee at the meeting itself.

Reference Sub-Committee Composition and Terms of Reference

The Membership of your Sub-Committee comprises the Chairman and Deputy Chairman and up to eight other Members. The following Members were appointed to the Sub Committee for 2018/19.

- James Tumbridge (Chairman)
- John Chapman (Deputy Chairman)
- Peter Bennett

- Mark Bostock
- Michael Hudson
- Deputy Edward Lord
- Alderman Professor Michael Mainelli
- Wendy Mead
- Deputy Joyce Nash
- Stephen Quilter

The Terms of Reference as previously agreed by your Committee are as follows:

- a) *A Reference Sub Committee shall be appointed, consisting of the Chairman and Deputy Chairman and 8 other Members; with power to act being given, if necessary, when any matter is referred to the Reference Sub Committee for consideration.*
- b) *The quorum for the Reference Sub Committee to be 3 members.*

Relocation of Markets Working Party Composition and Terms of Reference

At its meeting on 9th May 2018, your Committee established a Relocation of Markets Working Party. The following Members were appointed to the Working Party for 2018/19.

James Tumbridge (Chairman)
 John Chapman (Deputy Chairman)
 Peter Bennett
 Mark Bostock
 Michael Hudson
 Deputy Edward Lord
 Benjamin Murphy
 Christopher Hayward (attending as representative of the Policy and Resources Committee)

Expressions of interest to serve for the coming year will have been sought by the Town Clerk in advance of the meeting and Members are also able to stand for the Sub-Committee at the meeting itself. The Terms of Reference of the working Party as previously agreed by your Committee are as follows:

- Monitor the progress of the programme of projects on behalf of the Markets Committees;
- Give political guidance on matters related to the requirements workstream. This will include:
 - reviewing the development of the specification for the site
 - providing advice and comment on the communications programme, especially interaction with the Market Tenants' Associations and traders
 - considering the effects of the programme on the current function of the markets

- Recommend the requirements to the Markets Committee as a final brief for inclusion in the Outline Business case prior to negotiation for and acquisition of the new consolidated site.

The Working Party will be chaired by the Chairman of the Markets Committee and will be regularly attended by:

- The Deputy Chairman of the Markets Committee
- 6 nominated Members of the Markets Committee
- Officers from the Programme Board as required

The Working Party will meet as required, with dates to coincide sensibly with developing deliverables related to the requirements. The Working Party will continue to support the programme as it moves into delivery.

Conclusion

Your Committee is therefore asked to consider the appointment of a Reference Sub-Committee and Relocation of Markets Working Party for the year ensuing and approve their composition and Terms of Reference.

Contact:

Antoinette Duhaney

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Committee:	Date:
Markets	8 May 2019
Subject: Markets Business Plan Update Period 3 2018/19 (December – March)	Public
Report of: Interim Director of Consumer Protection and Market Operations	For Information
Report author: Don Perry - Department of Markets and Consumer Protection	

Summary

This report provides an update on progress for Period 3 (December-March) of 2018-19 against key performance indicators (KPIs) and objectives outlined in the Markets' Business Plan.

The report consists of:

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

Key points from the report are that:

Markets Consolidation

- The Outline Options Report has been to Markets Committee and Policy and Resources Committee. It will go the Court of Common Council on 25 April 2019.

Billingsgate Market

- Bio-acoustic bird deterrent installed.
- Returning of polystyrene boxes no longer permitted.
- Parking income below budget, installing electric charging points to utilise all parking options.
- Filming budget substantially ahead of budget.

Smithfield Market

- Income from Rotunda car park at year end is ahead of profile budget.
- The risk status associated with HGV Bankmens duties remains Amber.
- Bi-monthly HGV unloading audits are continuing as well as nightly reviews of deliveries.
- Working Manual now agreed.

New Spitalfields Market

- CCTV - The tender exercise has been completed and submissions are currently being evaluated. Score moderation is scheduled for 24 April.
- Planning permission for the controlled entry barrier system has been approved. Work to commence by 23rd April

Finance

- At the end of the March 2019, the Department of Markets & Consumer Protection services covered by the Markets Committee was £288k (16.8%) underspent against the local risk budget of £1,710k. Appendix C sets out the detailed position for the individual services covered by this department.

Recommendation(s)

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

1. The 2018-19 Markets Business Plan sets out four Key Performance Indicators (KPIs) and 10 Key Improvement Objectives against which the Markets' performance will be measured throughout the year.
2. The KPIs and objectives are updated in Appendix A.
3. Matters of interest and visits to the Markets are updated in Appendix B.
4. Financial information including a table detailing the position for the individual services covered by this department are updated in Appendix C.

