



Port Health & Environmental Services Committee Agenda Planning

Date: TUESDAY, 14 JANUARY 2020

Time: 11.30 am

Venue: COMMITTEE ROOM 3 - 2ND FLOOR WEST WING, GUILDHALL

| | | |
|-----------------|--|----------------------------|
| Members: | Jeremy Simons (Chairman) | Deputy Jamie Ingham Clark |
| | Deputy Keith Bottomley (Deputy Chairman) | Shravan Joshi |
| | Deputy John Absalom | Vivienne Littlechild |
| | Caroline Addy | Andrien Meyers |
| | Alexander Barr | Deputy Brian Mooney |
| | Adrian Bastow | Deputy Joyce Nash |
| | Deputy John Bennett | Henrika Priest |
| | Peter Bennett | Jason Pritchard |
| | Tijs Broeke | Deputy Richard Regan |
| | John Chapman | Deputy Elizabeth Rogula |
| | Peter Dunphy | Mark Wheatley |
| | Mary Durcan | Rehana Ameer |
| | Deputy Kevin Everett | Sophie Anne Fernandes |
| | Anne Fairweather | Alderman Sir Roger Gifford |
| | Christopher Hill | Alderman Gregory Jones QC |
| | Deputy Wendy Hyde | John Edwards |

Enquiries: Rofikul Islam Tel. No: 020 7332 1174
Rofikul.islam@cityoflondon.gov.uk

**Lunch will be served at the rising of the Committee.
N.B. Part of this meeting could be the subject of audio or video recording.**

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 26 November 2019.
For Decision
(Pages 1 - 12)
4. **OUTSTANDING ACTIONS**
Report of the Town Clerk.
For Information
(Pages 13 - 14)
5. **UPDATE ON THE IMPACT OF THE UK LEAVING THE EU (BREXIT) ON PORT HEALTH & PUBLIC PROTECTION**
The Port Health and Public Protection Director to be heard.
For Information
6. **REVENUE AND CAPITAL BUDGETS AND HIGH-LEVEL SUMMARY BUSINESS PLANS 2020/21**
Joint report of the Chamberlain, Director of the Built Environment, Director of Markets and Consumer Protection and Director of Open Spaces.
For Decision
(Pages 15 - 44)
7. **HEALTHIER CATERING COMMITMENT FOR FOOD BUSINESSES IN THE CITY OF LONDON**
Report of the Director of Markets & Consumer Protection.
For Information
(Pages 45 - 48)
8. **PERIOD 1 & 2 (APRIL - NOVEMBER 2019) CEMETERY & CREMATORIUM BUSINESS PLAN PERFORMANCE UPDATE**
Report of the Director of Open Spaces.
For Information
(Pages 49 - 56)

9. **DEPARTMENT OF THE BUILT ENVIRONMENT RISK MANAGEMENT - PERIODIC REPORT**
Report of the Director of the Built Environment.
For Information
(Pages 57 - 64)
10. **CEMETERY AND CREMATORIUM - FEES, CHARGES AND MARKETING**
Report of the Director of Open Spaces.
For Decision
(Pages 65 - 76)
11. **MARKETS AND CONSUMER PROTECTION BUSINESS PLAN 2019/2020: PROGRESS REPORT (PERIOD 2)**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 77 - 106)
12. **PORT HEALTH & PUBLIC PROTECTION RISKS**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 107 - 114)
13. **UPDATE ON THE OUTCOME OF THE TEMPORARY SPEED RESTRICTION TRIAL UNDER BRANDON MEWS ON THE BARBICAN ESTATE**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 115 - 124)
14. **ANIMAL RECEPTION CENTRE - HEATHROW AIRPORT: ANNUAL REVIEW OF CHARGES**
Report of the Director of Markets and Consumer Protection.
For Decision
(Pages 125 - 134)
15. **COMBINED GATEWAY 3/4/5 REPORT FOR THE BEECH STREET TRANSPORT AND PUBLIC REALM IMPROVEMENTS PROJECT**
Report of the Director of the Built Environment.
For Decision
(Pages 135 - 252)
16. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
Any items of business that the Chairman may decide are urgent.

18. **EXCLUSION OF THE PUBLIC**
MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

For Decision

Part 2 - Non-public Agenda

19. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 26 November 2019.

For Decision
(Pages 253 - 254)

20. **DEPARTMENT OF THE BUILT ENVIRONMENT (CLEANSING) PROPOSED SAVINGS 2020/21**
Report of the Director of the Built Environment.

For Decision
(Pages 255 - 266)

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

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

PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

Tuesday, 26 November 2019

Minutes of the meeting of the Port Health & Environmental Services Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

| | |
|--|----------------------------|
| Jeremy Simons (Chairman) | Shravan Joshi |
| Deputy Keith Bottomley (Deputy Chairman) | Vivienne Littlechild |
| Deputy John Absalom | Andrien Meyers |
| Alexander Barr | Deputy Joyce Nash |
| Adrian Bastow | Jason Pritchard |
| Peter Bennett | Deputy Elizabeth Rogula |
| John Chapman | Mark Wheatley |
| Mary Durcan | Rehana Ameer |
| Anne Fairweather | Alderman Sir Roger Gifford |
| Deputy Jamie Ingham Clark | John Edwards |

Officers:

| | |
|-----------------|---|
| Rofikul Islam | - Town Clerk's Department |
| Carl Locsin | - Town Clerk's Department |
| Carolyn Dwyer | - Department of the Built Environment |
| Zahur Khan | - Department of the Built Environment |
| Tom Noble | - Department of the Built Environment |
| Giles Radford | - Department of the Built Environment |
| Samantha Tharme | - Department of the Built Environment |
| Paul Chadha | - Comptroller & City Solicitor's Department |
| Rachel Pye | - Department of Markets & Consumer Protection |
| Xenia Koumi | - Community and Children's Services |
| Gavin Stedman | - Department of Markets & Consumer Protection |
| Ruth Calderwood | - Department of Markets & Consumer Protection |
| Jon Averbs | - Department of Markets & Consumer Protection |
| Richard Steele | - Department of the Built Environment |
| Jenny Pitcairn | - Chamberlain's Department |

1. APOLOGIES

Apologies were received from Deputy John Bennett, Tijs Broeke, Deputy Wendy Hyde, Deputy Elizabeth Rogula, Sophie Anne Fernandes and Alderman Gregory Jones QC.

The Committee observed a moment of silence in respect of Mr. William John Brewster OBE, Past Chairman of the Port Health and Environmental Services Committee.

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

There were no declarations.

3. **MINUTES**

RESOLVED, that the Public Minutes of the meeting held on Tuesday, 24 September 2019 be approved as a correct record.

Matters Arising:

Beech Street (page 3/4)

It was reported that the Moor Lane Ultra Low Emission Vehicle only pilot (Low Emission Neighbourhood project) had been closed and the remaining funds reallocated to Beech Street. A Gateway 4/5 report for the Beech Street zero-emission street will be tabled to the Committee in 2020.

Flush washing (Page 7)

In the last meeting the Committee were informed that the new contract does not include power washes in its terms and conditions, but flush washing does take place. Officers agreed to address the concerns raised. There will be more flushing from 2020 onwards.

4. **OUTSTANDING ACTIONS**

Electrical Vehicle Charging

The Transportation and Public Realm Director informed the Committee that his team are working closely with Transport for London to install 10 charging points in Baynard House. It was also noted that following advice from the London Fire Brigade, the completion date may need to be reviewed to ensure that the City of London is following health and safety regulations. It is anticipated that the work can start in June 2020. The Committee will be kept updated with the progress.

Water Refill Points

The City of London has written to the CEO of Thames Water. There is now positive engagement with Thames Water now agreeing to progress the work.

Officers from the City of London held a meeting with St Botolph without Bishopsgate Church with reference to their request for water refill points. Further to the meeting, the City of London awaits a decision from church officials.

Garden Waste

The trial will now begin in March 2020. Garden Waste can now be removed from the Outstanding Actions list.

Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate

The Temporary Speed Restriction (TSR) trial was carried out under Brandon Mews on 8 November 2019. The Committee was informed that outer rail trains, which during normal operation hours, are the loudest had shown a 7dB noise reduction on average during the speed restriction. This was a noticeable reduction, but a significant noise impact remains.

The current advice from LUL's operational department is that a TSR at this location would be extremely difficult to put in place, especially for set times only as it requires a manual application and removal each day for the pm off-peaks. In addition, even when the new signalling system is in place, there would be a reluctance from London Underground Operations to consider a permanent TSR on the basis that there has been a huge amount of investment into increasing the number of trains per hour on this part of the track.

LUL have tasked their engineering team to consider any other short-term measures that could alleviate some of the current noise levels residents are experiencing. They will continue to make the case to LUL operational teams to see if anything can be done in the off-peak when the new signalling system is in place.

The full report on the TSR will be shared as soon as it's available.

Historic drinking fountains and pumps

An update to be provided to the Committee in March 2020.

5. UPDATE ON THE IMPACT OF THE UK LEAVING THE EU (BREXIT) ON PORT HEALTH & PUBLIC PROTECTION

The Committee received a report of the Director Markets & Consumer Protection on the update on the impact of the UK leaving the EU (Brexit) on Port Health & Public Protection.

The Committee was advised that this is the 6th report to the Committee. the Department continues to function as business as usual and is making adequate preparation in the eventuality of a Brexit. Members were informed that the Food Standards Agency has provided the Department with a funding of £116,000 to cover additional preparations.

Due to the Purdah Period, the level of communications with the Government is kept to a minimum, but the Department hopes to re-engage fully once the elections are over.

RESOLVED – Members to note the report.

6. DEPARTMENT OF THE BUILT ENVIRONMENT - BREXIT UPDATE

The Committee received a report of the Director of the Built Environment on the Department of the Built Environment: 'Brexit' Update. It was noted that due to a decision taken at the Brexit Group, that unless there is a significant shift in position, this will no longer be a standing item on the agenda.

RESOLVED – Members to note the report.

6A. ANNUAL PROGRESS REVIEW – LOCAL GOVERNMENT DECLARATION ON SUGAR REDUCTION AND HEALTHIER FOOD

Item 11 was moved to 6A.

The Committee received a report of the Director of Community & Children's Services providing an annual progress review of the City Corporation's Declaration on Sugar Reduction and Healthier Food.

The Committee was informed on the progress of the implementation of pledges made by the City Corporation under the Local Government Declaration on Sugar Reduction and Healthier Food, which draws together and recognises work being done across the Corporation. Members were further informed that specific actions of interest to the Port Health and Environmental Services Committee were those relating to the installation and promotion of additional public water fountains throughout the City and supporting more local employers to achieve the London Healthy Workplace Award.

RESOLVED – Members asked to;

- Note the report, and
- Support ongoing efforts to ensure the Square Mile is an environment that is conducive to healthier choices.

7. 49TH CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT

The Committee considered a report of the Director of Markets and Consumer Protection on the 49th City of London Thames Fishery Research Experiment.

The Committee was informed of the outcome of the 49th City of London Thames Fishery Research Experiment which took place on Saturday 12 October 2019 along the foreshore of the River Thames, downstream from the Port Health River Divisional Lower Thames Office in Denton, Gravesend.

The purpose of the Fishery Research Experiment is to understand the environmental conditions of the river. The report also sought a grant of £5,460 from City's Cash to partially fund the Fishery Research Experiment for 2020.

A Member asked if the grant is being sought from the Local Risk Budget. The Committee was assured that the budget would be coming from the City's Cash.

The Committee was further informed that 375 fish of 7 species were caught this year. This is 320 more than the previous year's total catch of 55 fish. The number of species represented in the catch was also higher than last year's 6 species. A Member asked the reasons behind the high number of catches. Officers informed the Committee that the weather being on the positive side has had helped immensely. There was a discussion amongst Members on the positive impact of the Fishery Research Experiment to the City of London. Members noted that improved fishing conditions on the River can also help to promote tourism within London.

Following on, another Member noted that City of London Schools were invited and asked if the academies were also invited. Members were informed that a range of schools were invited, but there is not always a positive uptake. The

Department encourages schools to take part and where possible also works to provide free equipment and tuition for the school from the Angling Society.

The Chairman asked if the Communications Team can highlight the work of the Department and the success of the Fishery Research Experiment. The Committee took the opportunity to thank the Officers involved for their hard work.

RESOLVED – Members are asked to;

- Note the content of this report;
- Review and approve the grant of £5,460 from City's Cash to partially fund the 2020 event;
- Approve the 48th City of London Thames Fishery Research Experiment to take place in 2020 (date to be confirmed).

8. THE WALBROOK WHARF OFFICES 78 - 83 UPPER THAMES STREET - 4TH & 5TH FLOORS TO BE DECLARED SURPLUS

The Committee considered a report of the Director of Markets and Consumer Protection on the Walbrook Wharf offices 78 – 83 Upper Thames Street – 4th & 5th floors to be declared surplus.

Members were informed that as part of the Asset Management Plan, the Port Heath and the Public Protection Department have been working with the City Surveyor to move staff to Guildhall North Wing to allow the proposed letting arrangements for the 4th and 5th floors of Walbrook Wharf to be completed.

Members were further advised that Coroner's Office for the City of London has now moved to the Old Bailey.

RESOLVED – Members are asked to;

- Declare that the 4th & 5th floor offices at Walbrook Wharf, Upper Thames Street will be surplus to operational requirements when M&CP staff have vacated these floors to take effect from the date of vacation. This is subject to all the necessary alternative facilities being provided and refurbishment and associated works being completed at Guildhall and the Central Criminal Courts.

9. UPDATE ON CLEANSING AND WASTE ELECTRIC VEHICLES

The Committee received a report of the Director of the Built Environment on the update on Cleansing and Waste Electric Vehicles.

The Committee was informed that that the mobilisation of the contract has been a success. The Department is now working with the contractor to get the approval and ensure the fitness of the new electric vehicles. Previously Members were advised on the delay with the contract. They were further assured that there will no financial implication to the City of London as a result of the delay. Furthermore, Members were told that the new Electric Vehicles are being financed by the contractor as part of the Service Level Agreement

with the City of London. Interim vehicles are being hired until the Electric Vehicles become available at no additional charge to the City of London.

Members were advised that the first of the Electric Vehicles would arrive on the 12 December 2019, with the rest following in January 2020. The Committee asked the Communications Team to ensure that once the Electric Vehicles arrive there is both internal and external publicity.

A Member asked if the City of London has charging infrastructure in place. Members were told that charging infrastructure was installed and signed off by City Surveyors in September 2019 and additional charging points will be commissioned once the vehicles are delivered.

RESOLVED – Members are asked to note the report.

10. AIR QUALITY UPDATE

The Committee received a verbal update from the Air Quality Manager on the initial impact on air pollution of the London Ultra-Low Emission Zone. The Committee were told that currently 77% of vehicles are compliant. Additionally, Transport for London has reported a 29% reduction in roadside levels of NO₂ in July and August 2019 compared to the same months during 2018. The City of London monitor at Walbrook Wharf has recorded an 18% reduction from 2018 to 2019 and at Beech Street there has been a 13% reduction over the same time period. There has been no change at the monitor at Sir John Cass Foundation Primary. There are now 2,500 LEVC electric taxis in London. The new all electric taxi by Nissan was launched in October.

Members were told that a senior representative from Barts Health NHS Trust attended the Health and Social Care Scrutiny Committee to confirm their commitment to reducing pollution generated by their energy centre. City of London officers have installed a continuous nitrogen dioxide analyser in the hospital courtyard.

The Emission Reduction (Local Authorities in London) Bill was introduced in the House of Lords by Lord Tope, Co-President of London Councils, on Tuesday 22 October 2019. Following the dissolution of Parliament, the Bill, along with all other legislation which failed to gain Royal Assent, has fallen. Lord Tope has agreed to re-introduce the Bill in the House of Lords Private Members' Bill Ballot, which will take place following the Queen's Speech.

The Air Quality Manager further reported that air quality monitoring at City schools had revealed positive results with nitrogen dioxide levels meeting the health-based standards apart from adjacent to New Change at St Paul's Cathedral Choir School.

Members were informed that the City of London is leading a pan London anti idling vehicle engine project along with the London Borough of Camden, with funding from the Mayor of London. Additional resources have been put in place to ensure that the programme is delivered over the next two years.

A Member asked if the City of London can promote anti-idling and if the City can look into the New York model of anti-idling, whereby the work of community policing plays an important role, with reward systems put in place to remunerate those who report idling vehicles to the authorities. Officers agreed to look into this and provide a report for the Committee in the future.

The Communication Team advised the Committee that there will be an article in City Matters, focusing on the City's air quality improvement and the success of the City in tackling air pollution.

RESOLVED – Members are asked to note the verbal update.

11. ANNUAL PROGRESS REVIEW - LOCAL GOVERNMENT DECLARATION ON SUGAR REDUCTION AND HEALTHIER FOOD

Item seen at 6A.

12. CLIMATE ACTION BRIEFING IMPLEMENTATION

The Committee received a joint report of the Director of Innovation & Growth and the Director of the Built Environment on the Climate Action Briefing Implementation.

The Committee noted that the report had already passed through a number of Committees. A Member commented that the objectives mentioned in the report are also part of the Sustainable Development Goals of the United Nations, which address the global challenges we face, including those related to poverty, inequality, climate change, environmental degradation, peace and justice. The Work of the City of London covers 4 out of the 17 goals which are all interconnected. Officers agreed to explore the possibility of the adopting United Nations Sustainable Development Goals.

There was a discussion amongst the Members in terms of declaring a climate emergency, as had been done by many local authorities. It was agreed that the City of London, should not declare a climate emergency without having a policy in place. The Committee felt that a climate emergency should not be declared at this time, rather the City of London should show the way forward through its initiatives and achievements, taking an evidence-based approach.

The Committee noted the joint venture between the City of London Corporation and the Government, which funds the Green Finance Institute to champion sustainable finance in the United Kingdom and abroad. A Member of the Port Health and Environmental Committee, Alderman Sir Roger Gifford is Chairman of the Green Finance Institute. Alderman Gifford spoke of the important work that the Green Finance Institute does and the need for the City to collaborate to work together and ensure that work is not being duplicated. Alderman Gifford suggested the prospect of inviting the Green Finance Institute to the Committees meeting for a presentation to hear more about their work. Officers have agreed to extend an invite and explore the possibilities of inviting officials from the Green Finance Institute to make a presentation to the Committee about their work.

Members were informed that the United Kingdom will host the 26th Conference of the Parties, known as COP26, in 2020 designed to produce an international response to the climate emergency. The City of London will have a physical presence at COP26, highlighting the work of the City. Additionally, it was stressed that the City of London needs to look at its own supply chain and come up with additional ways to reduce its carbon footprint.

A Member raised a question, in terms of exploring the possibility of doing some of the City's roads at night, as in Tokyo where all the road works are carried out at night-time. The Committee was informed that the City needs to strike a fine balance give the presence of residential areas; the noise impact would need to be factored in. The City does some road works at night-time, which is guided by the City of London's Transport Strategy.

The Members considered which committee might lead on climate change and agreed on the need for a wider discussion of this issue.

The discussion ended with a request for the report to be taken to the Investment Committee too.

RESOLVED – Members are asked to;

- Note the approach taken and current position of developing a Climate Action Strategy for both the Square Mile and the City of London Corporation.
- Note the use of 2018-19 Open Spaces, Built Environment and Innovation and Growth departmental budgets to cover the costs of the consultancy support required to deliver the Climate Action Briefing.

13. **ELECTRIC VEHICLE CHARGING PLAN - INTERIM UPDATE**

The Committee received a report of the Director of the Built Environment on the Electric Vehicle Charging Plan – Interim update.

The Committee was informed that that the Department for the Built Environment had made a commitment to investigate EV charging requirements as part of the Transport Strategy so that City of London can start to plan ahead, both for the City of London's provision and the private sector. The current pace of introducing new charging points is to an extent hampered by the amount of work that needs to go on in the background, with the power network – in two locations the City is having to install new electricity substations to facilitate EV chargers.

The plan is now looking to 2025 to tie in with TfL's wider London forecast requirements. The City of London has commissioned the Energy Savings Trust to get to some detailed numbers and propose locations to be published in the final report in March 2020.

In the meantime, the Department is making progress, with its own fleet sites, taxi rapids and have started working on resident requirements.

RESOLVED – Members are asked to note the report.