Current Position

5. To ensure that your Committee is kept informed of progress against the current business plan, progress against KPIs (Appendix A), matters of general interest (Appendix B), and financial information (Appendix C) are reported on a periodic (four-monthly) basis.
6. This approach allows Members to ask questions and have a timely input on areas of particular importance to them. Members are also encouraged to ask the Director for information throughout the year.
7. Periodic progress is also discussed by Senior Management Groups (SMG) to ensure any issues are resolved at an early stage.

Consultees

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

Appendices

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

Appendix B - Matters of general interest to the Committee.

Appendix C – Financial Information

Contacts:

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Superintendent – Mark Sherlock

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New Spitalfields Market:

Superintendent – Ben Milligan

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Billingsgate Market:

Superintendent – Daniel Ritchie

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Simon Owen (*Financial information*)

Chamberlain's Department

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Progress against Key Performance Indicators 2018-19
Period Three: 1 December – 31st March 2019

	Target 2018/19		Period 1	Period 2	Period 3
MKP 1	a) 90% of debts to be settled within 60 days.	Billingsgate	80%	76%	65%
		Smithfield	92%	100%	86%
		Spitalfields	86%	75%	61%
	b) 100% of debts settled within 90 days.	Billingsgate	96%	97%	78%
		Smithfield	100%	100%	100%
		Spitalfields	88%	84%	74%
<p>Comments: Smithfield: The debt older than 61+ days relates to 3 debtors, 2 of which have been paid and the other is being chased. Billingsgate: 12 debtors owed aged debt of 61+days totalling £73,077, £47,104 of this debt has been received. 9 debtors now owe debt of 61+days, 6 debtors owe less than £550 and 2 of are being disputed. Spitalfields: Outstanding debts relates predominantly to 15 debtors, 1 is on a payment plan, 3 are undergoing lease negotiations, 1 is with City Solicitor and the remaining are being chased locally.</p>					
	Target 2018/19		Period 1	Period 2	Period 3
MKP 2	Divert 90% of waste from landfill at the Markets	Billingsgate	100%	100%	100%
		Smithfield	100%	100%	100%
		Spitalfields	100%	100%	100%
	Target 2018/19		Period 1	Period 2	Period 3
MKP 3	Achieve 95% occupancy of all lettable space at Billingsgate, Smithfield and New Spitalfields Markets.	Billingsgate	97%	97%	97%
		Smithfield	94%	94%	100%*
		Spitalfields	99%	99%	99%
<p>Comments: * Smithfield reporting against lettable space only; previous reporting has included non-lettable space within the Poultry Market.</p>					
	Target 2018/19		Period 1	Period 2	Period 3
MKP4	Improve the standard of incident reports, ensuring all information and evidence is gathered thoroughly and documented. All reports to be completed within 3 days following the reporting of an incident.	Billingsgate	100%	100%	100%
		Smithfield	100%	100%	100%
		Spitalfields	100%	100%	100%

Progress against key improvement objectives 2018-19
Period three: 1 December – 31 March 2019

Ref:	Objective	Progress to date
Page 24	<p>MCP01 <u>Billingsgate Market</u> Continue to improve cleaning standards at Billingsgate Market. To provide a market site with a high level cleanliness which meets hygiene requirements and is satisfactory to all stakeholders, particularly our tenants.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> •No written complaints received. Met with London Fish Merchants Association Chair and others to identify cleaning priorities. •All merchants written to regarding the return of polystyrene boxes from their trade customers that are being dumped. •Increased pest control provision has brought about a steady decline in sightings, the removal of the dockside barge a probable factor too.
		<p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> •No written complaints received. •An audit on waste and recycling processes was undertaken and the recommendations will be implemented once the full report is received. •H&S audit undertaken, and improved housekeeping procedures identified and implemented. •Tower Hamlets EHO meet each month with a view to improve communications and information sharing. <p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> •No written complaints received. •Bio-acoustic bird deterrent installed. This will work out more cost effective than the monthly visit by falconer. •Waste & Recycling Audit recommendations being implemented. Polystyrene box returns no longer permitted which should have positive impact on cleaning and maintenance.
MCP02	<p><u>Smithfield Market</u> Maximise the usage of Rotunda car park to increase income.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> •Rotunda carpark income £52k ahead of profile budget at end of July 2018. <p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> •Rotunda carpark income £68k ahead of profile budget. <p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> •Car Park income £81k ahead of budget.

Appendix A

Ref:	Objective	Progress to date
MCP03	<p><u>Billingsgate Market</u> Generate additional income at Billingsgate Market.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> •Parking income slightly below budget. Proximity of alternative, more bespoke parking locations at competitive rates a factor. Parking packages and office accommodation are being advertised to attract new customers. •All filming requests that generate an income have been facilitated resulting in this activity being ahead of budget. •New agreement with a waste contractor has resulted in 60% increase in payments for our recycled polystyrene.
		<p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> •Parking income continues to slightly underperform against budget despite marginally improved gains since end of period one. • All filming requests are being facilitated and this activity is ahead of budget. •As filming activities are generating income at the market the Superintendent met with the Film Office to make sure Billingsgate can make the most of these opportunities.
		<p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> •Parking income is currently below budget. The installation of Rapid EV charge points will make the market competitive and in line with other local car parks. •Filming income substantially ahead of budget despite one or two last minute withdrawals from the location crews. Only one opportunity has been turned down by the market team throughout the year, this was owing to the size and lack of flexibility shown by the proposed location crew.
MCP04	<p><u>Strategic review of markets</u> Build on the findings of the strategic review of markets by carrying out a full feasibility study and preparing an implementation plan, leading to a Bill being presented to Parliament in November 2019.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> •A Programme Board and Member’s Working Group have been established and terms of reference agreed. A Programme Director has been appointed and work is underway on feasibility studies. A key element of work will be to identify and, subject to the business case, acquire a suitable site of up to 100 acres. Lambert Smith Hampton (LSH) have been engaged to undertake the search for a site. Consultation with key stakeholders has begun. <p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> •On the 18th December the City of London Corporation acquired the company, Barking Power Ltd which includes the Barking Reach Power Station site. The 42-acre site in the London Borough of Barking and Dagenham will now be considered as part of the potential options for the City Corporation’s proposals to consolidate its three wholesale food markets onto a single site. The site’s suitability will be considered alongside several other potential locations and

Appendix A

Ref:	Objective	Progress to date
		<p>sites of varying sizes, which continue to be explored. A decision on a preferred option will be made following feedback from a public consultation in 2019.</p> <p>Period 3: December – March 2019 The Outline Options Report went to Markets Committee on 3 April 2019 and to the Policy and Resources Committee on 11 April 2019. It will go the Court of Common Council for approval on 25 April 2019.</p>
<p>MCP05</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 26</p>	<p><u>New Spitalfields Market followed with Billingsgate and Smithfield Market</u> Complete CCTV review across all three markets and prepare specifications for procurement. Each site has its own specific requirement for a CCTV system, and different timescales for procuring new systems, but we wish to define a common standard for CCTV across all three markets before we go to procurement. It should result in higher levels of compliance with site rules as well as fewer accidents and associated damage and personal injury claims.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> •The CCTV design and costs are being finalised by the contractor for the New Spitalfields system. •The installation for the system to come under the Police CCTV contract pending final approval. •A separate joint procurement exercise will be undertaken at the other two markets pending further analysis of their requirements. <p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> •The Superintendent has been advised by procurement that the Market CCTV system cannot be procured as a variation to the current COL Police contract. •A complete tender exercise for Market CCTV system has been approved and signed off by the Chief Officer and will commence early January, with the intention of being completed by end of January. <p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> •The tender exercise has been completed for New Spitalfields Market. Six submissions were received and are currently being evaluated. Score moderation is scheduled for 24 April.
<p>MCP06</p>	<p><u>New Spitalfields Market</u> Procure and install a controlled barrier entry system at New Spitalfields Market. The system will enable control over who enters the site, and when, which will improve security and compliance with site rules. It will also enable the introduction of an entry charge which will offset the cost of the 20 year plan.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> •Tender awarded to install a controlled barrier entry system. Contract pending. <p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> •Contract awarded. •Design completed and approved, and entry barrier plans are now with Waltham Forest planning department for approval.