14. SEEKING A PUBLIC SPACE PROTECTION ORDER - LONDON MARATHON RELATED DISORDER

The Committee received a report of the Head of Community Safety on seeking a Public Space Protection Order – London Marathon Related Disorder.

RESOLVED – Members are asked to note the report.

15. UPDATE ON THE STREET TRADING AND ENFORCEMENT

The Committee received a verbal update from the Assistant Director Public Protection and Environmental on the street trading and enforcement.

Members were informed that Section 101 agreements enable City officers to tackle illegal street traders on the City of London's Bridges and environs have been put in place with the London Borough of Tower Hamlets and the London Borough of Southwark whereby Enforcement Officers have been actively engaged in enforcement

The Committee was told that one of the offenders who's hearing was held on 9 October 2019 at the Hendon Magistrates Court concerning three illegal street trading offences on and around Tower Bridge.

After finally sending through a guilty plea letter to the courts, his sentence was as follows:

- 1st Offence - £400
- 2nd offence - £600
- 3rd offence - £800

The full costs were £3765.50 with a surcharge of £80. This totals at £5,645.50. The Court has now issued a collection order with the offender required to pay £250 monthly to cover his fines.

The Committee was further informed of the following activities from the Department:

- Two verbal warnings given to ice cream vans. Not seen in the City before hence the warnings only.
- Two ice cream vans were seized.
- Tower Hamlets Council was assisted in the seizure of an ice cream van and stored the vehicle for a few days.
- Assisted Better Bankside/Southwark with the seizure of a receptacle and are currently storing item.
- One receptacle seized (pancakes) on St Katherines Way/Tower Bridge.
- Two Hot dog receptacles seized on Bishopsgate.
- Two peanut receptacles seized on the Millennium Bridge.
- Eight offences listed for 27 November 2019 in relation to four traders for offences in both Tower Hamlets and Southwark at City Magistrates.
- Further six offences (pancakes, ice cream, hot dogs and peanuts) are being processed.

A Member asked if there was any scope to legalise the traders through a system to ensure that they are in compliance with and have the adequate

checks and balances in place. Officers advised that the illegal trading subject to the 101 agreements is in Tower Hamlets and Southwark and beyond the City of London's powers to licence. The officer advised that the City can and does licence reputable traders in accordance with the City of London (Various Powers) Act 2013. The City would not be able to licence trading on the bridges as they are high footfall and an obstruction in these locations would not be acceptable.

A Member noted that in terms of legalising the illegal traders the City of London needs to be very cautious and exercise restraint as the illegal trading is funding organised crime.

RESOLVED – Members are asked to note the verbal update.

16. **CLEANSING CONTACTORS PERFORMANCE AT THE LORD MAYOR'S SHOW**

The Committee received a report of the Director of the Built Environment on the cleansing contactors performance at the Lord Mayor's Show.

The Committee was informed that the event was a success, with 5 out of the 18 cleaning vehicles being electric vehicles.

RESOLVED – Members are asked to note the report.

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

A Member mentioned that they had witnessed the rats and infestation problems behind the Blackfriar Public House. The Member stated that he was informed that the management of the Blackfriar had been in touch with the City of London but was not able to come to a solution on the matter. The Member wanted to know what the City of London is doing to tackle the rats and infestation issues.

The Committee was told as this was occurring on private property, officers will engage with the landlord and offer appropriate advice in terms of how to tackle the issue. It was noted that that it is up to the cleaning contractors of the Blackfriar Pub to ensure that they pick up the rubbish bags within a timeframe, in order to prevent further issues.

Officers will activate a conversation with the landlord.

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

The Chairman took the opportunity to remind the Committee of the visit to Veolia's Integrated Waste Management Facility in Southwark. Members were asked to register their interest.

The Committee was further informed of two recent awards:

- **International Pet Animal Transport Association – Partner Industry Award** On 5 November 2019, the Heathrow Animal Reception Centre (HARC) was awarded the partner industry award at the International Pet

Animal Transport Association (IPATA) Annual Conference, held in Chicago, USA.

- **John Connell Local Authority Award**

On 23 October 2019, the City Corporation's Pollution Control Team was the proud winner of the 2019 John Connell Local Authority Award. The award recognises services, campaigns and programmes that are shining examples of community cooperation, education and creative solutions to solving noise pollution problems.

19. **EXCLUSION OF THE PUBLIC**

MOTION – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

20. **NON-PUBLIC MINUTES**

RESOLVED, that the Non-Public Minutes of the meeting held on Tuesday, 24 September 2019 be approved as a correct record.

21. **PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS - PERIOD ENDING 30 SEPTEMBER 2019**

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

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

There were no items of urgent business.

The meeting closed at 13.06

Chairman

Contact Officer: Rofikul Islam

Tel. No: 020 7332 1174

Rofikul.islam@cityoflondon.gov.uk

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Port Health & Environmental Services Committee – Outstanding Actions

| Item | Date | Action | Officer(s) responsible | To be completed/ progressed to next stage | Progress Update |
|---------|-------------------|----------------------------------|---|---|--|
| 1. | 19 September 2017 | Electric Vehicle Charging | Director of Transportation and Public Realm | August 2020 | <p>City Surveyors are procuring a contractor for necessary fire safety work, to improve the ventilation of the structure. This work is not expected to be complete until August 2020.</p> <p>Officers are seeking approval for TfL to undertake enabling works, in the meantime, to allow for commissioning when the fire safety work is complete.</p> |
| Page 13 | 16 July 2018 | Water Refill Points | Director of Transportation and Public Realm | January 2020 | <p>Following an intervention at the highest level, with Thames Water, all connections will be completed in December 2019.</p> <p>Please note, boxes have been erected around the fountains for the winter months.</p> <p>Thames Water have stated the smart meters will be installed in Jan 2020.</p> |
| 3. | 27 November 2018 | Garden Waste Recycling | Director of the Built Environment | May 2020 | <p>The Garden waste trial will commence in March 2020 and run until November for residents of the Barbican There will be an article about the trial in Decembers Barbican life with further communications in the form of letters being sent to residents in January 2020.</p> <p>Residents will initially be asked to register their interest in participating, those residents who register an interest will</p> |

| | | | | | |
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| | | | | | receive a reusable bag to transport their garden waste to collections points on the estates. There will be a further Committee report outlining further details of the trial for Information at the March 2020 committee. |
| 4. | 15 January 2019 | Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate | Director of Markets and Consumer Protection | July 2019 | LUL have completed a Temporary Speed Restriction trial under Brandon Mews. The results of the trial are reported fully in agenda item 13. |
| 5. | 8 November 2019 | Historic drinking fountains and pumps | Director of Transportation and Public Realm | March 2020 | The historic fountains are the responsibility of the City Surveyor to maintain. They are working to set out the current status of those fountains, and the steps required to bring them back to working order. An update will be reported back to PHES in March 2020. |

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| Committee: | Date: |
| Port Health and Environmental Services | 14 01 2020 |
| Subject: Revenue and Capital Budgets and High-Level Summary Business Plans 2020/21 | Public |
| Report of: The Chamberlain Director of the Built Environment Director of Markets and Consumer Protection Director of Open Spaces | For Approval |
| Report author: Jenny Pitcairn, Chamberlain's Department | |

Summary

This report presents for approval the revenue and capital budgets for the Port Health and Environmental Services Committee and final high-level summary Business Plans for the Departments of the Built Environment, Markets and Consumer Protection and Open Spaces for 2020/21.

Overall the proposed revenue budget for 2020/21 totals (£17.252M), an increase in net expenditure of (£2.881M) compared to the 2019/20 Original Budget.

Recommendation

Members are asked to:

- i) review and approve the proposed revenue budget for 2020/21 for submission to Finance Committee;
- ii) review and approve the proposed capital budgets for 2020/21 for submission to Finance Committee;
- iii) authorise the Chamberlain, in consultation with the Directors of the Built Environment, Markets and Consumer Protection, and Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, other reviews and changes to the Cyclical Works Programme;
- iv) agree that minor amendments for 2019/20 and 2020/21 budgets arising during budget setting be delegated to the Chamberlain;
- v) note the factors taken into consideration in compiling the Business Plans of the Departments of the Built Environment, Markets and Consumer Protection, and Open Spaces, including efficiency measures; and
- vi) approve, subject to the incorporation of any changes sought by this Committee, the final high-level summary Business Plans for 2020/21.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2020/21, the high-level summary Business Plan has been further evolved to make use of the information now available and give a better overview of how the department's work contributes to the Corporate Plan. It provides an overview of departmental activity and resources, mainly but not limited to the forthcoming 12 months, including capital and revenue projects. As a high-level summary, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, customer feedback, trends where applicable and direction of travel.
3. For the first time in 2020/21, high-level summary Business Plans are being brought forward alongside budget estimates, pending full integration of the processes for 2021/22, to inform medium-term financial planning and the development of spending priorities. This report therefore presents the budget and draft final high-level summary Business Plans together as appendices.

Proposed Revenue Budget for 2020/21

4. This report presents, at Appendix 1, the provisional 2020/21 budget for your Committee and under the control of the Departments of the Built Environment, Markets and Consumer Protection, and Open Spaces, analysed between:
 - **Local Risk Budgets** – these are budgets deemed to be largely within the Chief Officer's control.
 - **Central Risk Budgets** – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside his/her control or are budgets of a corporate nature.
 - **Support Services and Capital Charges** – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
5. The budget has been prepared within the resources allocated to each Director.
6. Income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets will be used to denote expenditure, increases in expenditure, or reductions in income. Only significant variances (generally those greater than £50,000) have been commented on.

7. Overall, the 2019/20 latest budget is net expenditure of (£18.379M), an increase in net expenditure of (£4.008M) compared to the 2019/20 original budget. The proposed 2020/21 budget is net expenditure of (£17.252M), a decrease of £1.127M in net expenditure compared to the 2019/20 latest budget.

| Table 1 Summary Revenue Budgets 2019/20 and 2020/21 | Original Budget 2019/20 £'000 | Latest Budget 2019/20 £'000 | Original Budget 2020/21 £'000 |
|--|--|--|--|
| Expenditure | (22,597) | (26,294) | (25,442) |
| Income | 14,398 | 14,696 | 14,930 |
| Support Services and Capital Charges | (6,172) | (6,781) | (6,740) |
| Total Net Expenditure | (14,371) | (18,379) | (17,252) |

8. Appendix 2 provides details on budget movements between the 2019/20 original budget and 2019/20 latest budget. Overall, there is an increase in net expenditure of (£4.008M). Main reasons for this net increase are:
- Growth bids of (£3.533M) approved after the original budgets were set, in relation to:
 - Waste Collection, Street Cleansing and Ancillary Services contract price increase, (£3.218M)
 - Coroner employee and running costs, (£150,000)
 - Air Quality employee and running costs, (£99,000)
 - Energy inflation, (£66,000)
 - Approved projects funded from the Priorities Investment Pot, (£98,000) for the Plastic Free City Project (DBE), delivery of Air Quality workstreams in the Responsible Business Strategy (M&CP) and Brexit Preparation (M&CP).
 - An increase in pay costs due to contribution pay, recruitment of apprentices, and transfer of a post from the City Police, (£351,000)
 - An increase in the cost of the Corporate Works Programme managed by the City Surveyor during the year due to changes in phasing, (£394,000)
 - A reduction in central support recharges, £296,000
9. Appendix 3 provides details on budget movements between the 2019/20 latest budget and the 2020/21 proposed budget. Overall, there is a decrease in net expenditure of £1.127M. Main reasons for this net decrease are:
- Increase in fees and charges income of £876,000 from Heathrow Animal Reception Centre,
 - A reduction in the cost of the Corporate Works Programme managed by the City Surveyor due to changes in planned works, £138,000,
 - Removal of one-off items, £149,000, including contribution pay and Priority Investment Pot funding.

Staffing Statement

10. Table 2 below shows the movement in manpower and related staff costs.

| Table 2 Staffing Summary | Original Budget 2019/20 | | Original Budget 2020/21 | |
|---|-------------------------------------|----------------------------|-------------------------------------|----------------------------|
| Service | Manpower Full-time Equivalent | Estimated Cost £'000 | Manpower Full-time Equivalent | Estimated Cost £'000 |
| Public Conveniences | 3.3 | (145) | 1.8 | (139) |
| Public Conveniences - agency staff | - | (383) | - | (112) |
| Waste Collection | 9.2 | (609) | 9.3 | (580) |
| Street Cleansing | 6.5 | (421) | 6.6 | (434) |
| Waste Disposal | 5.1 | (311) | 4.9 | (319) |
| Transport Organisation | 2.0 | (90) | 2.0 | (79) |
| Cleansing Services Management | 4.4 | (372) | 5.4 | (388) |
| Built Environment Directorate * | 7.9 | (813) | 0.0 | 0 |
| Coroner | 2.0 | (29) | 3.0 | (212) |
| City Environmental Health | 30.8 | (1,950) | 31.8 | (2,122) |
| Animal Health Services | 41.8 | (1,758) | 49.9 | (2,411) |
| Trading Standards | 5.0 | (359) | 5.0 | (343) |
| Port and Launches | 49.8 | (2,805) | 47.8 | (2,615) |
| Cemetery and Crematorium | 67.3 | (2,477) | 68.0 | (2,509) |
| Total Port Health and Environmental Services | 235.1 | (12,522) | 235.5 | (12,263) |

* Transferred to Planning & Transportation Committee

Draft Capital Project budgets for 2020/21

11. The latest estimated costs for the Committee's current capital projects are summarised in Table 3 below.

| Table 3 | | | | | |
|---|---|---------------------------------------|--------------------------|----------------------------------|------------------------|
| Service Managed | Project | Exp Pre 01/04/19 £'000 | 2019/20 £'000 | Later Years £'000 | Total £'000 |
| <u>Pre-implementation</u> | | | | | |
| Cemetery & Crematorium | Cremator replacement and mercury abatement | 10 | 15 | | 25 |
| Cemetery & Crematorium | Mechanised digger replacement | | 53 | | 53 |
| City Environmental Health | Planning & regulatory services casework management system | | 4 | | 4 |
| Total Port Health & Environmental Services | | 10 | 72 | 0 | 91 |

12. Pre-implementation costs comprise feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work. It should be noted that the above figures exclude implementation costs, which are subject to further approvals.
13. The latest Capital Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2020.

Draft final high-level summary Business Plan for 2020/21 – Department of the Built Environment

14. This report presents, at Appendix 4, the draft final high-level summary Business Plan for 2020/21 for the Department of the Built Environment.
15. This section outlines the following:
- the factors taken into consideration in compiling the Business Plan,
 - how the 2020/21 efficiency target will be delivered,
 - which activities will be reduced or stopped, and
 - initiatives, programmes and projects identified through the Fundamental Review to be developed and delivered along with the expected timescales for doing so.
16. The Business Plan continues to be based on delivering the department's vision of *Creating and facilitating the leading future world class city*. The DBE Business Plan contains eight aims and objectives which support the City's Corporate Plan and contribute to the success of corporate aims and outcomes.
17. The Department has compared its activities against the Corporate Plan's twelve corporate outcomes. The table below shows that over half of DBE activities contribute to corporate outcomes 10, 11 and 12. More details can be found in the high-level Business Plan.

| Corporate Outcomes | |
|--|-----|
| 11. We have clean air, land and water and a thriving and sustainable natural environment | 20% |
| 10. We inspired enterprise, excellence, creativity and collaboration | 17% |
| 12. Our spaces are secure, resilient and well-maintained | 17% |

18. Significant work is being carried out across the Department to improve our performance and outcome monitoring and databases. This will enable better monitoring of the Department's impact on business plan and corporate outcomes and improved reporting to Members.
19. As part of the Fundamental Review, a benchmarking exercise in collaboration with other local authorities will review the Parking Ticket Office to ensure we are providing an efficient and effective service and that our systems are fit for purpose.

20. The DBE budget has been reduced to include a 2% efficiency saving which will be achieved by increased income targets, efficiencies and avoided costs:
- Increased income, reviewing fees in line with Financial Regulations;
 - Increased staff vacancy factor, review on all vacancies; and
 - Recommissioning and realigning of divisional work programmes to focus on the Corporate Plan aims and outcomes.
21. DBE will achieve its savings commitments. Savings, budgeting and reviews remain on all management agendas and continue to be a priority for the Senior Leadership Team (SLT). By working closely with colleagues in the Chamberlain's team, SLT will continue to adjust budgets as needed to address changing business constraints and opportunities.
22. Fees and charges are reviewed biennially to ensure they remain competitive (benchmarked) and cover the costs of delivery. Such reviews, in line with the Fundamental Review and Financial Regulations, are included in our budget forecasting for 2020/21 and will be brought to Committee for decision. The Department is also reviewing its approach to traffic enforcement and toilet provision as part of the Fundamental Review process.
23. The Department's major activities in 2020/21 will include preparing and delivering on our key strategies, providing an excellent service to our customers and the public, strengthening our resilience to risks from natural and man-made threats, supporting the major projects and the agreed capital programme, and ensuring that our staff and departmental structures are fit for the future.
24. The Department will be bringing to committee several key strategies during 2020 and 2021 to help deliver its corporate and business priorities including the Climate Action Strategy, Local Plan, Riverside Strategy and Waste Strategy.
25. Implementation of the Transport Strategy will be a key focus bringing about change in the public realm, and work is being done by officers to ensure our portfolio of projects is aligned to the Transport Strategy and our corporate and departmental priorities.

Draft final high-level summary Business Plan for 2020/21 – Department of Markets and Consumer Protection

26. This report presents, at Appendix 5, the draft final high-level summary Business Plan for 2020/21 for the Department of Markets and Consumer Protection.
27. This section outlines the following:
- the factors taken into consideration in compiling the Business Plan, and
 - initiatives, programmes and projects identified through the Fundamental Review to be developed and delivered along with the expected timescales for doing so.
28. The Department of Markets and Consumer Protection (M&CP) provides a comprehensive and effective environmental health and trading standards service

for the City of London, ensuring that, through monitoring, regulation and enforcement, City residents and businesses can enjoy an environment and services which are, so far as possible, safe and without risks to their health or welfare. As London Port Health Authority, the Port Health Service provides imported food control and the Animal Health & Welfare Service provides the animal health service for London, including the Animal Reception Centre at Heathrow, and undertakes animal health work for local authorities in London and Berkshire.

29. The Priorities in the high-level Plan are focused on the need to continue to deliver these statutory regulatory services in an efficient and compliant manner, while looking to maximise opportunities to generate income.
30. As part of our Plan we will undertake a review of professional boundaries for specialist officers and the feasibility of introducing a Variable Grade Scheme to ensure that duties are undertaken by an appropriate officer at the right level. This would also enable officers to work across different teams and require a competency framework across the Department/City where skills can be brought together for specific tasks or projects.
31. Proposals identified under the Fundamental Review that will be implemented in 2020/21 include:
 - a. Increased income generation at Heathrow Animal Reception Centre; arrangements for this are already in place.
 - b. Review of professional boundaries and Flexible Grade Scheme, referred to in paragraph 30, to be carried out during 2020/21 with a view to implementation in 2021/22.
 - c. To develop, and pilot for 12 months, a “Primary Authority Hub” for Port Health, Public Protection (Environmental Health and Trading Standards) and Animal Health utilising existing administrative support resources.

Draft final high-level summary Business Plan for 2020/21 – Open Spaces Department

32. This report presents, at Appendix 6, the draft final high-level summary Business Plan for 2020/21 for the Open Spaces Department. Appendix 7 shows the detail behind the activity statements contained within the high-level plan.
33. This year’s Business Plan continues to be based on delivering the vision for the Department: *We enrich people’s lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond*. The Department’s activities will deliver the three Departmental objectives and twelve outcomes.
34. The vision, objectives and outcomes were agreed by the Open Spaces and City Gardens Committee on 16 April 2019. They were developed during 2017 and 2018 by a cross-divisional board of officers who consulted widely with colleagues across all divisions. The activities that will achieve these outcomes (shown in Appendix 6 and in detail in Appendix 7) were developed in consultation with the

Department's Senior Leadership Team, business managers and divisional management teams, and collates information outlined in divisional annual work programmes and management plans.