Appendix A

Ref:	Objective	Progress to date
		<p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> • Planning permission approved. Work to commence by 23rd April
<p>MCP07</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 27</p>	<p><u>Billingsgate Market</u> Continue to deliver the Billingsgate Market Modernisation Project. To ensure the Market and its operations remain viable.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> • Meeting held with members of the LFMA regarding priorities for site maintenance. They are keen to involve now-retired members of the Fishmongers company to identify projects. A further meeting will be arranged for early September once the LFMA have confirmed their priorities. <p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> • Regular meetings have been held with LFMA. Priorities for 2019/20 to be provided by year end which can then be sourced, costed and agreed prior to beginning of financial year. <p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> • The Superintendent met with the LFMA regarding site maintenance proposals for the forthcoming year, but tenants are reluctant to spend any money on maintenance projects due to the future move and consolidation of the markets.
<p>MCP08</p>	<p><u>Smithfield Market</u> Obtain agreement and sign-off by the SMTA of the final version of Smithfield Market's Working Manual. The Working Manual will clearly set out the responsibilities of the landlord, tenants and market workers.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> • Only one outstanding responsibility remains to be agreed with the tenants' Association and that is the responsibility for presentation of unfit product to the Animal Bi-Product (ABP) facility. This should be resolved by the end of August. <p>Period 2: August – November 2018</p> <p>The final issue which remains to be resolved is the responsibility for the presentation of unfit product to the ABP facility. The SMTA made a further request to the Superintendent for additional concessions to traders on this matter, but this request has been declined. The Working Manual was issued for signature to the SMTA on the 25th October. The SMTA have subsequently requested a further meeting, which has proved difficult to arrange. A meeting was set for 8 January, but this was cancelled by the SMTA. CoL have offered 3 final further dates to resolve and sign-off.</p> <p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> • The working manual has now been agreed.

Appendix A

Ref:	Objective	Progress to date
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 28</p> <p>MCP09</p>	<p><u>Smithfield Market</u> Continue to control the risk associated with the HGV Banksmen duties at Smithfield Market and monitor compliance with operating procedure.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> ●Risk status remains at Amber. ●The June audit revealed 100% usage of banksmen by delivering vehicles. However, in three cases the supplier's employee acted as banksmen rather than the tenant's trained member of staff. Letters have been sent to the transport companies reminding them of Smithfield site compliance requirement.
		<p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> ●A meeting was convened by CoL on the 18th October to bring to the attention of the SMTA three instances of unsafe unloading practices witnessed on CCTV during the earlier part of the month. The SMTA agreed to speak to the relevant traders to improve their controls and standards. ●An audit of the HGV unloading operation is scheduled for the second week of January and the results will be shared with Committee by the Superintendent's oral update at January Committee.
		<p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> ●Bi-monthly HGV unloading audits continue plus a member of the Constabulary team reviews deliveries every night and reports any deficiencies, any necessary action is followed up. ●The next 4-night CCTV audit is planned for the 15th May.
<p>MCP10</p>	<p><u>All</u> Ensure that the Departmental Workforce Plan is maintained, remains relevant and actions are implemented.</p>	<p>Period 1: April – July 2018</p> <ul style="list-style-type: none"> ●The group will meet again on 25 September to review progress on actions to begin a refresh of the plan. <p>Period 2: August – November 2018</p> <ul style="list-style-type: none"> ●The group is working on refreshing the existing plan and reviewing the format. The group will meet 15th January to go through the new plan for 2019/20. <p>Period 3: December – March 2019</p> <ul style="list-style-type: none"> ●The Work Force Plan 2019/20 has been finalised and will be updated and presented to SMG members periodically.

Matters of General Interest to the Committee**Billingsgate Market****Visitors****December**

No Visitors

January

No Visitors

February

No Visitors

March

No Visitors

Filming/photography

		<u>Activity</u>	<u>Fee Received</u>
<u>December 2018</u>	4 th	Photography for personal use	No fee
	8 th	Photography for personal use	No fee
	11 th	Photography for personal use	No fee
	14 th	Photography for personal use	No fee
<u>January 2019</u>			
	9 th	Photography for personal use	No fee
	16 th	Love Seafood photographs for Fishthedish.co.uk	No fee
	25 th	Photography for personal use	No fee
	26 th	Photography for personal use	No fee
<u>February 2019</u>			
	7 th	Wandsworth Young Chefs – Filming for competition journey	No fee
<u>March 2019</u>			
	6 th	Photography for personal use	No fee
	12 th	My Accomplice Ltd – Filming	£150 + VAT
	13 th	Photography for personal use	No fee
	19 th	Photography for personal use	No fee
	26 th	Photography for personal use	No fee
	29 th	Photography for personal use	No fee
	30 th &31 st	Hitman 2 Productions Ltd Unit base parking	£1225+VAT