35. In 2018 the Department reviewed its activity against the Corporate Plan's twelve outcomes. It identified that the Department was delivering against ten of the twelve Corporate Plan outcomes. The largest area of delivery was within the Corporate Plan Aim '*Shape outstanding environments*'. A pie chart showing our activity against the twelve outcomes is shown in the high-level Business Plan.
36. Our green flag and green heritage performance measures benchmark the Department against other parks and open spaces across the country.
37. Some of the main activities for the Cemetery and Crematorium over 2020/21 include:
- To redesign and re-landscape the plantings of the sunken garden adjacent to the Traditional Crematorium in keeping with its original 'Arts and Crafts' design.
 - Continue to work in partnership with our established consultative groups and offer training to funeral directors to raise awareness and understanding regarding the Children's Funeral Fund introduced by government in 2019.
 - Improve pathways to and the general condition of the paths at the Classic Ash Grave area.
38. The Cemetery and Crematorium 2020/21 Business Plan is attached at Appendix 8.
39. The Department's Business Plan key activities are those which will have the greatest impact on residents, workers and visitors within the Square Mile e.g. progressing Finsbury Circus reinstatement and providing a Visitor Centre at The Monument (both subject to RASC capital funding approval). They will also benefit the local communities around our outer London sites e.g. West Ham Part playground replacement (subject to RASC capital funding approval), progressing West Ham Park nursery site and biodiversity improvements around Burnham Beeches.
40. Across the Department we have identified 2% ongoing efficiency savings. For example, City Gardens will review the impact of the use of technology to improve efficiency and provide intelligent management information and share their learning. We will introduce more on-line forms and on-line payment methods, continue to tender contracts and leases. At Hampstead Heath we will be implementing a new waste strategy which will encourage recycling and reduce waste disposal costs.
41. The Department is a committed partner in the Climate Action Technical Group, in conjunction with the Department of the Built Environment and the Town Clerk's Innovation and Growth division. We will be working to evaluate the current level of carbon sequestration in our Open Spaces. We will also look to identify new

land management opportunities which could increase future carbon sequestration potential.

Corporate & Strategic Implications

Department of the Built Environment

42. Collaboration with other departments continue to offer efficiency benefits. DBE is reaching the end of the recent collaboration with the Markets and Consumer Protection Department concerning procurement of replacement software to support both planning and environmental health services delivery including enhanced mobile working by officers off-site. Such innovation accords with Corporate Plan action 9b.

Department of Markets and Consumer Protection

43. M&CP has reviewed the alignment of its activities with the outcomes in the Corporate Plan. The Department's activities contribute to nine of the twelve corporate outcomes with the majority supporting:
- 1. People are safe and feel safe.
 - 6. We have the world's best legal and regulatory framework and access to global markets.
 - 9. We are digitally and physically well-connected and responsive.

Public sector equality duty

Department of the Built Environment

44. DBE continues to factor equalities responsibilities in all its Business Plan proposals. We are conducting Equality, Diversity and Inclusion self-assessments which will enable a local action plan which is better aligned to the Corporate Equality and Inclusion Plan.
45. Together with colleagues in HR we will be looking at recruitment to ensure all our recruitment adverts are free of gendered language as well as increasing the number of female-identifying staff in the department and BAME staff at higher grades.

Department of Markets and Consumer Protection

46. M&CP is committed to complying with the Equality Duty and considers all individuals when carrying out their day-to-day work in shaping policy, in delivering services and in relation to their own employees. We are carrying out the Equality, Diversity and Inclusion self-assessment that will identify gaps in our monitoring and an improvement plan to address those gaps will be developed which will be aligned to the Corporate Equality and Inclusion Plan.
47. M&CP managers will work with our HR Business Partner to look at increasing the diversity of our staff in higher grades, particularly focusing on women, race and disability that are significantly under-represented in Grade G and above posts within the department.

Resourcing implications

Department of the Built Environment

48. The Departmental Workforce Plan has been updated to capture current and foreseeable workforce issues, as well as to ensure the department, and staff, are 'fit for the future'.

Conclusion

49. This report presents the proposed budgets and final high-level summary Business Plans for 2020/21 for the Departments of the Built Environment, Markets and Consumer Protection, and Open Spaces for Members to consider and approve.

Appendices

- Appendix 1 – Committee Summary Budget – by Risk, Fund and Chief Officer
- Appendix 2 – 2019/20 Original Budget to 2019/20 Latest Budget
- Appendix 3 – 2019/20 Latest Budget to 2020/21 Original Budget
- Appendix 4 – Final high-level summary Business Plan 2020/21 – Department of the Built Environment
- Appendix 5 – Final high-level summary Business Plan 2020/21 – Department of Markets and Consumer Protection
- Appendix 6 – Final high-level summary Business Plan 2020/21 – Open Spaces Department
- Appendix 7 – Detail behind the high-level Business Plan – Open Spaces Department
- Appendix 8 – Cemetery and Crematorium Business Plan 2020/21

Jenny Pitcairn

Senior Accountant, Chamberlain's Department

T: 020 7332 1389

E: jenny.pitcairn@cityoflondon.gov.uk

Elisabeth Hannah

Business Manager, Department of the Built Environment

T: 077 9529 0028

E: elisabeth.hannah@cityoflondon.gov.uk

Don Perry

Head of Business Performance, Department of Markets and Consumer Protection

T: 020 7332 3221

E: donald.perry@cityoflondon.gov.uk

Gerry Kiefer

Business Manager, Open Spaces Department

T: 020 7332 3517

E: gerry.kiefer@cityoflondon.gov.uk

Committee Summary Budget – by Risk, Fund and Chief Officer

| Analysis by Service: City Fund | Original Budget 2019/20 £'000 | Latest Budget 2019/20 £'000 | Original Budget 2020/21 £'000 |
|--|-------------------------------------|-----------------------------------|-------------------------------------|
| LOCAL RISK | | | |
| Director of the Built Environment | | | |
| Public Conveniences | (564) | (568) | (541) |
| Waste Collection | (156) | (1,938) | (1,898) |
| Street Cleansing | (3,959) | (5,153) | (5,152) |
| Waste Disposal | (729) | (729) | (778) |
| Transport Organisation | (111) | (381) | (318) |
| Cleansing Services Management | (106) | (151) | (109) |
| Built Environment Directorate | (1,047) | 0 | 0 |
| | (6,672) | (8,920) | (8,796) |
| Director of Markets and Consumer Protection | | | |
| Coroner | (65) | (269) | (282) |
| City Environmental Health | (2,008) | (2,148) | (2,148) |
| Animal Health Services | 1,209 | 1,041 | 1,499 |
| Trading Standards | (358) | (368) | (365) |
| Ports & Launches | (934) | (1,027) | (816) |
| | (2,156) | (2,771) | (2,112) |
| Director of Open Spaces | | | |
| Cemetery and Crematorium | 1,683 | 1,637 | 1,675 |
| | 1,683 | 1,637 | 1,675 |
| City Surveyor | | | |
| All Services | (1,004) | (1,401) | (1,211) |
| | (1,004) | (1,401) | (1,211) |
| TOTAL LOCAL RISK | (8,149) | (11,455) | (10,444) |
| CENTRAL RISK | | | |
| Director of the Built Environment | | | |
| Waste Collection | (37) | (70) | 0 |
| | (37) | (70) | 0 |
| Director of Markets and Consumer Protection | | | |
| Coroner | (8) | (8) | (8) |
| City Environmental Health | 0 | (55) | (55) |
| Ports & Launches | (5) | (10) | (5) |
| | (13) | (73) | (68) |
| TOTAL CENTRAL RISK | (50) | (143) | (68) |
| TOTAL SUPPORT SERVICES AND CAPITAL CHARGES | (6,172) | (6,781) | (6,740) |
| COMMITTEE TOTAL NET EXPENDITURE | (14,371) | (18,379) | (17,252) |

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2019/20 Original Budget to 2019/20 Latest Budget

| Latest Revenue Budgets 2019/20 | Original Budget (OR) 2019/20 £'000 | Latest Budget (LB) 2019/20 £'000 | Movement OR to LB £'000 | Para Ref (Table 4) |
|--|------------------------------------|----------------------------------|-------------------------|--------------------|
| LOCAL RISK | | | | |
| Expenditure | | | | |
| Employees | (12,493) | (12,742) | (249) | 3,5,7-8,10-11 |
| Premises Related Expenses | (939) | (1,115) | (176) | 5-6,9 |
| Premises Related Expenses: City Surveyor | (1,004) | (1,401) | (397) | 13 |
| Transport Related Expenses | (503) | (706) | (203) | 1,6,11 |
| Supplies and Services | (1,943) | (1,951) | (8) | 4,6-8,11-12 |
| Third Party Payments | (5,665) | (8,236) | (2,571) | 6,8 |
| TOTAL Expenditure | (22,547) | (26,151) | (3,604) | |
| Income | | | | |
| Other Grants, Reimbursements and Contributions | 161 | 627 | 466 | 4-5,11 |
| Customer, Client Receipts | 13,947 | 13,779 | (168) | 6,14 |
| Transfer from Reserves | 290 | 290 | 0 | |
| TOTAL Income | 14,398 | 14,696 | 298 | |
| TOTAL LOCAL RISK | (8,149) | (11,455) | (3,306) | |
| CENTRAL RISK | | | | |
| Expenditure | | | | |
| Employees | (29) | (36) | (7) | 2 |
| Premises Related Expenses | (15) | 0 | 15 | 2 |
| Supplies and Services | (6) | (107) | (101) | 2 |
| TOTAL Expenditure | (50) | (143) | (93) | |
| TOTAL CENTRAL RISK | (50) | (143) | (93) | |
| TOTAL LOCAL & CENTRAL RISK | (8199) | (11,598) | (3,399) | |
| RECHARGES | | | | |
| Central Recharges | (4,671) | (4,375) | 296 | |
| Recharges within Fund | (1,083) | (1,954) | (871) | |
| Recharges across Funds | (418) | (452) | (34) | |
| TOTAL RECHARGES | (6,172) | (6,781) | (609) | |
| TOTAL NET EXPENDITURE | (14,371) | (18,379) | (4,008) | |

The significant movements in the local and central risk budgets are explained in Table 4 below.

| Table 4 Movements between 2019/20 Original Budget and 2019/20 Latest Budget | | | |
|---|--|-----------------|--------------------------|
| Reason for Variance | Movement Original to Latest Budget 2019/20 | | |
| | Expenditure £'000 | Income £'000 | Net Movement £'000 |
| One-off items: | | | |
| 1) Approved carry-forwards from 2018/19: | | | |
| a. Transport Related Expenses | (25) | | (25) |
| 2) Approved projects funded from the Priorities Investment Pot: | | | |
| a. Employee Costs | (7) | | (7) |
| b. Premises Related Costs | 15 | | 15 |
| c. Supplies and Services | (106) | | (106) |
| 3) Allocations for contribution pay funded from the central pot | (49) | | (49) |
| 4) Approved grant funding from the Mayor's Air Quality Fund, offset fully by additional supplies and services costs | (95) | 95 | 0 |
| 5) Grant funding from the Food Standards Agency for Brexit preparation, offset fully by: | | 400 | 0 |
| a. Employee Costs | (350) | | |
| b. Premises Related Costs | (50) | | |
| Growth bids approved after the original budget was finalised: | | | |
| 6) Waste Collection, Street Cleansing & Ancillary Services Contract: | | | |
| a. Premises Related Expenses | 16 | | 16 |
| b. Transport Related Expenses | (180) | | (180) |
| c. Supplies and Services | (34) | | (34) |
| d. Third Party Payments | (2,563) | | (2,563) |
| e. Customer, Client Receipts | | (457) | (457) |
| 7) Air Quality | | | |
| a. Employee Costs | (49) | | (49) |
| b. Supplies and Services | (50) | | (50) |
| 8) Coroner and Mortuary | | | |
| a. Employee Costs | (112) | | (112) |
| b. Supplies and Services | (30) | | (30) |
| c. Third Party Payments | (8) | | (8) |
| 9) Energy inflation | | | |
| a. Premises Related Costs | (66) | | (66) |
| 10) An increase in employee costs due to: | | | |
| a. apprentice posts towards the corporate target, funded from the central pot | (245) | | (245) |
| b. transfer of a Coroner's Officer post from the City of London Police | (57) | | (57) |

| | | | |
|---|----------------|------------|----------------|
| c. additional staffing at the Heathrow Animal Reception Centre to meet the increase in throughput | (200) | | (200) |
| 11) Transfer of the Built Environment Directorate from this Committee to the Planning and Transportation Committee: | | | |
| a. Employee Costs | 813 | | 813 |
| b. Transport Related Expenses | 2 | | 2 |
| c. Supplies and Services | 238 | | 238 |
| d. Other Grants, Reimbursements and Contributions | | (6) | (6) |
| 12) Changes in the recharging of internal legal fees which are now met by local risk budgets | (46) | | (46) |
| 13) Changes to phasing of the City Surveyor's Corporate Works Programme | (394) | | (394) |
| 14) Increases in income from: | | | |
| a. Heathrow Animal Reception Centre, mainly in relation to the Passports for Pets scheme | | 200 | 200 |
| b. Cemetery and Crematorium | | 66 | 66 |
| Minor variations | (65) | 0 | (65) |
| Total Movement Local and Central Risk | (3,697) | 298 | (3,399) |

The increase in support services of £609,000 in support services and capital charge expenditure mostly reflects the net impact of the transfer of the Built Environment Directorate from this Committee to the Planning and Transportation Committee (increase of £906,000), offset by changes in the budgets of central departments and their apportionment between committees.

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2019/20 Latest Budget to Proposed 2020/21 Original Budget

| Provisional Revenue Budgets 2020/21 | Latest Budget (LB) 2019/20 £'000 | Original Budget (OR) 2020/21 £'000 | Movement LB to OR £'000 | Para Ref (Table 5) |
|--|---|---|--------------------------------|---------------------------|
| LOCAL RISK | | | | |
| Expenditure | | | | |
| Employees | (12,742) | (12,255) | 487 | 3,5-8 |
| Premises Related Expenses | (1,115) | (1,046) | 69 | 5,7 |
| Premises Related Expenses: City Surveyor | (1,401) | (1,211) | 190 | 10-11 |
| Transport Related Expenses | (706) | (601) | 105 | 1 |
| Supplies and Services | (1,951) | (1,918) | 33 | 4,7 |
| Third Party Payments | (8,236) | (8,343) | (107) | 9 |
| TOTAL Expenditure | (26,151) | (25,374) | 777 | |
| Income | | | | |
| Other Grants, Reimbursements and Contributions | 627 | 192 | (435) | 4-5 |
| Customer, Client Receipts | 13,779 | 14,438 | 659 | 7-8,12 |
| Transfer from Reserves | 290 | 300 | 10 | |
| TOTAL Income | 14,696 | 14,930 | 234 | |
| TOTAL LOCAL RISK | (11,455) | (10,444) | 1,011 | |
| CENTRAL RISK | | | | |
| Expenditure | | | | |
| Employees | (36) | (8) | 28 | 2 |
| Supplies and Services | (107) | (160) | 47 | 2 |
| TOTAL Expenditure | (143) | (68) | 75 | |
| TOTAL CENTRAL RISK | (143) | (68) | 75 | |
| TOTAL LOCAL & CENTRAL RISK | (11,598) | (10,512) | 1,086 | |
| RECHARGES | | | | |
| Central Recharges | (4,375) | (4,389) | (14) | |
| Recharges within Fund | (1,954) | (1,902) | 52 | |
| Recharges across Funds | (452) | (449) | 3 | |
| TOTAL RECHARGES | (6,781) | (6,740) | 41 | |
| TOTAL NET EXPENDITURE | (18,379) | (17,252) | 1,127 | |

The significant movements in the local and central risk budgets are explained in Table 5 below.

| Table 5 Movements between 2019/20 Latest Budget and 2020/21 Original Budget | | | |
|---|--|-------------------------|-----------------------------------|
| Reason for Variance | Movement Latest Budget 2019/20 to Original Budget 2020/21 | | |
| | Expenditure £'000 | Income £'000 | Net Movement £'000 |
| Removal of one-off items: | | | |
| 1) Approved carry-forwards from 2018/19: | | | |
| a. Transport Related Expenses | 25 | | 25 |
| 2) Approved projects funded from the Priorities Investment Pot: | | | |
| a. Employee Costs | 28 | | 28 |
| b. Supplies and Services | 47 | | 47 |
| 3) Allocations for contribution pay funded from the central pot | 49 | | 49 |
| 4) Reduction in approved grant funding from the Mayor's Air Quality Fund, offset fully by reduced supplies and services costs | 20 | (20) | 0 |
| 5) Grant funding from the Food Standards Agency for Brexit preparation, offset fully by: | | (400) | 0 |
| a. Employee Costs | 350 | | |
| b. Premises Related Costs | 50 | | |
| 6) An increase in employee costs due to: | | | |
| a. provision for pay increases due to pay award, incremental and career grade progression | (111) | | (111) |
| b. adjustment for latest apprentice posts towards the corporate target, funded from the central pot | 187 | | 187 |
| c. additional staffing at the Heathrow Animal Reception Centre to meet the significant increase in throughput | (340) | | (340) |
| d. removal of Fixed Term posts at the Ports | 122 | | 122 |
| 7) Part-year effect of proposed public convenience closures: ¹⁾ | | | |
| a. Employee Costs | 282 | | 282 |
| b. Premises Related Costs | 38 | | 38 |
| c. Supplies and Services | 50 | | 50 |
| d. Customer, Client Receipts | | (335) | (335) |
| 8) New income from the Construction/Deconstruction Levy, fully offset by the cost of a Fixed Term post to deliver the service | (65) | 65 | 0 |
| 9) Increased cost of waste disposal | (73) | | (73) |
| 10) Changes to phasing of the City Surveyor's Corporate Works Programme | 138 | | 138 |
| 11) A reduction in the costs of City Surveyor's building repairs and maintenance | 52 | | 52 |

| | | | |
|--|------------|------------|-------------|
| 12) Increases in income from: | | | |
| a. Heathrow Animal Reception Centre, mainly in relation to the Passports for Pets scheme | | 876 | 876 |
| b. Cemetery and Crematorium | | 50 | 50 |
| Minor variations | 3 | (2) | 1 |
| Total Movement Local and Central Risk | 852 | 234 | 1086 |

Notes:

- i) part-year effect assumes a 'worst-case' scenario of closure implemented from July 2020, with maximum one-off costs. The actual saving may therefore be better than budgeted. The net full year saving from 2021/22 is £136,000 after additional ongoing costs.

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Our aims and objectives are

1. Promoting the construction of high quality, inspiring, adaptable and environmentally sustainable developments which attract a wide range of uses and users
2. Advancing a flexible infrastructure that adapts to increasing capacity and changing demands
3. Creating a welcoming seven-day City that is inclusive, clean, secure and accessible
4. Improving the quality and safety of the environment for businesses, workers, residents and visitors
5. Ensuring the built environment, businesses and people take action on and are resilient to climate change.
6. Enabling digital connectivity that meets changing business and lifestyle needs
7. Enabling a flourishing society and to have a vibrant cultural offer
8. Aligning the capital programme to complement the City's major corporate projects and the Corporate Plan outcomes

Our major activities this year will be

- ⇒ Delivery of the Transport Strategy
- ⇒ Preparation and delivery of the Climate Action Strategy to strengthen resilience
- ⇒ Providing an excellent Service to the Development Industry, our stakeholders and the Public
- ⇒ Strengthen resilience to the risks from natural and man made threats
- ⇒ Supporting the major projects and the agreed capital programme
- ⇒ Ensuring staff skills and Departmental structures are 'Fit for the Future'
- ⇒ Implement the Fundamental Review

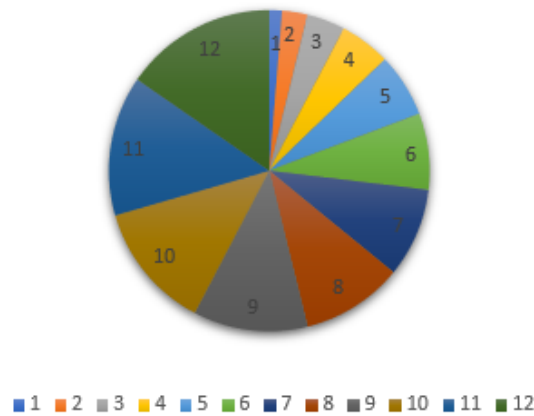
Key stakeholders

- ⇒ Residents, Workers, & Visitors
- ⇒ Businesses, Occupiers and Developers
- ⇒ Greater London Authority
- ⇒ Transport for London
- ⇒ City Property Association
- ⇒ Government Departments

Corporate Outcomes

| | |
|--|-----|
| 11. We have clean air, land and water and a thriving and sustainable natural environment | 20% |
| 10. We inspired enterprise, excellence, creativity and | 17% |
| 12. Our spaces are secure, resilient and well maintained | 17% |

DBE workstream contributions to Corporate Plan Outcomes

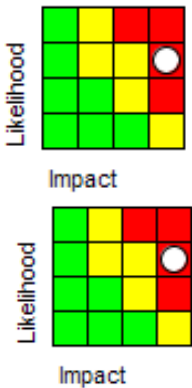


Key Risks

Corporate

CR20 Road Safety in the City

CR30 Climate Action



Plans under consideration

| Change Action | Time Scales |
|--|-------------|
| Progress the Local Plan review through to submission to the Secretary of State to promote sustainable growth to 2036. Formal adoption due in early 2021. | Jul-20 |
| Prepare a Climate Action Strategy to mitigate impacts of climate change on the City and to promote a Circular and Zero Carbon economy. | Jun-20 |
| Develop a Riverside Strategy to provide a long term approach to mitigating the increased risk of river flooding in the City due to climate change. | Jan-21 |
| Produce a new Waste Strategy which sets the City's ambitions for managing waste going forward and aligns with the Mayor of London's Environment Strategy, the Government's new Resources and Waste Strategy. | Jun-21 |

Corporate Performance Measures

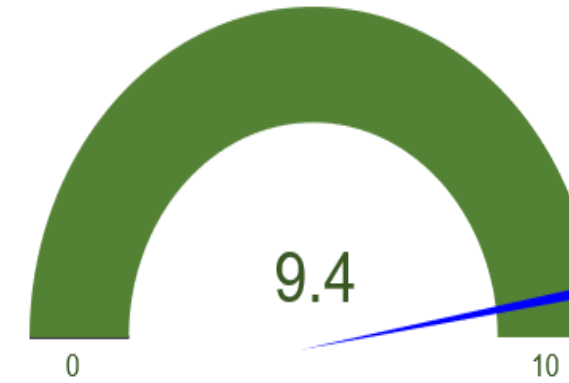
| | Target for 20/21 |
|---|---|
| Increase in office floorstock | ↑4% |
| Reduction in motorised vehicles | ↓25% by 2030 |
| Air pollution improvement to non-dangerous levels | NO ₂ levels to meet WHO Guidelines in over 90% of the City by 2025 |
| Reduction in road traffic accidents (KSI) | 70% against 2010-14 levels by 2030 |
| Residual annual household waste | 373.4KG |
| Full Fibre enabled across the Square Mile | 100% |
| Increased number of apprentices | ↑5 |

What's changed since last year

1. Transport Strategy adopted in May 2019 with teams focussing on delivery to achieve outcomes
2. Environmental Resilience Team established to progress the preparation and delivery of a Climate Action Strategy
3. Improved digital infrastructure and connectivity including better street lighting
4. Wind microclimate guidelines published
5. New waste contract successfully implemented and monitored
6. Staff Turnover has remained steady at 12% with a slight reduction in headcount
7. The number of apprentices has increased to 17, including apprentices progressing to higher level apprenticeships

Key Customer Feedback

Q1- Overall impression of the Building Control service – Average 9.4 out of 10



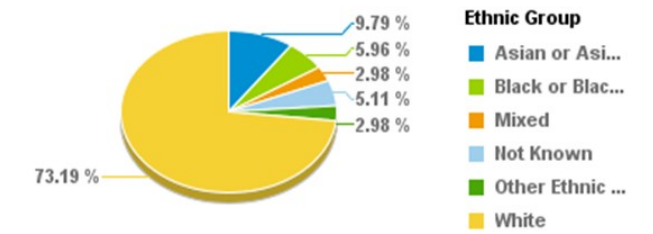
Equalities & Inclusion

We are aiming to increase the number of female identifying staff in the department, with a corporate target of 45%.

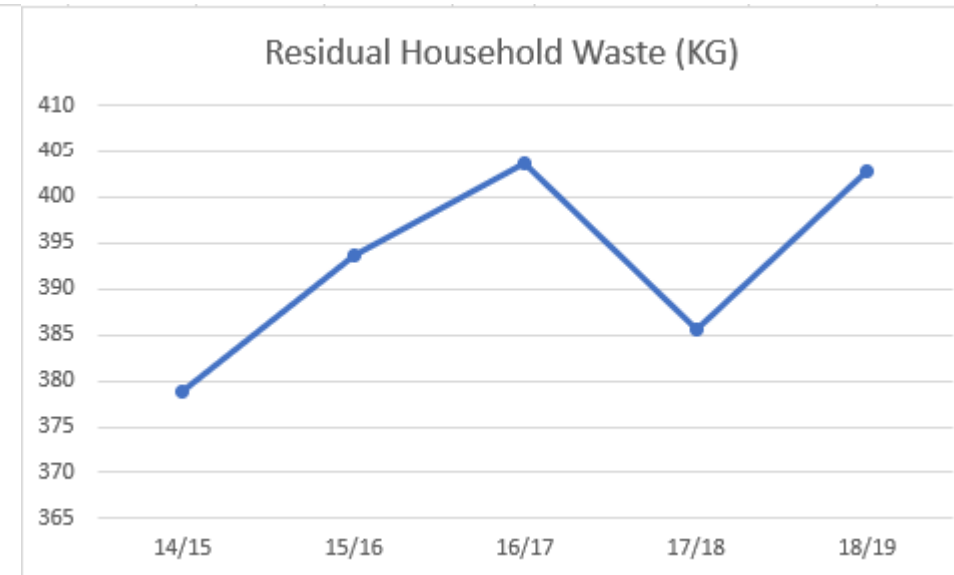
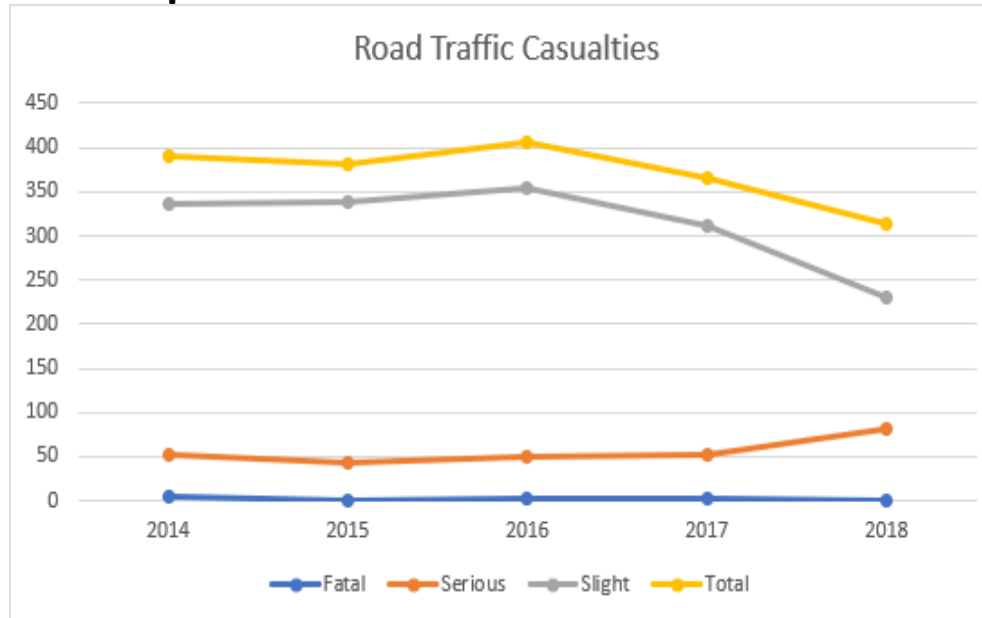
Additionally we aim to increase diversity, particularly, at higher grades.

Gender Profile

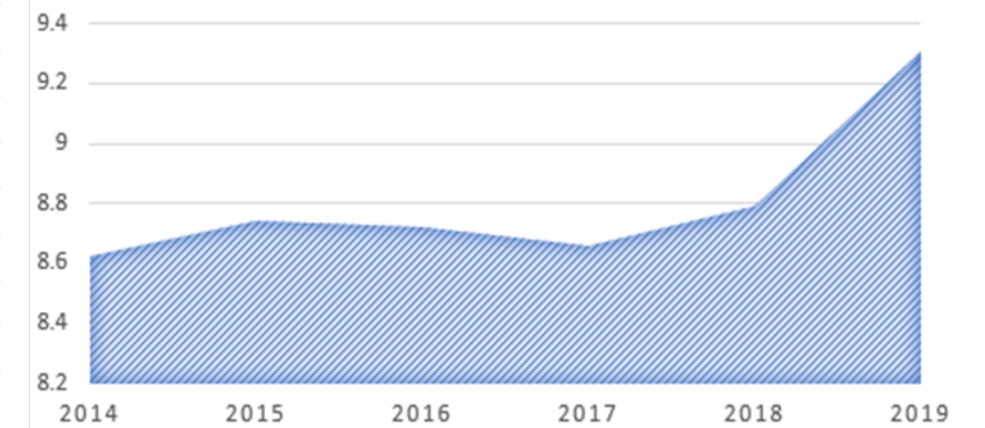
| Female | Male |
|--------|--------|
| 40.34% | 59.66% |



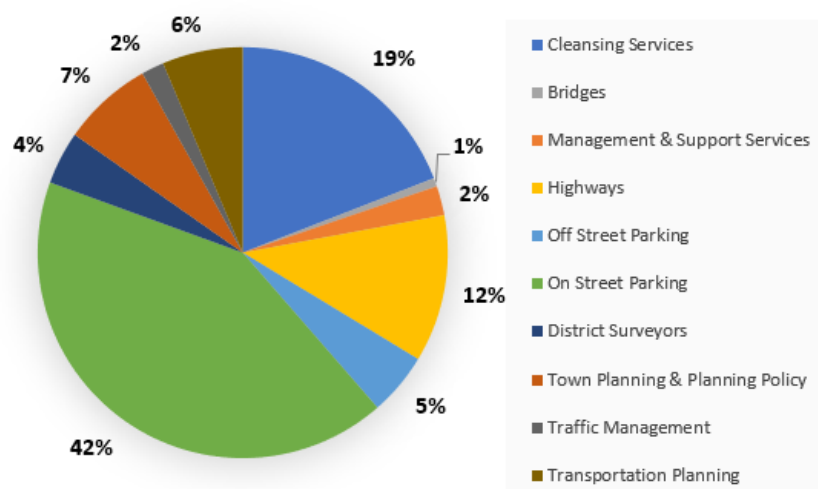
Our Impact



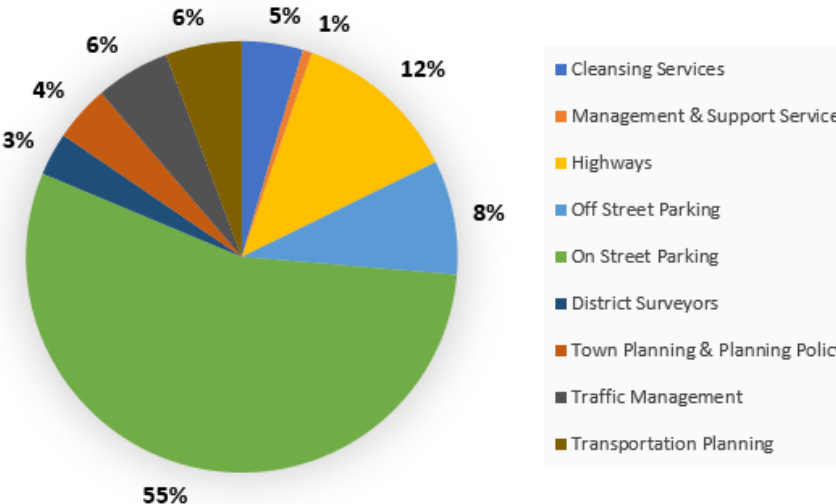
TOTAL OFFICE SPACE (M SQM)



Where our money comes from



Where our money is spent



Bids for Capital Funding

Agreed in principle by RASC

| | £'000 |
|---|---------------|
| London Wall Car Park Joints & Waterproofing | 2,000 |
| Lindsay Street Bridge Strengthening | 5,000 |
| Dominant House Footbridge | 1,078 |
| London Wall Car Park Fire Safety Works | 1,370 |
| Fire Safety Works in Car Parks | 1,032 |
| Total | 10,480 |

More information requested by RASC

| | £'000 |
|---|---------------|
| Bank Junction Transformation | 4,000 |
| Culture Mile Implementation Phase 1 | 685 |
| Temple Area Managed Access & Traffic Review | 2,000 |
| St Paul's Gyratory Removal | 30,000 |
| Total | 36,685 |



Our key aims

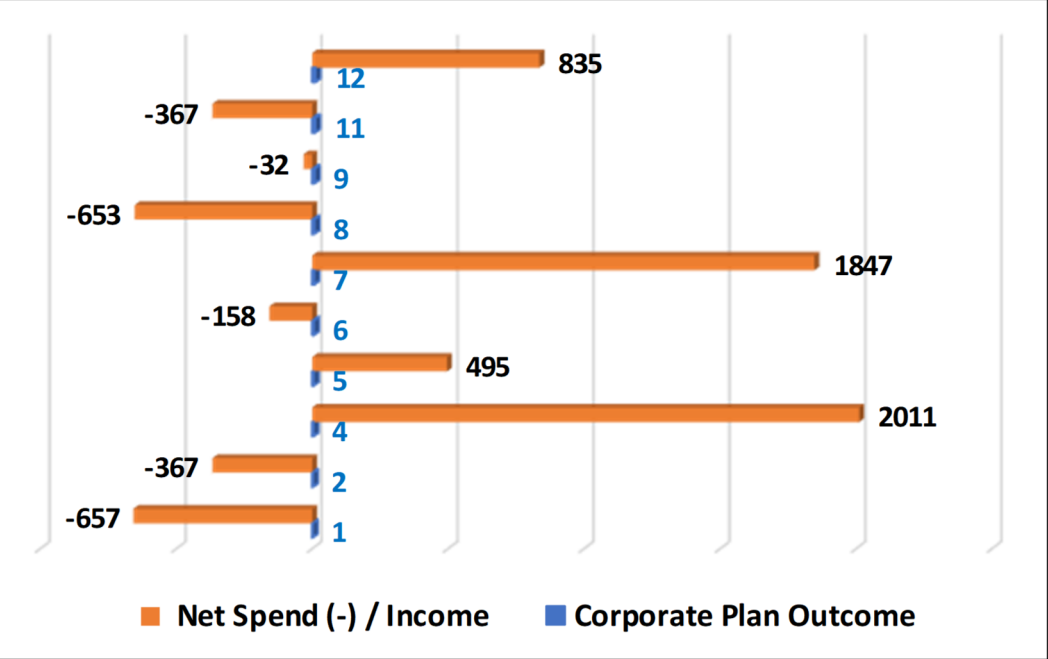
To protect consumers, public and animal health, and support legitimate business through advice and regulatory enforcement.

To provide a vital link in the food supply chain for London and the South by operating three thriving wholesale food markets.

Budget 2020-21

| | Expenditure £'000 | Income £'000 | Net £'000 | Outcome Supported |
|----------------------------|----------------------|-----------------|--------------|----------------------|
| PHES Committee | | | | |
| City Environmental Health | -2,522 | 319 | -2,203 | 1,2,6,8,9,11 |
| Animal Health Services | -2,994 | 4,493 | 1,499 | 5,6,9 |
| Trading Standards | -365 | 0 | -365 | 1,6,8 |
| Port & Launches | -3,522 | 2,701 | -821 | 1,6,7,8,9 |
| Coroner | -290 | 0 | -290 | |
| Licensing Committee | -753 | 740 | -13 | 1,5,6 |
| Markets Committee | | | | |
| Smithfield Market | -5,575 | 6,420 | 845 | 4,7,12 |
| Billingsgate Market | -3,231 | 4,892 | 1,661 | 4,7,12 |
| New Spitalfields Market | -6,122 | 8,473 | 2,351 | 4,7 |

Net Spend / Income Per Outcome (£ ,000)



| Our main objectives | | What we will measure | Link to Corporate Plan Outcomes |
|---------------------|---|--|---------------------------------|
| 1 | The Department will continue to monitor and evaluate the potential impacts of Brexit upon our services and put in place actions to mitigate them. | Robust contingency arrangements that minimise the possible impact. | 6b, 7b |
| 2 | The Air Quality Team will deliver measurable improvements in nitrogen dioxide across the City by implementing the actions identified in the Air Quality Strategy 2019-2024. | Achievement of an average 5% reduction in annual average nitrogen dioxide concentrations, by 31/03/2021. | 2b, 11a |
| 3 | The Licensing Team will continue to develop the Safety Thirst Award Scheme, which aims to promote responsible management and reduce crime and anti-social behaviour. | The number and quality of applications received for the Safety Thirst Award Scheme. | 1b, 5c |
| 4 | The Licensing Team will undertake enforcement against illegal street traders, especially on and near City bridges. | Numbers of interventions and prosecutions taken against illegal street traders. | 1b, 6a |
| 5 | The Trading Standards Team will maintain its focus on disrupting and preventing financial fraud particularly among vulnerable consumers. | The number of reported incidences of City residents experiencing financial fraud. | 1b, 6c |
| 6 | The Commercial Environmental Health Team will focus on delivery of the food and health and safety interventions and projects in its annual Service Plan including the further development of Primary Authority and the implementation of a healthy eating strategy grounded in London's Healthier Catering Commitment Scheme. | The change in the overall Food Hygiene Ratings Scheme (FHRS) ratings profile for City food establishments. | 1c, 6a |
| 7 | The Pollution Team will continue to implement the Action Plan of the Noise Strategy 2016-2026. | % of noise complaints satisfactorily resolved. | 1c |
| 8 | The Pollution Team will implement the Monitoring Fee requirement of the Code of Practice for Deconstruction and Construction with developers and contractors. | Number and category type of construction sites contributing to the levy | 1c, 11a |
| 9 | The Markets will work with the Project Team to ensure that the Markets Consolidation Programme receives adequate, timely input and that the requirements of Markets' stakeholders are taken into account as the programme progresses. | Markets' stakeholders are fully engaged in consultation about the programme and their requirements are reflected at each stage. | 4b, 7c |
| 10 | The Port Health Service will strive to become the quickest processor in the UK for consignments of food and feed through the LPHA ports. | Products of Animal Origin (POAO): 85% processed within 5 days; Fish consignments: 85% processed within 5 days; High risk products of Non-Animal Origin (NAO): 85% processed within 5 days. | 1c |
| 11 | Heathrow Animal Reception Centre (HARC) will explore income generation opportunities and contracts with partner organisations at the airport. | Level of income generated and consignment throughput against contract requirements. | 5b, 9b |
| 12 | The Markets will ensure that the Wholesale Markets continue to be managed to deliver safe, compliant trading environments for our tenants. | No increase in accident statistics and engineering breakdowns/ failures. | 4b |

Our Departmental programmes and projects for 2020/21

1. PH&PP will move to a new cloud-based, hosted and browser-accessed line of business system in a joint project with DBE. **(9b)**
2. Review CCTV at Billingsgate and Smithfield Markets and prepare specifications for procurement based upon the review findings. **(12b)**
3. Work with Heathrow Airport Limited in a project to relocate the Animal Reception Centre to a 'Single Examination Area' on the airport boundary. **(9c)**
4. In liaison with the IT Department, continue to develop the use of technology and mobile working solutions. **(9b)**
5. Upgrade telephony system for HARC and Ports to improve call handling / answering for customers. **(9b)**
6. Develop shared back office / business units for HARC and Ports. **(9b)**
7. Develop a Primary Authority Partnership hub for Port Health, Public Protection (EH and TS) and Animal Health. **(6a)**
8. Prepare for a flexible grade scheme for Environmental Health, Port Health and Trading Standards. **(8d)**
9. Review of the "Head Office" function for the department. **(8c)**

Key Risks

Air Quality (CR21): Small particulate pollution has chronic health impacts from long term exposure at very low concentrations and is in evidence within the City and central London. There is also a health impact associated with long and short term exposure to nitrogen dioxide. Through implementation of a new Air Quality Strategy 2019—2025, we will raise awareness of the impact of poor air quality on health; take action to improve air quality; demonstrate leadership for London; and champion new powers to deal with non-road sources of air pollution.