Smithfield Market

Visitors

December

No Visitors

January

No Visitors

February

No Visitors

March

No Visitors

Filming/photography

		<u>Activity</u>	<u>Fee Received</u>
December 2018		None	
January 2019		None	
February 2019		None	
March 2019		None	

New Spitalfields Market

December

No Visitors

January

No Visitors

February

No Visitors

March

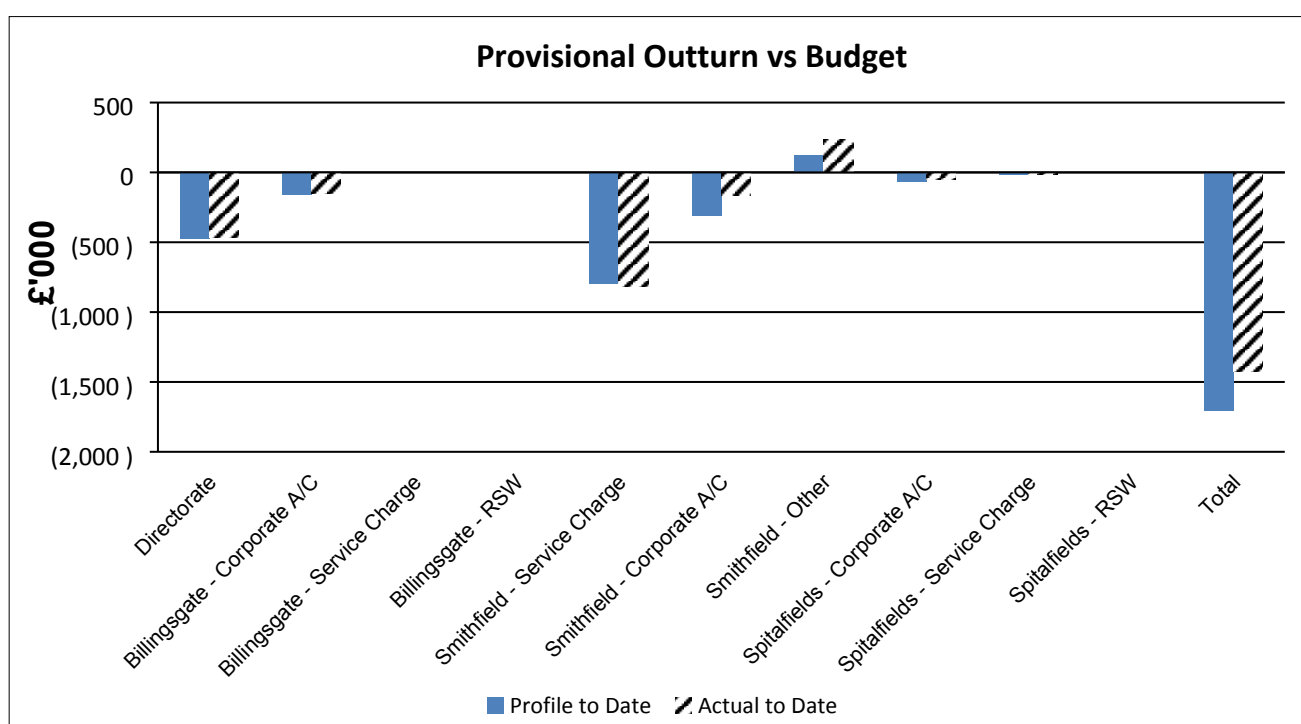
No Visitors

Filming/photography

		<u>Activity</u>	<u>Fee Received</u>
December 2018		None	
January 2019		None	
February 2019		None	
March 2019		None	