Key Customer Feedback

Service users that had contact with either the Licensing or Pollution teams were 100% satisfied or very satisfied with the service they received.

Equalities & Inclusion

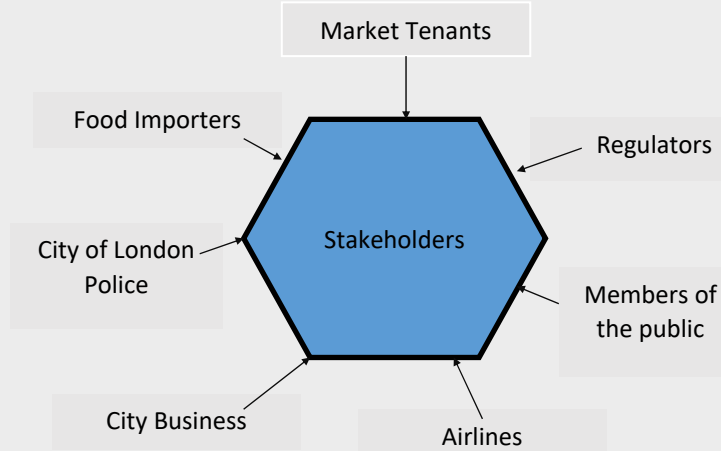
Our staff: 13 candidates from across the department, 85% of whom were female, completed a Talent Development Programme.



Our customers: Heathrow Animal Reception Centre offers a modified service for processing disability assistance animals which are imported under the Pet Travel Scheme.



Our delivery partners and key stakeholders



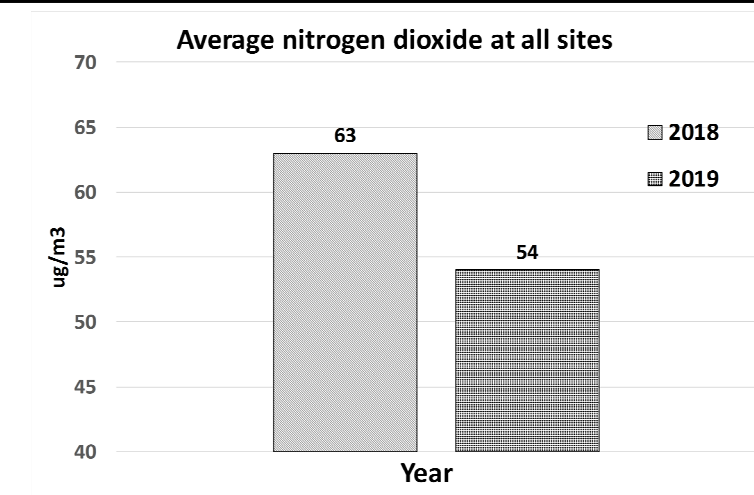
How we will contribute to Corporate programmes and projects

1. **Air Quality Programme:** to ensure that the City complies with the statutory requirements for London Local Air Quality Management, we will demonstrate leadership for London by implementing a refreshed Air Quality Strategy for 2019-2024.
2. **Corporate Apprenticeship Scheme:** we will support the scheme by continuing to offer a range of suitable placements for candidates.
3. **Energy Efficiency:** we will maintain our focus on achieving further reductions in energy usage at our sites.
4. **Secure City Programme:** we will contribute to the next phase of development of the Joint Contact and Control Room and the Customer Relationship Management System.

Our achievements and impact in 2019/20

- An amendment to Saturday morning construction work hours was implemented following consultation: the hours have changed from 0800-1300 to 0900 –1400. This adjustment was implemented in January 2019 and developers and their contractors have since complied with the new requirements.
- A Section 101 agreement with the London Borough of Tower Hamlets was signed and sealed. The City now has enforcement powers on all City Bridges and there has been a decrease in the number of traders present.
- iAuditor software is now being used for all Food Hygiene and Cooling Tower inspections on a variety of devices (iPhone and tablet).
- An entry barrier and a new CCTV system were installed at New Spitalfields Market.
- Achievement of a 5% reduction in annual average nitrogen dioxide concentrations

We are improving air quality



What we plan to do in future years

Investigate and develop new business models for Port Health and the Heathrow Animal Reception Centre to capitalise on opportunities that arise as a result of Brexit.

Improve air quality and manage the risk to our residents and stakeholders. Work with third parties to influence London-wide and national strategies.

Investigate alternative, more efficient methods of delivery across all the services we provide.

Review commercial opportunities to work with partner organisations to increase income.

DEPARTMENT VISION:

We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.

Department objectives:

Open Spaces Department's twelve outcomes:

A. Open spaces and historic sites are thriving and accessible.

1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (12)
2. London has clean air and mitigates flood risk and climate change (11)
3. Our spaces are accessible, inclusive and safe (1)
4. Our habitats are flourishing, biodiverse and resilient to change (11)

B. Spaces enrich people's lives.

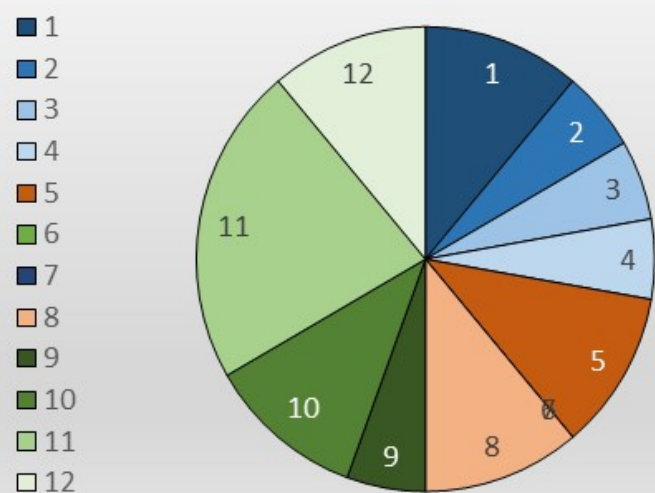
5. People enjoy good health and wellbeing (2)
6. Nature, heritage and place are valued and understood (3)
7. People feel welcome and included (4)
8. People discover, learn and develop (3)

C. Business practices are responsible and sustainable.

9. Our practices are financially, socially and environmentally sustainable (5)
10. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (10)
11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
12. Everyone has the relevant skills to reach their full potential (8)

The numbers in brackets show how the Open Spaces outcomes link to the 12 Corporate Plan 2018 - 2023 Outcomes

Open Spaces Activity mapped to the 12 Corporate Plan Outcomes



| Corporate Aim | % |
|--|-----|
| A. Contribute to a flourishing society | 28% |
| B. Support a thriving economy | 22% |
| C. Shape outstanding environments | 50% |

The table overleaf lists all the activities we will be working on and developing this year.

Our key activities for 2020/21 will be:

- j) Maximise the value and opportunities of our built and natural assets (10c)
- f) Protect and enhance our sites biodiversity and determine the value of our green infrastructure (11b)
- d) Engage with the local planning processes to mitigate and protect against the negative impact of development on our open spaces (12b)
- q) Develop innovative approaches to income diversification (8d)

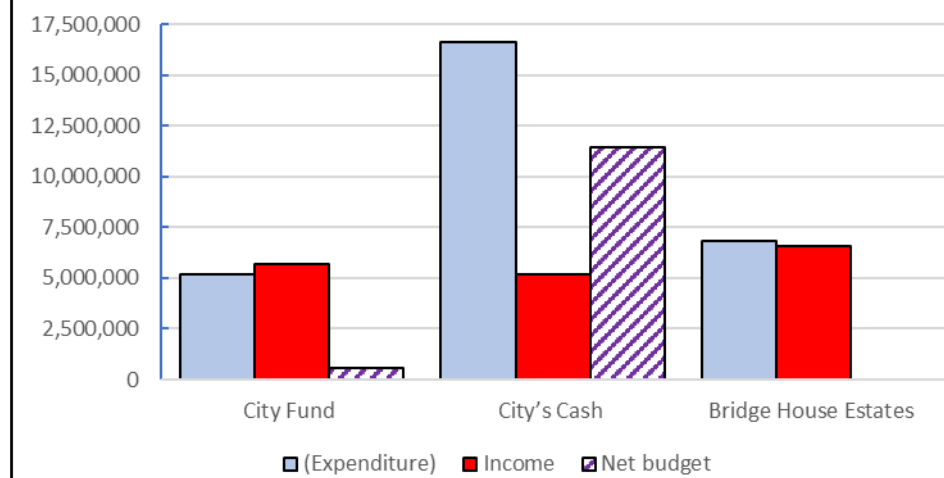
We will also be supporting the work of the Fundamental Review.

Appendix 1 provides the detail that sits behind these key activity statements.

Numbers in brackets show links to the outcomes and actions within the Corporate Plan 2018-2023

How we are funded

OSD local risk budget 2020-21



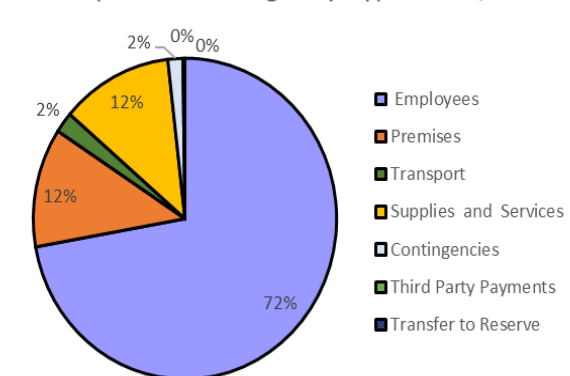
Bids for Capital Funding Agreed in principle by RASC:

- ♦ West Ham Park Playground
- ♦ East Heath Car Park
- ♦ Chingford Golf Course

More Information requested by RASC:

- Finsbury Circus Reinstatement
- The Monument Visitor Centre
- ParkLife (Wanstead Football)
- Parliament Hill Athletics Track
- Queens Park Toilets (Chairman's request)

Expenditure budget by 'type' 2020/21



Our Reach and Impact





COL Staff Survey

| TOP 3 Highest Scoring Questions | % Positive | BOTTOM 3 Lowest Scoring Questions | % Positive |
|--|------------|--|------------|
| I have the skills I need to do my job effectively | 94% | The City of London Corporation manages change effectively | 32% |
| I am interested in my work | 93% | I believe that action will be taken on problems outlined in the survey | 33% |
| I am clear about what I am expected to achieve in my job | 87% | Poor performance is dealt with effectively where I work | 34% |

Action Being taken includes:

Improving Communication: All staff updates from SLT and Committees, staff briefings on 'change' including fundamental review.

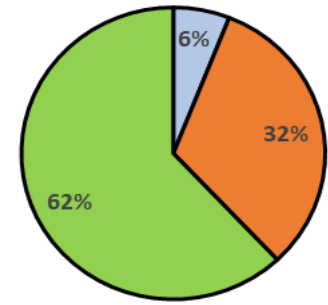
Leadership: Open door sessions, visibility of managers, one to one's, appraisals,

What's changed since last year...

- Completed the Programme of events celebrating 125 years of Tower Bridge and 30 years custodianship of Hampstead Heath.
- Natural England declare a new National Nature reserve; South London Downs NNR, covering Coulsdon Commons and Happy Valley, in partnership with the London Borough of Croydon
- Retendered OPM Control Methods contract and a partner with the Forestry Commission in their OPM pilot study.
- City Gardens fleet is ULEZ compliant
- Events policy agreed and implemented for the Department and all divisions
- Delivered improvement projects in City Gardens including Senator House and St Alphrage's Gardens
- Introduce longer lease durations allowing greater capital investment / external funding capacity under powers created by the Open Spaces Act 2018

Key Customer Feedback

Visitors satisfaction rating of open spaces site from snapshot survey



Other Good Very Good

Equalities and Inclusion Priorities:

- Improve accessibility within our sites, subject to funding.
- Improve inclusivity at our sites.
- Increase our collection and analysis of 'protected characteristics' data
- Develop our Learning programme offer to Special Needs Schools.
- Implement the agreed transgender policy.

Performance Measures

We will contribute to a number of Corporate Performance Measures including: FOI responses, health and safety investigations, sickness absence, budgets, employee volunteering

We will also set Departmental performance measures including:

| Performance Measure | Performance target 2019/20 | Department Outcomes | Department Activity |
|---|--|---|--|
| Retaining Green Heritage Site Accreditation and Green Flag Awards | 13 Green Heritage Awards 15 Green Flag Awards | Our open spaces, heritage and cultural assets are protected, conserved and enhanced | Protect our heritage: developing partnership funding bids where possible |
| Number of tennis courts booked | 31,500 | People enjoy good health and wellbeing | Provide a sustainable range of sports and recreational opportunities |
| Number of visits to our heritage visitor attractions | 1,124,400 visits | People feel welcome and included | Improve the visitor and cultural offer |
| Active management of our ancient trees | Baseline | Our habitats are flourishing, biodiverse and resilient to change | Protect and enhance our sites biodiversity |

Other activities that we will be undertaking this year under the headings of our three objectives.

Open Spaces and Historic Sites Are Thriving and Accessible

- Protect our heritage: developing partnership funding bids where possible (10d)
- Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (11b)
- Reduce the negative environmental impacts of our activities (11a)
- Review security and access control provision (1c)

Spaces Enrich People's Lives

- Provide a sustainable range of sports and recreational opportunities (2d)
- Improve the visitor and cultural offer, including the development of facilities, new technologies, customer service and a programme of events celebrating our anniversaries, historic sites and nature (4a)
- Develop our 'learning offer' (3b)

Business practices are responsible and sustainable

- Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (1c)
- Make more effective use of IT and technology and adopt 'smarter' ways of working (9b)
- Support the development of asset management plans and master plans for each site and influence the City Surveyors implementation of their operational property review (12a)
- Maintain our regional and national influence with regard to environmental, open space, burial, heritage and tourism matters (11d)
- Implement the recommendations arising out of the workforce plan, staff and customer surveys (8a)
- Develop our apprenticeship programme and volunteering opportunities across the Department (8d)
- Progress the prioritisation of services to mitigate inefficiencies and establish long term sustainable service provision (5c)

Appendix 1 provides the detail that sits behind these action statements.

◆ Numbers in brackets show links to the outcomes and actions within the Corporate Plan

Our delivery partners and key stakeholders include:

Local community groups, forums and local residents

Host and neighbouring local authorities and the GLA

Forestry Commission, Natural England and National Trust

Parks for London, GiGL, Action Oak

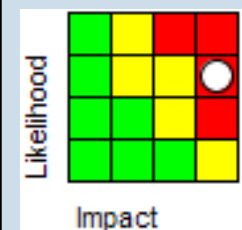
Historic England & English Heritage

National Governing Bodies of Sport and local sports groups

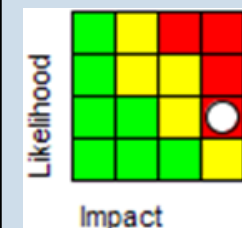
Consultation Committees and Forums

City of London Departments

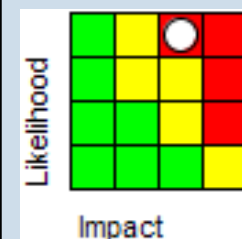
Departments three red risks:



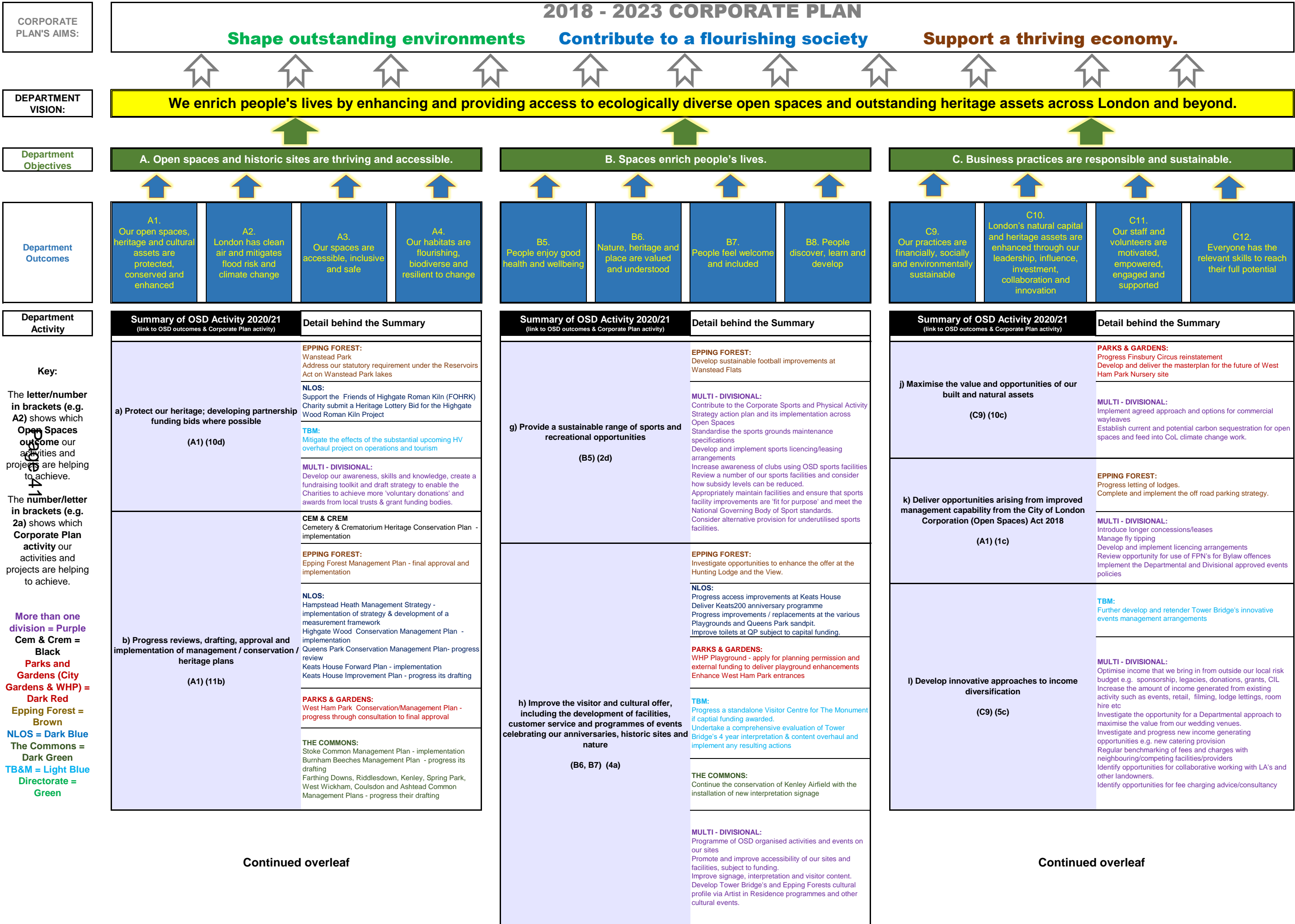
OSD 013 Wanstead Park Reservoirs (Score = 24)



OSD 004 Repair and Maintenance of Buildings & structural assets (Score = 16)



OSD 005 Pests and Diseases (Score = 16)



The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities and projects are helping to achieve.

The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities and projects are helping to achieve.

More than one division = Purple

Cem & Crem = Black

Parks and Gardens (City Gardens & WHP) = Dark Red

Epping Forest = Brown

NLOS = Dark Blue

The Commons = Dark Green

TB&M = Light Blue

Directorate = Green

| Summary of OSD Activity 2020/21 (link to OSD outcomes & Corporate Plan activity) | Detail behind the Summary |
|---|--|
| c) Reduce the negative environmental impacts of our activities (A2) (11a) | CEM & CREM: Replace ageing cremators with new at the Cemetery and Crematorium |
| | NLOS: Implement HH waste and recycling strategy |
| | MULTI - DIVISIONAL: Continue to review existing fleet and increase percentage of electric vehicles. Reduce the use of pesticides Reduce utility consumption - petrol, diesel, electricity, gas, water Audit and improve effectiveness of Building Energy Management System, install / retrofit LED lighting, with a focus on areas of largest consumption Progress waste procurement review Review approach to dog waste Extend EPCs and recommended actions to residential properties |
| d) Engage with the local planning process to mitigate and protect against the negative impact of development on our open spaces (A4) (12b) | MULTI DIVISIONAL: Mitigation strategies developed with host/neighbouring local authorities Comment on planning applications that affect our land &/or the openness and character of the open space Resist and abate encroachment Contribute to Local Authorities Local Plans and Supplementary Planning Documents |
| e) Review security and access control provision (A3) (1c) | NLOS: Review access control and payment methods at our swimming facilities |
| | TBM: Explore the potential for a secure exit facility at the Bridge's South Tower |
| | MULTI - DIVISIONAL: Review site security and public safety at identified entrances. Take practical steps to reduce antisocial behaviour. |
| f) Protect and enhance our sites' biodiversity and determine the value of our green infrastructure (A4) (11b) | PARKS & GARDENS: Complete Tree Canopy survey started for City Gardens to ascertain the tree canopy area. Providing advice to DBE on City Greening, climate change resilience of the square mile and assisting to deliver a new Tree Strategy. |
| | THE COMMONS: Submit a bid to the Secretary of State which enhances Burnham Beeches natural habitats, biodiversity and visitor experience. Develop the partnership potential of the South London Downs NNR to improve biodiversity of that landscape. |
| | MULTI - DIVISIONAL: Progress the implementation of the grazing expansion plans at the Commons and Epping Implement the actions within the biodiversity arm of the Responsible Business Strategy Commence work to adopt a single approach to 'value our green infrastructure' Monitor and report returning / new habitats within our open spaces |

| Summary of OSD Activity 2020/21 (link to OSD outcomes & Corporate Plan activity) | Detail behind the Summary |
|---|--|
| i) Develop our 'learning offer' (B8) (3b) | THE COMMONS: Kenley - maintain schools outreach and visits |
| | TBM: Evaluate and adapt the fully accessible education facility at Tower Bridge |
| | DIRECTORATE Increase the number of schools with high pupil premiums that are engaging with the schools programme Developing the Green Talent Programme in West Ham Park, Epping Forest and Hampstead Heath, targeting participants from LB Waltham Forest, Newham , Hackney and Islington. Increase opportunities for nature connected play within the play programme. Increase the number of learning volunteers from communities who are under-represented in our green spaces. |
| | MULTI - DIVISIONAL: Develop the learning offer at Tower Bridge, Monument, Epping, West Ham Park, NLOS and Keats House, to deliver the departmental learning impact areas and share good practice. Implement cross divisional learning performance measures |

| Summary of OSD Activity 2020/21 (link to OSD outcomes & Corporate Plan activity) | Detail behind the Summary |
|--|--|
| m) Make more effective use of IT and technology and adopt 'smarter' ways of working (C9) (9b) | CEM & CREM: Develop a name search facility for the online burial register system |
| | PARKS & GARDENS: Use technology to improve efficiency and provide intelligent management information that can improve the way we work. |
| | MULTI - DIVISIONAL Increase use of: Skype, SharePoint, iBase On-line forms and apps to aid administrative functions, such as H&S inspections, fleet and playground checks etc Online payments and bookings Develop opportunities for a cash-free environment Introduce a CRM Roll out Wi-Fi across sites to allow more agile working Investigate use of CoL's 24 hour out-of-hours service Contribute to the procurement review of cash collection service |
| n) Support the development and implementation of Asset Management Plans and Master Plans and influence the City Surveyors implementation of the Operational Property Review (C9, C10) (12a) | NLOS: Work with CS to develop a Masterplan for Heathfield House, Parliament Hill and Kenwood Yard |
| | MULTI DIVISIONAL: Work with CS to develop Asset Management Plans for Parks & Gardens and The Commons Work with CS to finalise Epping Forests Asset Management Plan. Work with CS to implement Hampstead Heath's Asset Management Plan Work with CS to inform, influence and progress sites identified within the OPR |
| o) Maintain our regional and national influence in relation to environmental, open space, burial, heritage and tourism matters (C10) (11d) | CEM & CREM: Develop our grave reuse and reclamation programme as a model system for creating the sustainable UK cemetery. Continue to work and lobby central Government on the roll out and implementation of the Children's Fund. |
| | MULTI DIVISIONAL: Work with: The Forestry Commission, including on OPM DEFRA Parks for London, GLA, London Parks Consortium Project (CPRE) Green Arc for London, Action Oak initiative National Park City Use of S35 status to influence/deliver NE's NNR Strategy |
| p) Implement the recommendations arising out of the workforce plan, staff and customer surveys (C11) (8a) | CEM & CREM: Deliver improvements arising from Cem & Crem visitor satisfaction survey |
| | MULTI - DIVISIONAL: Deliver 2018 OSD Staff survey, Corporate Stafs survey and Pulse Survey recommendations Deliver Culture Board initiatives increasing cross division working Develop and refine the a workforce plan Implement and manage the revised approach to DBS and barring checks |
| q) Develop our apprenticeship programme and volunteering opportunities across the Department (C12) (8d) | MULTI - DIVISIONAL: Maintain a rolling programme of apprenticeships across the Department where funded Corporately Provide opportunities for apprenticeship progression from Level 2 to Level 3 Consider requests for internal levy funded training where operationally sustainable Work with partners to identify new opportunities for skills development |
| r) Progress the prioritisation of services to mitigate efficiencies and establish long term sustainable service provision (C9) (5c) | MULTI - DIVISIONAL: Plan for the longer term Fundamental Review proposals, commencing investigation, consultation, preparation where necessary. Clarify our long term (5+ years) Departmental service delivery priorities Consider alternate methods of service delivery Determine our long term approach to deliver sustainable, efficient, value for money services. |

The Open Spaces Department's Vision is: we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.

The 2020/21 Cemetery & Crematorium activity will help deliver the following Corporate Plan Outcomes:

Contribute to a flourishing society

3. People have equal opportunities to enrich their lives and reach their full potential

Support a thriving economy

5. Businesses are trusted and socially and environmentally responsible
7. We are a global hub for innovation in finance and professional services, commerce and culture
8. We have access to the skills and talent we need

Shape outstanding environments

9. We are digitally and physically well-connected and responsive
10. We inspire enterprise, excellence, creativity and collaboration
11. We have clean air, land and water and a thriving and sustainable natural environment

What we do at the Cemetery & Crematorium:

provide high quality burial and cremation options to all in a magnificent Grade I listed landscape whilst consciously protecting the heritage value of our site.

2020/21 proposed budget is:

| | (Expenditure) (£000) | Income (£000) | Net (£000) |
|---|-------------------------|------------------|---------------|
| CEM & CREM LOCAL RISK BUDGET | | | |
| Total Employee Expenses | (2,509) | - | (2,509) |
| Total Premises Related Expenses | (405) | - | (405) |
| Total Transport Related Expenses | (145) | - | (145) |
| Total Supplies and Services | (405) | - | (405) |
| Total Customer, Client Receipts | - | 5,139 | 5,139 |
| Total Local Risk Budget | (3,464) | 5,139 | 1,675 |
| City Surveyor's local risk (Cem & Crem) | (990) | - | (990) |
| Recharges (Cem & Crem) | (1,681) | - | (1,681) |
| Central risk (Cem & Crem) | - | - | - |
| GRAND TOTAL ALL CHARGES | (6,135) | 5,139 | (996) |

The Open Spaces Department's top line objectives and outcomes are:

A. Open spaces and historic sites are thriving and accessible.

1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (12)
2. London has clean air and mitigates flood risk and climate change (11)
3. Our spaces are accessible, inclusive and safe (1)
4. Our habitats are flourishing, biodiverse and resilient to change (11)

B. Spaces enrich people's lives.

5. People enjoy good health and wellbeing (2)
6. Nature, heritage and place are valued and understood (3)
7. People feel welcome and included (4)
8. People discover, learn and develop (3)

C. Business practices are responsible and sustainable.

9. Our practices are financially, socially and environmentally sustainable (5)
10. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (10)
11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
12. Everyone has the relevant skills to reach their full potential (8)

We will measure:

- Net budget position
- Gross Income
- Market share of burials and cremations in relation to our seven neighbouring Borough's
- Number of burials, adult cremations, 'no service' cremations
- % of cremations that take up early time slots
- Amount of gas used to heat the modern crematorium
- Energy generation from solar power

We will also contribute to a range of Department wide and Corporate performance measures.

KEY: The numbers in brackets show how the Open Spaces Outcomes link to the twelve [Corporate Plan Outcomes 2018-2023](#).

The Cemetery and Crematorium's Vision is:

to provide a model cemetery and crematorium constituting both a site of excellence in bereavement services, a forerunner in cemetery conservation and the greatest choice of burial and cremation facilities in the UK.

To achieve our vision, we will:

- Serve the City and all surrounding areas the highest standards in customer care, conservation management and sustainable burial and cremation services.
- Develop the Cemetery so that it will be appreciated for the site's history and beauty as much as it is now valued as a place to mourn, remember, respect and appreciate the dead.
- Contribute a unique area of cemetery open space for the public to enjoy nature, admire architecture and landscape design, and learn about London's history.
- Ensure that the City of London is at the forefront of sharing best practice in the ongoing and dynamic management and conservation of a historic cemetery and crematorium landscape that provides ecologically sustainable facilities for the disposal of the dead whilst meeting the needs of the bereaved.

Cemetery and Crematorium activity:

Open Spaces and Historic Sites Are Thriving and Accessible

1. To redesign and re-landscape the plantings of the sunken garden adjacent to the Traditional Crematorium in keeping with its original 'Arts and Crafts' design. (A1) (10d)
2. Landscape Projects – Continued development of the 'shoot' burial area. Removal of large conifers and planting of more appropriate hedging in the memorial gardens. Improve pathways to and the general condition of the paths at the Classic Ash Grave area. (A3 & A4) (11b)

Spaces Enrich People's Lives

3. Develop our audience and accessibility to the service by working in partnership with local schools, universities and representative organisations, providing free heritage tours for individuals and groups and organising an Open House event. (B6 & B8) (3b)
4. Continue to work in partnership with our established consultative groups and offer training to funeral directors to raise awareness and understanding regarding the Children's Funeral Fund introduced by government in 2019. (B7 & C10) (7a)

Business practices are responsible and sustainable.

5. Work with City Surveyors Department, Procurement and Comptrollers to progress the replacement of the ageing cremators with new abated ones. (A2 & C9) (5c)
6. Develop our grave reuse and reclamation programme as a model system for creating the sustainable UK cemetery – by increasing grave reclamation in management zone 2. (C9) (5b)
7. Develop the use of sustainable energy using Photovoltaic cells and increasing the use of waste heat recycling to operational areas of the modern crematorium. (C9) (11a)
8. Work to expand and develop our 'cleaner greener' fleet and machinery. (C9) (11a)
9. Implement the recommendations arising out of the workforce plan, staff and customer surveys as well as developing staff. (C11) (8a)
10. Develop a name search facility for the online burial register system. (B7 & B8 & C9) (9b)
11. Develop staffs' wider understanding in relation to managing the landscape whilst providing services and running a business. (C11 & C12) (8d)

Key:

The letter/number in brackets (e.g. A2) shows which Open Spaces outcome our activities are helping to achieve.

The number/letter in brackets (e.g. 2a) shows which Corporate Plan activity our activities are helping to achieve.

The Open Spaces Department's **Cultural Values** which staff should uphold in the course of their work are:

Collaborative and Inclusive, Passionate and Driven, Respectful and Open, Honest and Responsible

| | |
|--|--------------------------------|
| Committee(s) | Dated: |
| 1. Port Health & Environmental Services Committee 2. Health and Wellbeing Board | 1. 14/01/2020 2. 28/02/2020 |
| Subject: Healthier Catering Commitment for Food Businesses in the City of London | Public |
| Report of: Jon Avern, Director of Markets & Consumer Protection | For: Information |
| Report author: Christine Denington, Environmental Health Officer, Department of Markets & Consumer Protection | |

Summary

This report provides details on the delivery of an action area pledge the City of London Corporation made when they signed the Local Government Declaration on Sugar Reduction and Healthier Food.

The pledge included the implementation of an accreditation scheme for local food retailers that incentivises a healthier offering. The Healthier Catering Commitment scheme recognises businesses in London that demonstrate a commitment to reducing the levels of saturated fat, salt and sugar in the menus / recipes of the food sold in their premises.

Recommendation(s)

Members are asked to:

1. Note the contents of this report.

Main Report

Background

1. This committee and the Health & Wellbeing Board received an annual progress review on the Local Government Declaration on Sugar Reduction and Healthier Food in November 2019. The City of London Corporation is committed to pledges against six Action Areas through signing up to this declaration.
2. In the related Healthy Eating & Sugar Reduction Action Plan 2018-19, Action Area 4 aims to '*Support businesses and organisations to improve their food offer*'. This includes the implementation of an accreditation scheme for local food retailers that incentivises a healthier offering.
3. This report sets out the details of the scheme, which is an enhanced version of the London-wide Healthier Catering Commitment (HCC) scheme. The enhancements for the City include additional criteria that considers sustainability including the Plastic Free City initiative, a commitment to recycling waste and developing a food waste reduction plan. It also signposts participating businesses to 'Safety Thirst', the City of London's accreditation scheme promoting a safe drinking culture.
4. The Association of London Environmental Health Managers (ALEHM) developed the original Healthier Catering Commitment (HCC) scheme in autumn 2010 in response to

London Boroughs that wanted to help local businesses offer healthier options. The changes are simple enough for even the smallest of operators, but also scalable for larger businesses.

5. The HCC scheme recognises businesses in London that demonstrate a commitment to reducing the levels of saturated fat, salt and sugar in the menus / recipes of the food sold in their premises. The award is accredited by Environmental Health Practitioners and businesses are given a recognisable window sticker & certificate.



6. The HCC scheme is based on the principle that “small changes can make a big difference”; it’s not about selling different foods, it’s about small changes to the way food is prepared, cooked and served without compromising taste or trade.
7. Scoping and development work included reviewing criteria from other healthy eating schemes, the benefits of a tiered / graded system and meetings with head office representatives to gauge business interest. This was very positive with businesses coming up with additional ideas which we have incorporated in to the bespoke HCC assessment.
8. Since the launch of the London-wide scheme in 2011, it has been supported by the Mayor of London and the London Food Board. The Mayor of London’s Food Strategy 2018 details the GLA’s support for the scheme.
9. There is a website for both businesses and consumers www.healthiercateringcommitment.co.uk which explains the scheme, and which includes an interactive map showing the location of accredited HCC premises. To help businesses there are also guidance notes and fact sheets.

What is the problem?

10. Diet-related conditions, including obesity, diabetes and heart disease, are some of the greatest health problems facing the UK today. More is spent on the direct medical costs of diabetes and obesity-related conditions than on fire and police services combined. And the total societal cost of obesity, including lost productivity, is second only to smoking.
11. Overweight, obesity and poor diet contribute to a wide range of health problems including type 2 diabetes, cardiovascular disease, some cancers and musculoskeletal problems.
12. In London, 13.5% of deaths can be directly attributed to diet and more than 3.8 million Londoners are overweight or obese.
13. Unhealthy diet causes one in seven deaths in Britain every year. Research published in *The Lancet*¹ in 2019 found lack of fruit and fibre is taking the heaviest toll, fuelling

¹ Health effects of dietary risks in 195 countries, 1990–2017: a systematic analysis for the Global Burden of Disease Study 2017 [https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736\(19\)30041-8.pdf](https://www.thelancet.com/pdfs/journals/lancet/PIIS0140-6736(19)30041-8.pdf)

diet related chronic conditions. In total, poor diet was found to be responsible for 90,000 deaths in the UK a year².

14. Poor diet also contributes indirectly to further deaths through many of the metabolic risk factors (high BMI, high cholesterol, high blood pressure, high fasting glucose).
15. Food consumed outside of the home tends to be higher in saturated fats, salt and sugar than food freshly prepared at home and over-consumption of foods high in sugar, fat and salt, and sugary drinks is a major contributor to the problem.
16. The City Corporation has one of the highest numbers of fast food outlets of any local authority area in the country, 15th out of 326.

Current Position

17. Twenty-three London local authorities are currently promoting the HCC scheme or related schemes with another 2 considering re-joining.
18. Most catering businesses (with the exception of schools, nurseries, care homes and hospitals that have specific nutritional guidelines) whose primary business is the supply of food products for consumption on or off the premises, are eligible to take part in the scheme provided that they are compliant in terms of food hygiene and are safe places to eat. They must have achieved a score 4 or 5 on the Food Hygiene Rating Scheme.

Further development of a City HCC scheme

19. We are focussing on small chains with less than 20 stores and independent caterers. To date 5 businesses with diverse menus have been signed up and an assessment visit has been set up with the Head Office representative of a small chain with 5 businesses within City of London
20. The HCC scheme is not too onerous for the businesses and in the City of London it is often not so much starting a conversation but continuing the conversation on healthier eating - e.g. some salads might not necessarily be the healthiest option on a menu.

Corporate and Strategic Implications

21. Becoming overweight and preventing obesity is a focus of the City Corporation's Joint Health and Wellbeing Strategy and also supports Departmental Business Plans, the Department of Community and Children's Services' Plan, which list as a priority that **"people of all ages enjoy good health and wellbeing"**.
22. The adoption of the Healthier Catering Commitment supports the aims and outcomes set out in the Corporate Plan 2018-23, helping to **'contribute to a flourish society'** by directly supporting the achievement of **'Outcome 2 – People enjoy good health and wellbeing'**.
23. It also directly supports the City Corporation's Responsible Business Strategy, specifically Priority 1: **"People's wellbeing"** within Outcome 1: **"Individuals and communities flourish"**. It demonstrates how the City Corporation can embed responsible business practices into its works by using its convening power, **'to**

² <https://www.telegraph.co.uk/global-health/climate-and-people/poor-diet-causes-one-seven-deaths-britain-lancet-finds/>

highlight and advocate for responsible practices across its networks and partnerships’.

24. Finally, Health features as a key area within the new Local Plan (City Plan 2036) currently in development.

Legal and Financial Implications

25. Under the Health and Social Care Act 2012 the City of London Corporation has a statutory responsibility to improve and protect public health in the local authority among the resident, worker, student and rough sleeper populations and to reduce health inequalities.

Conclusion

26. This report provides details on the delivery of an action area pledge the City of London Corporation made when they signed the Local Government Declaration on Sugar Reduction and Healthier Food. The pledge included the implementation of an accreditation scheme for local food retailers that incentivises a healthier offering.
27. The Healthier Catering Commitment scheme recognises businesses in London that demonstrate a commitment to reducing the levels of saturated fat, salt and sugar in the menus / recipes of the food sold in their premises.
28. The enhanced version of the London-wide Healthier Catering Commitment scheme includes additional criteria that considers sustainability including the Plastic Free City initiative, a commitment to recycling waste and developing a food waste reduction plan. It also signposts participating businesses to ‘Safety Thirst’ the City of London’s accreditation scheme promoting a safe drinking culture.

Background Papers

- Annual progress review on the Local Government; Declaration on Sugar Reduction and Healthier Food; *Health and Wellbeing Board (22 November 2019) and Port Health & Environmental Services Committee (26 November 2019)*

Christine Denington
Environmental Health Officer

T: 020 7332 1974

E: christine.denington@cityoflondon.gov.uk

| | |
|---|------------------------------------|
| Committee(s): Port Health & Environmental Services | Date(s): 14 January 2020 |
| Subject: Period 1 & 2 (April – November 2019) Cemetery & Crematorium Business Plan Performance update | Public |
| Report of: Director of Open Spaces | For Information |
| Report author: Gerry Kiefer | |

Summary

This report updates Members on the performance of the Cemetery & Crematorium during the period April to end November 2019. The Cemetery & Crematorium continues to perform well. Financially, income and expenditure are comparable with this period last year whilst operationally, burials are slightly up and cremations down over the same period last year, which mirrors a national dip in death rates.

Recommendation

Members are asked to

- Note the performance of the Cemetery and Crematorium during this reporting period.