Appendix C

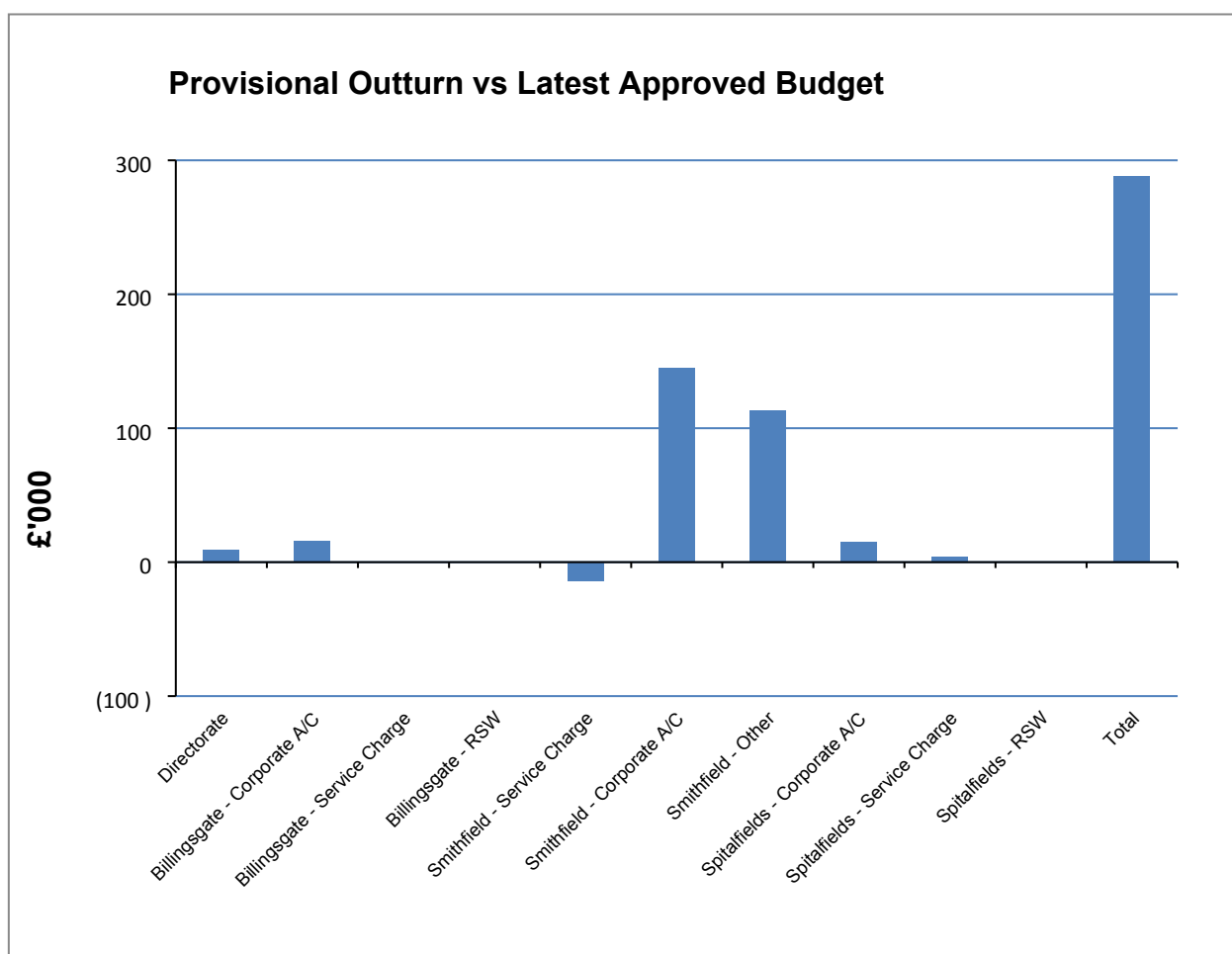
1. The end of March 2019 provisional outturn position for the Department of Markets & Consumer Protection services covered by Markets Committee is provided at Appendix C1. This reveals a net underspend for the year of £288k (16.8%) against the overall local risk budget of £1,710k for 2018/19.
2. The reasons for the significant budget variations are detailed in Appendix C1, which sets out a detailed financial analysis of each individual division of service relating to this Committee, for the services the Director of Markets & Consumer Protection supports.



Notes:

1. Graph shows the 2018/19 actual local risk net position against the profiled budget for each Division.
2. A position above the baseline shows overall net income.
3. A position below the baseline shows overall net expenditure.
4. Total actual net exp of £1,422k is £288k under the budget of £1,710k.

Appendix C



Notes:

1. Zero is the baseline latest approved budget for each Division of Service.
2. Graph shows projected outturn position against the latest approved budget.
3. A variance above the baseline is favourable i.e. either additional income or reduced expenditure.
4. A variance below the baseline is unfavourable i.e. additional expenditure or reduced income.
5. Overall the Department achieved a provisional underspend of £288k at year end.

3. The better than budget position at the end of March 2019 is mainly due to additional income at Smithfield car park due to increased traffic volumes. Additionally, there were expenditure underspends at Smithfield due to a carry forward budget allocated from 2017/18 for generator plug-in connection works of £74k managed by the City Surveyor not progressing due to large increases in the projected costs of the project and underspends related to minor improvement works of £64k managed by the City Surveyor to replace electricity meters not progressing.
4. After adjusting the underspend position of £288k for unspent carry forward budgets across the whole of the Department, the Director of Markets & Consumer Protections adjusted provisional outturn position eligible for carry forward requests is £174k.

Appendix C1

Department of Markets & Consumer Protection Local Risk Revenue Budget - 1st April 2018 to 31st March 2019 (Expenditure and unfavourable variances are shown in brackets)

	Latest Approved Budget (Apr-Mar)			Provisional Outturn (Apr- Mar)			(Over) / Under £'000	Notes
	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000		
Markets (City Cash)								
Directorate	(473)	0	(473)	(464)	0	(464)	9	
Billingsgate - Corporate Account	(299)	135	(164)	(302)	154	(148)	16	
Billingsgate - Service Charge	(2,502)	2,502	0	(2,345)	2,345	0	0	
Billingsgate - Repainting and Special Works		0	0	0	0	0	0	
Smithfield - Service Charge	(3,049)	2,249	(800)	(3,057)	2,243	(814)	(14)	
Smithfield - Corporate and Direct Recovered	(1,843)	1,535	(308)	(1,840)	1,677	(163)	145	1
Smithfield - Other (Including Car Park)	(658)	780	122	(623)	858	235	113	2
	(8,824)	7,201	(1,623)	(8,631)	7,277	(1,354)	269	
Markets (City Fund)								
Spitalfields - Corporate Account	(112)	46	(66)	(101)	50	(51)	15	
Spitalfields - Service Charge	(5,530)	5,509	(21)	(5,439)	5,422	(17)	4	
Spitalfields - Repair and Repainting	0	0	0	0	0	0	0	
	(5,642)	5,555	(87)	(5,540)	5,472	(68)	19	
TOTAL MARKETS COMMITTEE LOCAL RISK	(14,466)	12,756	(1,710)	(14,171)	12,749	(1,422)	288	

Notes:

- 1. Smithfield Corporate Account** - underspend mainly due to a carry forward budget allocated from 2017/18 for generator plug-in connection works of £74K managed by the City Surveyor not progressing due to large increase in the projected costs of the project. Further underspends related to minor improvement works of £64K managed by the City Surveyor to replace electricity meters not progressing.
- 2. Smithfield Other** - underspend mainly due to additional income as a result of increased traffic volumes at the car park.

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Committee: Markets Committee	Date: 8 May 2019
Subject: Markets Committee Risk	Public
Report of: Interim Director of Consumer Protection and Market Operations	For Information
Report author: Donald Perry Department of Markets and Consumer Protection	

Summary

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.

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.

The Department of Markets and Consumer Protection have identified a number of departmental risks. Of these, the most significant risks for this Committee to consider are:

- MCP-BG 001– Workplace Traffic Management, Billingsgate (Current Risk: AMBER)
- MCP-NS 001 – Workplace Traffic Management, New Spitalfields (Current Risk: AMBER)
- MCP-SM 001 – HGV Unloading Operations, Smithfield (Current Risk: AMBER)
- MCP-SM 008 Fire Alarm Panel Performance, Smithfield (Current Risk: AMBER)
- MCP-PHPP 001 Brexit- Impact on Port Health (Current Risk: RED)

Recommendation(s)

Members are asked to:

- 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 regular 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 regular 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.
7. 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

8. The Department of Markets and Consumer Protection's Risk Register for Markets, attached as Appendix 1 to this report, has four AMBER risks.

MCP-BG 001 – Workplace Traffic Management Billingsgate (Current Risk: AMBER increased risk)

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

As of these activities are undertaken in an area under the direct control of the City, an accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City.

This risk has been reviewed and is being temporarily increased to Amber as there is a perception by City of London staff that there has been a recent increase in noncompliance with our traffic management policies.

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

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 or life changing injury could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.

As of these activities are undertaken in an area under the direct control of the City, an accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City.

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

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, on an area under the overall control of the City, could result in a serious or life changing injury to pedestrians, caused by uncontrolled or unguided reversing vehicles.

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

Having reduced the risk to its target level of 12, consideration has been given to whether there is an opportunity to reduce the target risk level further. The risk owner, the Superintendent, has reviewed the prevailing site conditions, and the feasibility of introducing additional controls that could reduce the risk further, and considers that the risk is currently being managed at the lowest achievable level, given the unique inner-city environment. The situation will be kept under regular review.