Main Report

Background

1. The Open Space's Departmental Business Plan for 2019-20 together with a Business Plan for the Cemetery and Crematorium was approved by this Committee on 5 March 2019.
2. The City of London Cemetery and Crematorium's vision is; *'to provide a model cemetery and crematorium constituting both a site of excellence in bereavement services, a forerunner in cemetery conservation and the greatest choice of burial and cremation facilities in the UK.'* This together with the Department's vision and objectives inform and direct the work of the service.

Current Position

3. The Cemetery & Crematorium continues to perform well. During the eight month period April to November there were 559 burials and 1465 cremations. The gross income for the period April to end November is £3.3 million

Cemetery and Crematorium Activity

4. Twelve key actions were identified in the Cemetery and Crematorium Business Plan. The table in Appendix 1 lists the actions and progress made to date. Some key areas of progress between July and November include:

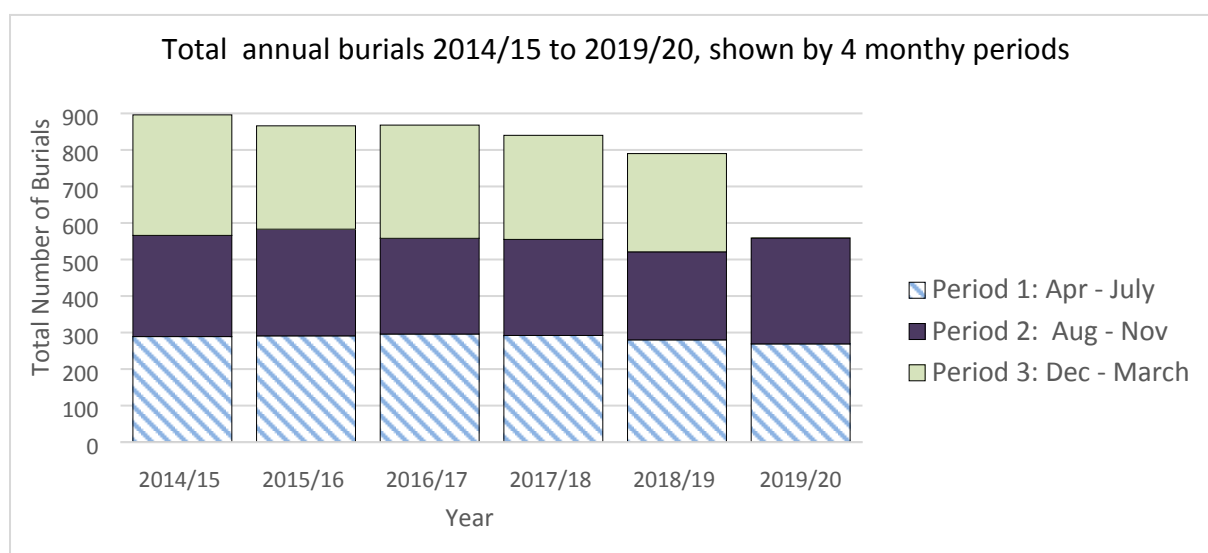
- Removed a further 54 conifers
- Replaced 50% of our old signage
- Organised history tours of the cemetery

Performance Measures

5. The Cemetery and Crematorium business plan included ten performance measures. It also contributes to several Departmental measures such as sickness absence, Health and safety reporting, Green Flag and Green Heritage awards, of which the cemetery has retained the latter two.

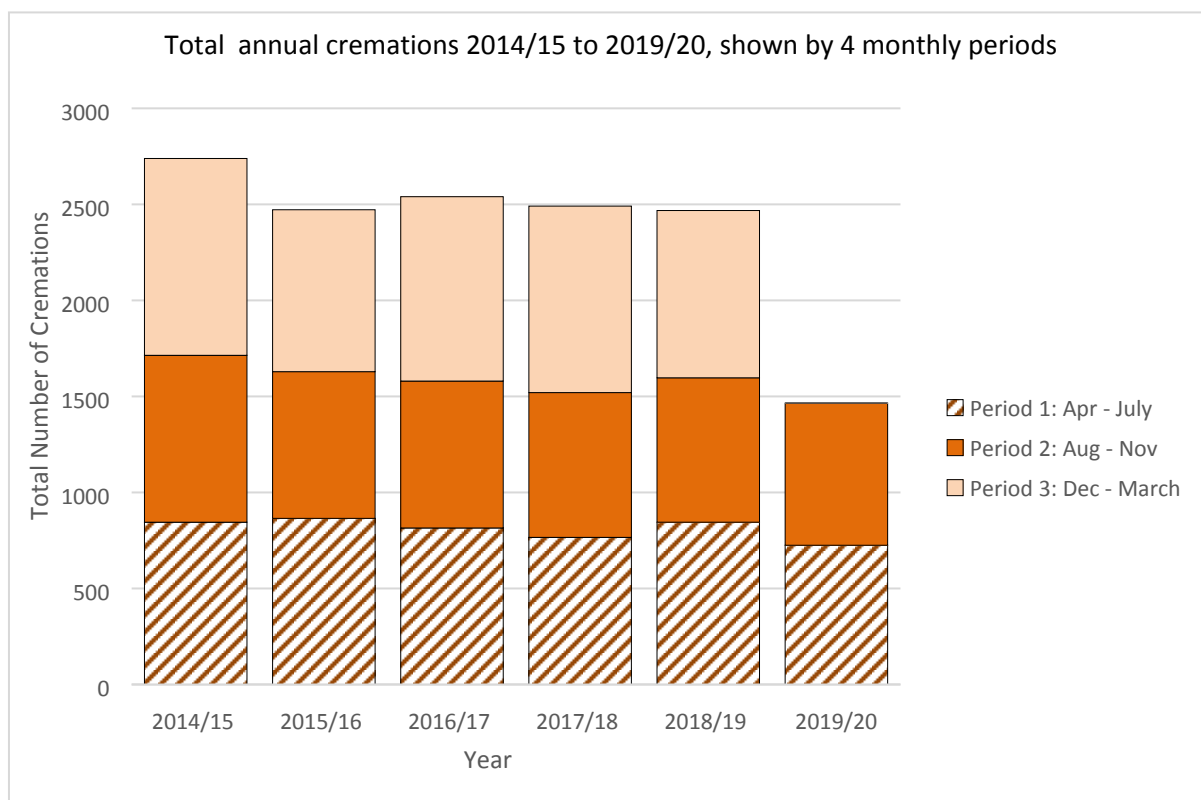
| Burials | 2017/18 Actual (annual) | 2018/19 Actual (annual) | 2019/20 Target | | April – Nov 2017 (actual) | April – Nov 2018 (actual) | April – Nov 2019 (actual) |
|--|-------------------------------|-------------------------------|-------------------|--|---------------------------------|---------------------------------|---------------------------------|
| Maintain our market share of burials in relation to the Cemetery & Crematorium's seven neighbouring Borough's. | 7.3% | 7.3% | 7.5% | | 7.8% | 7.3% | Still awaiting data |
| Increase the number of burials. | 840 | 790 | 861 | | 555 | 521 | 559 |

6. The number of burials at the cemetery is approx. 7% above the same eight month period last year and 1.5% down on the same period as an average over the last five years. A dip in death rates nationally is still contributing to the lower than normal burial numbers.
7. The average number of burials per month from April to Nov 2019 is 69. The six year average over this 8 month period is 70 burials.
8. As a benchmark, the graph below shows the number of burials over the last 6 years during April to July, August to November and December to March.



| Cremations | 2017/18 Actual (annual) | 2018/19 Actual (annual) | 2019/20 Target | | April – Nov 2017 (actual) | April – Nov 2018 (actual) | April – Nov 2019 (actual) |
|---|--|--|---------------------------|--|--|--|--|
| Maintain our market share of cremations in relation to the Cemetery & Crematorium's seven neighbouring Borough's. | 21.7% | 22.0% | 22.0% | | 21.3 | 21.8 | Still awaiting data |
| Increase the number of cremations. | 2,491 | 2,468 | 2,528 | | 1520 | 1597 | 1465 |

9. The number of cremations at the cemetery is approx. 8% down on the figure for the same eight month period last year and 9% down on the same period, on average, over the last five years. A dip in death rates nationally is still contributing to the lower than normal cremation numbers.
10. The average number of cremations per month from April to Nov 2019 is 183. The 6 year average over this 8 month period is 198 cremations.
11. As a benchmark, the graph below shows the number of cremations over the last 6 years during April to July, August to November and December to March.



Other Performance Measures

12. A number of new measures were proposed in the 2019/20 Cemetery and Crematorium Business Plan. Where data is available for this 8 month period, it is included below.

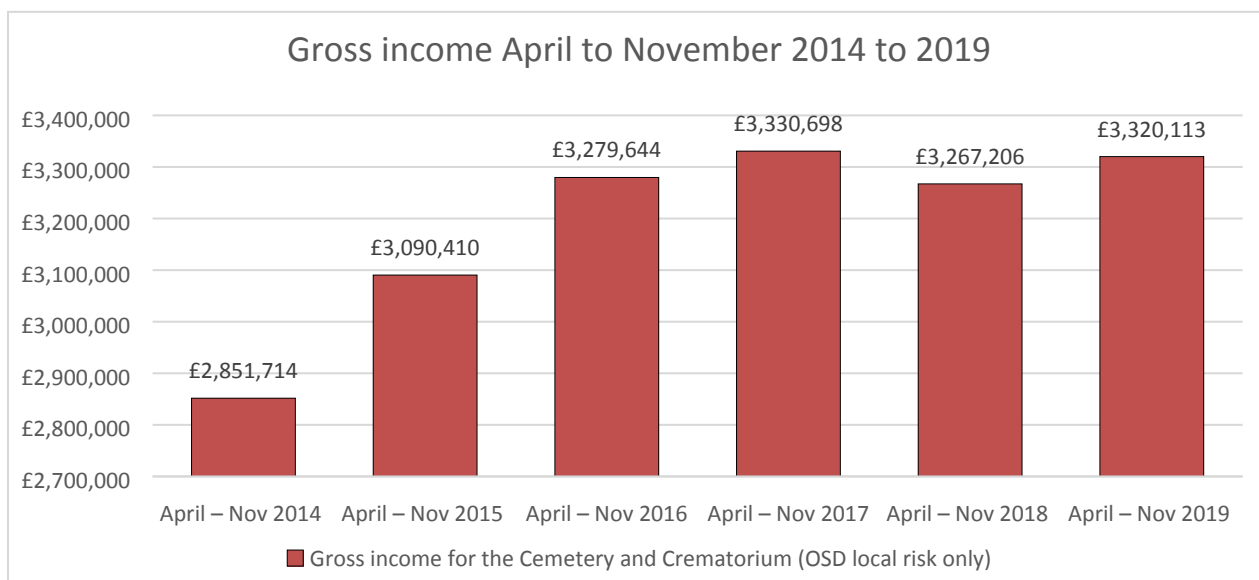
| Description | 2019/20 Target | April – July 2019 (actual) | Aug – Nov 2019 (actual) | April to Nov 2019 (actual) |
|---|--------------------|----------------------------|-------------------------|----------------------------|
| Number of 'no service' cremations | 82 | 21 | 12 | 33 |
| % of early time slots taken up | 30% | 12.6% | 19.7% | 16.2% |
| Amount of gas used to heat the Modern Crematorium - kWh | Establish baseline | 21,255 kWh | 18,746 kWh | 40,001 kWh |
| Energy generation from Solar Power - electricity in kWh | Establish baseline | 6,225 kWh | 6,012 kWh | 12,237 kWh |

Finance

13. As expenditure costs rise and fluctuations in burial and cremation numbers are a constant challenge, the Superintendent continues to carefully manage his income and expenditure budgets and ensures that a high-quality service is maintained which helps safeguard our market share of burials and cremations. At the period to end Nov, income is at 65% of budget and expenditure at 65%, which is comparable with previous years.

| | 2017/18 Actual (annual) | 2018/19 Actual (annual) | 2019/20 Target | | April – Nov 2017 (actual) | April – Nov 2018 (actual) | April – Nov 2019 (actual) |
|--|-------------------------|-------------------------|----------------|--|---------------------------|---------------------------|---------------------------|
| Achieve the overall net income target for the Cemetery and Crematorium (OSD local risk only) | £2,180,840 | £1,919,283 | £1,645,000 | | £1,433,174 | £1,252,601 | £1,062,304 |
| Achieve the gross income target for the Cemetery and Crematorium (OSD local risk only) | £5,297,836 | £5,085,060 | £5,089,000 | | £3,330,698 | £3,267,206 | £3,320,113 |

14. This year has started as the previous year ended with fewer deaths and therefore fewer funerals and income. At the time of writing there was also a little aged debt that the cemetery team were pursuing. Income is carefully monitored and there is no reason, at present, to believe that income will not reach its target for the year. Appendix 2 provides a summary of the budget position.
15. As a benchmark, the graph below shows gross income for this April to November reporting period over the last six years.



Corporate & Strategic Implications

21. The Business Plan identifies how the department's activities will support the aspirations of the organisation, as reflected in the Corporate Plan. By delivering the Business Plan, the Cemetery and Crematorium will support the Corporation's strategic aims:

- **Contribute to a flourishing society**
- **Shape outstanding environments**

Implications

22. The Cemetery & Crematorium continues to provide an important service to the local community. Performance is comparable to recent years and income and expenditure budgets are being managed.

Conclusion

23. The national dip in death rates is impacting on the number of burials and cremations so far this year however income remains on target.

Appendices

Appendix 1 - Progress against Cemetery and Crematorium Business Plan actions.

Appendix 2 - Budget

Background Papers:

- Open Spaces Business Plan 2019/20 – PHES Committee March 2019
- Period 1 (April – July 2019) Cemetery & Crematorium Business Plan Performance update

Gerry Kiefer

Business Manager, Open Spaces Directorate.

T: 020 7332 3517

E: Gery.Kiefer@cityoflondon.gov.uk

Appendix 1 – April to November progress against Cemetery and Crematorium Business Plan actions.

| Cemetery & Crematorium Activity | Progress April to July 2019 | Progress August to November 2019 |
|---|---|--|
| Implement the year one actions arising out of the Conservation Management Plan (CMP) review, including: reducing Haywood Rhododendron Clumps in Church and Chapel Avenue, breaking-up and softening the South Boundary railings with clumps from the Haywood, Robertson Pallet Screen the fence-line in area 32a. | Completed cutting back the Rhododendron and Laurel clumps in Church Avenue, Chapel Avenue and areas in North Boundary Rd | This work is generally carried out in the spring an early summer due to other work commitments. |
| Landscape Projects – Continued development of the 'shoot' burial area. Removal of large conifers. Planting of more appropriate hedging in the memorial gardens. Improve pathways to the Classic Ash Grave area. | Further Conifer removal was carried out around the site in the spring. Several areas are being replaced with hoggin pathways throughout the summer months | Removed a further 54 large conifers from the lawn section of the cemetery |
| Develop our audience and accessibility to the service by working in partnership with local schools, universities and representative organisations, providing free heritage tours for individuals and groups and organising an Open House event. | A number of visits and tours have been carried out during the year so far and the history tours have remained popular. | We took part in Open House in September, provided a guided tour for the Highgate Cemetery Management Committee, visited and provided reuse advice to Brompton Cemetery and facilitated a school visit to our nature area |
| Continue to work in partnership with our established consultative groups and offer training to funeral directors around the new forms introduced in April 2018. | Form training was completed last year. Similar partnership work undertaken regarding grave reuse and the introduction of the Children's Funeral Fund. | Work is ongoing but there is very little guidance regarding the Children's Funeral Fund and a reluctance on the part of Funeral Directors to risk losing money. |
| Work with City Surveyors Department to progress the replacement of the ageing cremators with new abated ones. | Ongoing - City Surveyors Department has recommended the use of a specialist industry consultant. | This project is currently about to go to formal tenders |
| Develop our grave reuse and reclamation programme as a model system for creating the sustainable UK cemetery – by increasing grave reclamation in management zone 2. | Ongoing and working well. | 62 reuse graves have been sold so far this year relieving pressure on the space for further new graves. |
| Develop the use of sustainable energy using Photovoltaic cells and increasing the use of waste heat recycling to operational areas of the modern crematorium. | Ongoing and working well | Ongoing and working well |
| Work to expand and develop our 'cleaner greener' fleet and machinery. | Planning to replace two items of plant with modern diesel engines and aim to | We are in the process of replacing one of our aging electric utility vehicles. A fast charging |

| Cemetery & Crematorium Activity | Progress April to July 2019 | Progress August to November 2019 |
|--|--|--|
| | replace an electric utility vehicle this year. | unit has been installed for our electric mini-bus |
| Implement the recommendations arising out of the workforce plan, staff and customer surveys as well as developing staff. | We have continued to improve communications with visitors around the weekend bus service and information generally. Replacing cemetery signage to help with directions One member of staff has completed a level 3 ILM in supervisory management | We have continued to replace cemetery signage, display weekend mini-bus times have improved the literature and cemetery maps that are provided to visitors |
| Develop a name search facility for the online burial register system. | Whilst we have not been able to develop a name search facility, we are in the process of adding a further 10 general registers to the on-line offer. | Work to expand our on-line registers is still underway |

Appendix 2

Department of Port Health & Environmental Services Local Risk Revenue Budget - 1st April - 30 November 2019

(Income and favourable variances are shown in brackets)

| | Latest | Budget year to date (Apr-Nov) | | | Actual year to date (Apr-Nov) | | | | Forecast for the Year 2019/20 | | | |
|--|----------|-------------------------------|--------|-------------|-------------------------------|--------|-------------|----------|-------------------------------|----------|---------|------|
| | Approved | | | | | | | | | | | |
| | Budget | Gross | Gross | Net | Gross | Gross | Net | Variance | LAB | Forecast | Over / | Note |
| | 2019/20 | Expenditure | Income | Expenditure | Expenditure | Income | Expenditure | Apr-Jul | | Outturn | (Under) | |
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | |
| Open Spaces (City Fund) | | | | | | | | | | | | |
| City of London Cemetery and Crematorium | 1,637 | (2,337) | 3,391 | 1,054 | (2,258) | 3,320 | 1,062 | 8 | 1,637 | 1,641 | 4 | |
| TOTAL PORT HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE LOCAL RISK | 1,637 | (2,337) | 3,391 | 1,054 | (2,258) | 3,320 | 1,062 | 8 | 1,637 | 1,641 | 4 | |

| | |
|--|------------------------|
| Committee(s) | Dated: |
| Port Health & Environmental Services Committee – For Information | 14 01 2020 |
| Subject: Department of the Built Environment Risk Management – Periodic Report | Public |
| Report of: Director of the Built Environment | For Information |
| Report author: Richard Steele | |

Summary

This report has been produced to provide the Port Health and Environmental Services Committee with assurance that risk management procedures in place within the Department of the Built Environment are satisfactory and that they meet the requirements of the corporate Risk Management Framework.

This report only considers risks managed by the Department of the Built Environment that fall within the remit of the Port Health & Environmental Services Committee.

Risk is reviewed regularly as part of the ongoing management of the operations of the Department of the Built Environment. 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.

There is no Corporate Risk managed by the Department of the Built Environment. No new Departmental risks have been identified. The Departmental Risks are listed at Appendix 2.

The Departmental Key Risk (DBE- TP-01 - Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on City business) continues to be assessed as Unlikely.

Recommendation

Members are asked to:

- Note the report and the actions taken in the Department of the Built Environment to monitor and manage effectively risks arising from the department's 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 risks faced in their department.
2. Risk Management is a standing item at the Senior Leadership Team meetings.

3. Risk owners are consulted and risks are reviewed between SLT meetings with the updates recorded in the corporate (Pentana Performance, formerly Covalent) system.
4. Each risk managed by the Department of the Built Environment is allocated to either the Planning & Transportation Committee or the Port Health & Environmental Services Committees. **This report only considers risks managed by the Department of the Built Environment that fall within the remit of the Port Health & Environmental Services Committee.**

Parallel periodic reports are submitted to the Planning & Transportation Committee.

Current Position

5. This report provides an update on the current risks that exist in relation to the operations of the Department of the Built Environment that fall within the remit of the Port Health and Environmental Services Committee.
6. In order to reduce the volume of information presented, and accordance with the Corporate Risk Management Strategy, this report includes all Corporate and Departmental level risks but not Service Level risks (unless there are changes which are considered to be likely to be of interest to Members).
7. The risk register captures risk across all four divisions within the department, (Transportation & Public Realm, District Surveyor, Development and Policy & Performance) but risks relating to the City Property Advisory Team are managed by the City Surveyor.