MCP-SM 008 Fire Alarm Panel Performance Smithfield (Current Risk: AMBER new risk)

A number of performance issues have been identified including faults with graphines, zones and pre-alarms. Issues have also been identified with the PPM schedule These issues have been escalated to Head of Facilities Management.

There is a risk of injury and/or loss of life to members of the public, market staff and other service users as well as irreparable or costly damage to the Market structure in the event that the alarm were not to activate when required.

Realisation of this risk could result in prosecution, fine and serious reputational damage to the City.

Conclusion

- 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

Background Papers

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

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MCP Markets Committee Risk Report Appendix A

Report Author: John Smith
Generated on: 12 April 2019






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-BG 001 Workplace Transport 08-Apr-2017 Daniel Ritchie	<p>Cause: A lack of suitable and sufficient training and adequate management controls in relation vehicle movements at Billingsgate Market.</p> <p>Event: There is a risk of a life changing injury to a pedestrian if vehicle movements including forklift trucks are not appropriately managed and controlled.</p> <p>Effect: An accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City.</p>	<p>Likelihood</p> <p>Impact</p>	12	<p>This risk has been reviewed and is being temporarily increased to Amber as there is a perception by City of London staff that there has been a recent increase in non-compliance with our traffic management policies.</p> <p>08 Apr 2019</p>	<p>Likelihood</p> <p>Impact</p>	8	31-Jul-2020	<p>Increasing</p>

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
MCP-BG 001c	Details of a traffic management consultant have been obtained from the central health & safety team. This consult is to be instructed to conduct a transport risk audit at Billingsgate Market.		Daniel Ritchie	08-Apr-2019	31-May-2019
MCP-BG 001d	Receive report from consultant and review recommendations.				30-Jun-2019
MCP-BG 001e	Respond to recommendations and agree an action plan.				31-Jul-2019
MCP-BG 001f	Complete actions and record evidence with a view to reducing the risk rating (if appropriate).				31-Dec-2019

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	Cause: Over 200 forklift trucks operate on the New Spitalfields Market site. Event: There is a serious risk of life changing injury to a pedestrian if vehicle movements in this constrained space are not appropriately managed and controlled. Effect: An accident involving a pedestrian and a vehicle which resulted in a serious or life changing injury could result in prosecution, a fine, reputational damage for the City and have an adverse impact on the operation and sustainability of the service.	 Likelihood	12	The SpMTA are still in discussion with the training provider to set dates for the managers training. The superintendent is actively engaged with the SpMTA to ensure this training is delivered to all tenants. 06 Feb 2019	 Likelihood	8	31-Dec-2019	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
P 0309 20 MCP-NS 001i	A member of staff from all tenants to be nominated and trained in FLT safety procedures.	SpMTA ready to confirm dates of delivery.	Ben Milligan	06-Feb-2019	31-May-2019
MCP-NS 001k	Controlled barriers entry system for pedestrians and vehicles.	The contractor has given details of the phases of the installation and is coming to site on the 28th march to give a firm start date.	Ben Milligan	25-Mar-2019	31-May-2019

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 Mark Sherlock	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 life changing 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	12	The bi-monthly audit of unloading operations has been organised An interim review of significant findings will be conducted once the audit has been completed. 06 Feb 2019	 Likelihood	12	31-Dec-2019	Constant

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 008 Fire Alarm Panel Performance 10-Apr-2019 Emma Beard; Mark Sherlock	<p>Cause: Failure of the fire alarm system</p> <p>Event: Serious risk of injury and loss of life to members of the public, market staff and other service users as well as irreparable or costly damage to the Market structure. The cause would be a result of unreliable or incorrect pre-alarms and fire alarms and delay to evacuation if a fire were to occur.</p> <p>Effect: Realisation of this risk could result in prosecution, fine and serious reputational damage to the City.</p>	 <p>Likelihood</p> <p>Impact</p>	12	<p>A number of performance issues have been identified including faults with graphines, zones and pre-alarms. Issues have also been identified with the PPM schedule that is carried out my Multifire. These issues have been escalated to Head of FM - Karyn Burnham and Skanska for action.</p> <p>10 Apr 2019</p>	 <p>Likelihood</p> <p>Impact</p>	4	31-Jul-2019	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
MCP-SM 008a	Request progress update from Karyn Burnham and update the risk accordingly.	A review of the PPM with Multifire is underway		10-Apr-2019	13-May-2019

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