Risk Management Process

8. Risk and control owners are consulted regarding the risks for which they are responsible at appropriate intervals based on the level of risk and the likelihood that this level will change. In general RED risks are reviewed monthly; AMBER risk are reviewed quarterly; and GREEN risks are reviewed quarterly, 6 monthly or annually depending on the expected likelihood of change.

Changes to risks were, historically, reported to Members as part of the Business Plan report. Members now receive this report quarterly¹ in accordance with the Corporate Risk Management Strategy.

9. All significant risks (including Health & Safety risks) identified by the Department are managed through the Corporate Risk Management System.
10. Members will notice that some risks reported are already at the Target Risk Rating & Score and are only subject to Business As Usual actions. These risks are included in accordance with the Corporate Guidance "Reporting Risk Information to Grand Committees" to assist this committee to fulfil the role of

¹ Due to the scheduling of meetings of the Port Health & Environmental Services Committee, and with the agreement of that Committee, these reports are presented at 4 months intervals instead of quarterly.

Service Committees (as defined in the Corporate Risk Management Strategy) to “Oversee the significant risks faced by the Departments in the delivery of their service responsibilities.”

Significant Risk Changes

11. The September 2019 Report to Members advised that there is a significant change in data handling underpinning the reporting of the department’s Key Risk in relation to including staff who had left in the statistics and that work to overcome this problem in relation to this risk is ongoing.
12. This work is almost complete (with a manual workaround) and is expected to be complete shortly after the publication of a new report from the back office City Learning system in the middle of January.

Identification of New Risks

13. New risks may be identified at the quarterly review of all risks; through Risk reviews at the Department Management Team; or by a Director as part of their ongoing business management.
14. An initial assessment of all new risks is undertaken to determine the level of risk (Red, Amber or Green). Red and Amber risks will be the subject of an immediate full assessment with Red risks being report to the Department Management Team. Green risks will be included in the next review cycle.
15. No new departmental risks have been identified since the last report to Members.

Summary of Key Risks

16. The Department of the Built Environment’s Risk Register includes one Key Risk:

Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on City business (DBE-TP-01)

Following implementation of the Corporate Transport Policy this risk continues to be assessed as having Impact 8 (Critical) and Likelihood 1 (Rare).

Since it is not possible to reduce the impact all our efforts continue to be directed to reduce the likelihood through compliance with the corporate Transport Policy.

96.2% of City of London staff have now completed Driver Check (the Training Needs Analysis). Up from 96.1% in the last report.

Completion of the Corporate Transport Policy online training course by drivers and their managers (as identified by Driver Check) is 98.3%. Up from 97.1% in the last report.

Overall compliance with both Driver Check and the online training course is now at 94.8%. Up from 94.5% in the last report. The Business as usual compliance target is 92.5%.

Business As Usual monitoring ensures that compliance is maintained at a level to give assurance that the likelihood of this risk occurring remains Rare.

The use of an online system (DAVIS) to maintain records of staff driving licences and, where staff use their own vehicle on business, the vehicle details. This system allows driving licences to be checked against DVLA records (normally every 6 months) to ensure drivers continue to be appropriately licenced.

There are currently 642 drivers registered on DAVIS (90.6% of the 709 who are identified as drivers through Driver Check). Of these there are 620 (96.6%) for whom licence checks have been carried out.

The corresponding figures from the last report (September 2019) were: 651 drivers registered on DAVIS (90.4% of the 720 who are identified as drivers through Driver Check). Of these there are 611 (93.9%) for whom licence checks have been carried out.

The corresponding figures from the previous report (June 2019) were: 679 drivers registered on DAVIS (93.0% of the 730 who are identified as drivers through Driver Check). Of these there are 641 (94.4%) for whom licence checks have been carried out.

Conclusion

17. Members are asked to note that risk management processes within the Department of the Built Environment adhere to the requirements of the City Corporation's Risk Management Framework and that risks identified within the operational and strategic responsibilities of the Director of the Built Environment are proactively managed

Appendices

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Register of DBE Corporate and Departmental Risks (Port Health & Environmental Services Committee)

Carolyn Dwyer

Director of the Built Environment

T: 020 7332 1700

E: carolyn.dwyer@cityoflondon.gov.uk

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 right (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.

(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 |
| Numerical | Less than one chance in a hundred thousand (<10-5) | Less than one chance in ten thousand (<10-4) | Less than one chance in a thousand (<10-3) | Less than one chance in a hundred (<10-2) |

(B) Impact criteria

| Impact title | Definitions |
|--------------|--|
| Minor (1) | Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives. |
| Serious (2) | Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives. |
| Major (4) | Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: 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. |
| Extreme (8) | Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective. |

(C) Risk scoring grid

| Likelihood | Impact | | | | |
|------------|--------------|------------|-------------|-------------|-------------|
| | X | 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

October 2015

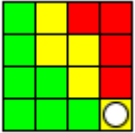
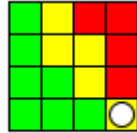

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DBE Corporate & Departmental Risks *(Port Health & Environmental Services Committee)*

APPENDIX 2

Report Author: Richard Steele

Generated on: 06 December 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 |
|---|---|--|---|---|---|---|-------------|---|
| DBE-TP-01 Road Traffic Collision caused by City of London staff or contractor who is unfit to drive while on duty 29-Mar-2015 Vince Dignam | Cause: A member of staff/contractor who is unfit or unqualified to drive causes ... Event: a road traffic collision which results in ... Impact: death or injury; financial claim |  Likelihood | 8 | 96.2% of City of London staff have completed Driver Check and 97.1% of staff who have been identified, through Driver Check, as drivers (or managers of drivers) have completed the Corporate Transport Policy online training course. The overall compliance is now 94.8%. 06 Dec 2019 |  Likelihood | 8 | 31-Dec-2020 |  Constant |

| Action no, Title, | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|---|--|---|--------------|------------------|-------------|
| DBE-TP-01c Business As Usual Mitigation | Monitor the percentage of City of London staff who have completed Driver Check and ensure that it remains above 92.5% Monitor the percentage of City of London staff who have been identified, through Driver Check, as drivers (or managers of drivers) who have completed the Corporate Transport Policy online training course and ensure that it remains above 92.5%. Monitor overall completion rates for both driver check and the online training course and ensure that it remains above 92.5%. Monitor the collection and periodic monitoring of driver licence details (and, in the case of grey fleet drivers, vehicle details). | 96.2% of City of London staff have completed Driver Check and 97.1% of staff who have been identified, through Driver Check, as drivers (or managers of drivers) have completed the Corporate Transport Policy online training course. The overall compliance is now 94.8%. | Jim Graham | 06-Dec-2019 | 31-Dec-2020 |

| 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 |
|--|---|-----------------------------|---|---|----------------------------|---|-------------|-------------------------------------|
| DBE-TP-07 A major incident, such as flooding or fire, makes Walbrook Wharf unusable as a depot 27-Mar-2015 Zahur Khan | Cause: A major incident, such as flooding or fire Event: Walbrook Wharf unusable as a depot Impact: Unable to clean streets; collect waste or maintain City of London Police vehicles. City of London unable to meet its contractual arrangements with third parties who use the depot for their commercial purposes. | Likelihood Impact | 4 | A tabletop Business Continuity exercise was held on 31 Oct 19 during which the contractor demonstrated, in slow time, their ability to continue to deliver services to an acceptable (albeit marginally degraded) standard when denied access to Walbrook Wharf. A further exercise will be held in 2020. 06 Dec 2019 | Likelihood Impact | 4 | 31-Dec-2020 | Constant |

| Action no, Title, | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|---|---|---|--------------|------------------|-------------|
| DBE-TP-07a Business Continuity exercise | Conduct annual DBE business continuity exercise | A tabletop Business Continuity exercise was held on 31 Oct 19 during which the contractor demonstrated, in slow time, their ability to continue to deliver services to an acceptable (albeit marginally degraded) standard when denied access to Walbrook Wharf. A further exercise will be held in 2020. | Zahur Khan | 06-Dec-2019 | 31-Dec-2020 |

| | |
|--|-----------------------------------|
| Committee(s): Port Health and Environmental Services Committee – For decision | Date(s): 14/01/2019 |
| Subject: Cemetery and Crematorium – Fees, Charges and Marketing | Public |
| Report of: Director of Open Spaces Department | For Decision |
| Report author: Gary Burks – Superintendent & Registrar | |

Summary

Fees and charges for the services provided at the City of London Cemetery and Crematorium are reviewed annually and this report presents the proposals for 2020/21. It also sets out the marketing activities which have been undertaken in 2019 and outlines those for 2020.

The report proposes price increases of 4.5% for cremations, 5% for new graves and burials and 2.6% on most other items and services such as grave permits, urns and caskets, memorial garden dedications, book of remembrance are recommended. There has also been some rounding of fees. The Cemetery & Crematorium continues to offer a wide range of cremation and burial options to ensure that both services cater to a range of needs and budgets.

The proposed increases are set to meet increased operational costs, support service improvements and help us in our aim to maintain a break-even position for the service and ensure our fees are in line with other providers in the local area.

Recommendation(s)

Members are asked to:

- Agree the fees and charges as set out in this report and shown in the Appendix for implementation with effect from 1 April 2020, and;
- Note the marketing activities undertaken in 2019 and those planned for 2020 for the Cemetery and Crematorium service.

Main Report

Background

1. The City of London Cemetery and Crematorium reviews the fees and charges that it makes for the services provided each year and the new fees come into force on the 1st April each year. This report sets out the proposed fees and charges for the year 2020/21 for your Committee's approval. This report also details the promotional activities undertaken in the year 2019 and outlines those planned for 2020.

Marketing and Promotion – Year 2019 Activities

2. The Cemetery and Crematorium Service carried out the following marketing and promotional activities in 2019.
3. The staff provided heritage tours throughout the summer months and again took part in Open House London in September. All publicised tours of the cemetery grounds and buildings were well attended, and feedback continues to be very positive. We will therefore continue with our tours in 2020.
4. The cemetery and crematorium continued to provide education, advice and training to schools, universities, hospital trusts and industry partners such as Highgate, Brompton and LB Lambeth. We also hosted two Christmas Carol services in its burial chapel as well as allowing our modern crematorium to be used by the local Catholic community for a memorial service in November.
5. The City Corporation has continued to lead the way in the reclamation and re-use of graves and the Superintendent has been interviewed for television and newspapers regarding the burial space crisis and grave reuse. The Superintendent also continues to represent the City Corporation at BCAG (Burials and Cremations Advisory Group) which was set up to advise government in December 2001 following the report on cemeteries by the Environment, Transport and Regional Affairs Committee.
6. The Superintendent has also promoted the work of the City Corporation though providing advice to several London Local Authorities and international cemetery operators.
7. The cemetery and crematorium service is promoted in the bereavement guides and websites for Barking and Havering, Redbridge, Newham and the City, along with the Wanstead Village Directory and South Woodford Village Gazette. All the above have links to the cemetery website.
8. The service has made good use of the internet by providing a great deal of information on its website, including fees and charges, our colour brochure (detailing the services provided), visitor information, newsletters, contact telephone numbers, opening times and so on. Our times of opening are displayed on Google My Business and this has ensured that information

retrieved from the internet is more up to date. We receive an average of 4000 hits a month on our website.

9. We have also introduced a pilot on-line search facility to allow people to carry out genealogy searches of our historic register information from their own homes. This was successfully used by a researcher to discover the burial place of Joseph Merrick (the Elephant man) and we are currently in the process of adding more burial records to this on-line offer.

<https://col-burialregisters.uk/>

10. The Cemetery was able to produce its biannual newsletter and it has been confirmed through last year's GDPR communications that it is well received and that in general, most cemetery users like to receive a paper version rather than an electronic version, although an electronic version is available.

Year 2020 Activities

11. The Cemetery will continue to produce biannual newsletters to promote and provide information about the service, will continue to advertise in the aforementioned publications and websites and offer history tours and educational visits. The Christmas Carol Service remains extremely popular and will be repeated in 2020.
12. The service will continue to develop closer links with funeral directors through visits and liaison meetings and will continue to work with schools, universities, health trusts and industry bodies to improve education and training in all matters relating to cemetery work. We will also continue to work with the City's Communications Team promoting the use of the grounds and buildings for filming purposes when it does not conflict with our core functions of providing funerals.

Fees and Charges

13. The strategy used when setting fees and charges in previous years has been to keep prices affordable, maintain choice and increase income to meet the needs of the service and operate as close to a break-even position as possible. Last year fees were increased by 3% for cremations, new graves, burials and most other items and services such as grave permits, urns and caskets. But no increase for memorial gardens, book of remembrance, grave care and baby and child burials.
14. In setting fees in a competitive market, it is critical to consider those charged by our competitors. We have therefore reviewed the fees and charges amongst other authorities and private companies in the surrounding areas; details are given in tables 1 and 2 below. It should be noted that several of our competitors increase fees in October and January but most wait for the City to set its fees and use them as a benchmark.
15. Another factor that the cemetery and crematorium consider when setting fees is the affect that our charges place on funeral debt and funeral poverty. The

CMA (Competition and Markets Authority) recently carried out a National questionnaire and follow-up questions based on the findings of an interim report in 2018 which highlighted significant concerns regarding price increases of funeral directors and crematoria over the last decade. It is likely that further investigations will follow. The cost of funerals has climbed significantly in recent years and the City of London Corporation has considered this when offering a range of funeral choice and in the setting of fees and charges. The City of London Corporation provides choice and prices to ensure that burial and cremation remains affordable (see paragraph 17 below).

16. There was a government announcement at Easter 2018 regarding the creation of a Children's Funeral Fund for England, and that there would be no charge for the burial or cremation of anyone under the age of 18 years. The Children's Funeral fund went live earlier this year and the Superintendent has been working with the Ministry of Justice to help clarify the limitations of the fund. This work continues.
17. The following tables provide analysis of cremation and lawn grave costs. These have been provided in detail as indicative benchmarks. A full list of all the proposed burial and cremation charges at the Cemetery & Crematorium is provided in the appendix and these include a wide variety of funeral options ranging from early morning "drop off" cremation slots with no service to longer weekend funeral times and from burial in a public or woodland grave through to large fully constructed graves with 100year leases. This wide range helps to ensure choice and that more affordable options remain despite price increases.

**Table 1 – Cremation Statistics and Fees for Other London Crematoria
Current Position**

| Crematorium | Total Cremations 2016 | Total Cremations 2017 | Total Cremations 2018 | Standard Cremation Fees (Current) |
|---|-----------------------|-----------------------|-----------------------|-----------------------------------|
| East London | 520 | 451 | 499 | £844 |
| Manor Park | 380 | 465 | 407 | £845 |
| Croydon | 1758 | 1772 | 1762 | £857 |
| New Southgate | 807 | 836 | 786 | £895 |
| South Essex | 3193 | 3211 | 3012 | £905 |
| Enfield | 2024 | 1874 | 1879 | £913 |
| Forest Park | 1321 | 1234 | 1312 | £930 |
| Harlow | 1824 | 1719 | 1517 | £940 |
| City of London Proposed Fee for 2020/21 | 2432 | 2474 | 2536 | £930 |
| City of London Residents receive a reduction of £465 on the above fees | | | | |

Table 1 shows that the City's current cremation fee is competitive with other local cemeteries and crematoria and that the proposed fee is in keeping with fees within the general area and continues to provide value for money whilst providing

the extra income needed to meet inflationary increases and provide service improvements.

Table 2 – Residential & Non-Residential Grave Purchase and burial fees

| Cemetery & Crematorium & Lease (in years) | New Lawn grave Resident & Non-Resident (including 1 st interment) 19/20 | Burial Fee (Current) |
|---|---|-----------------------------------|
| East London | Not publicly available No non-res fees | Not Publicly Available |
| Manor Park | £3,950 No non-res fees | £1,665 |
| Forest Park | (Res) £3,030 (Non-Res) £6,984 | (Res) £770 (Non-Res) £1,100 |
| South Essex | (Res) £3,492 (Non-Res) £6,984 | (Res) £1,360 (Non-Res) £2,720 |
| Enfield | (Res) £6,045 (Non-Res) £8,695 | (Res) £1,640 (Non-Res) £1,640 |
| Croydon | (Res) £4,587 (Non-Res) £8,546 | (Res) £1,067 (Non -Res) £1,506 |
| New Southgate | Standard Grave £6,250 Heritage Grave £4,500 No non-res fees | £1,650 |
| City of London (Heritage Grave) | £3,542 | £1,607 |
| City of London (virgin soil) Lawn | £4,805 | £1,607 |
| Proposed fee for 2020/21 | Heritage £3,718 Virgin Soil Lawn £5,047 City of London Residents receive a reduction of £465 on the above fees | £1,687 |

18. Table 2 illustrates that there is a significant variation between fees, but the City of London Corporation remains in line with those of other nearby local authorities and with our nearest private competitors and that our burial fees are also broadly competitive. However, the landscape value, service provision and maintenance levels at the site means that it remains the preferred burial location choice for many.
19. Residents of the City of London currently receive a reduced rate for burial and cremation which amounts to half of the cremation fee (a maximum of £465 in 2020/21).

20. A copy of the cemetery brochure showing the various burial options can be found using the following link: <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/cemetery-and-crematorium/Documents/pre-funeral-brouchure.pdf>

Proposals

21. Having considered the information set out above and having consulted within the funeral industry and with cemetery staff, we believe that the market can withstand the price increases proposed in the following paragraphs.
22. The general level of increase proposed is 4.5% for cremations, 5% for burials and ancillary services and 2.6% (the department's recognised inflation figure) for memorial gardens, book of remembrance and grave care. There will also be some rounding of fees. This will increase our cremation fee to £930 which will provide the income required to meet the inflationary increases in goods and services and service improvements that are required. However, we do not envisage that this will affect our market share due to the excellent level of service provided and the likely increases that will be made by our local competitors.
23. Options such as early cremation services at a lower fee ensure that those families on low income can still choose the City of London as a choice for the funeral of a loved one and our fee of £465 for funerals with no service means that families choosing to have a funeral service elsewhere (at a local church for example) can do so. This means that our proposed cremation fees range from £465 up to £1330 for those with a full service in our chapel at the weekend.
24. In March of 2016 your Committee received a report from the cemetery and crematorium highlighting that some burial options would run out soon and that the cemetery would become more reliant on grave reuse. The first such option was lawn graves where that land has been previously used for burial. This was our least expensive burial option where a memorial is possible and the preferred option for the bereaved. Recognising this and wanting to continue to offer an affordable burial option to most local people we introduced a 30year option for Heritage (reuse) Graves and the fee for this option mirrored that of the lawn graves that they replace. I am please to say that this has been successful and has brought the heritage (grave reuse) option into the mainstream of our burial offer, making it the one of the preferred options for the bereaved.
25. Cremation memorialisation, such as the memorial gardens dedications, with a living memorial in the form of a rose or shrub and small bronze plaque has been in decline for the last 20 years and research shows that this is a national trend. We have held the price of this choice static for the last two years but feel that it no longer represents the cost of operating the provision. We therefore propose to increase the fees for memorial garden dedications by 2.6%. Similarly, we propose to increase the fees for grave care and book of remembrance entries by the same level.

26. A list of the main items of the proposed scale of charges for the year 1st April 2020 to 31st March 2021 is attached as an appendix to this report. A full printed list is available on request.

Corporate & Strategic Implications

27. The Cemetery and Crematorium services actively contribute to the following Corporate Plan 2018-23 aims and outcomes:

Contribute to a flourishing society

- People are safe and feel safe
- People enjoy good health and wellbeing
- People have equal opportunities to enrich their lives and reach their full potential
- Communities are cohesive and have the facilities they need

Shape outstanding environments

- We inspire enterprise, excellence, creativity and collaboration
- We have clean air, land and water and a thriving and sustainable natural environment.
- Our spaces are secure, resilient and well-maintained

Support a thriving economy

- Businesses are trusted and socially and environmentally responsible

Financial Implications

28. The Cemetery and crematorium is expected to operate as a not for profit service and to meet all costs, where possible. We will achieve this by introducing a new pricing plan rather than by a reduction in expenditure as this would place significant stress on the business and risk a reduction in the quality of maintenance and the service provided to bereaved families. The above increases should generate additional income of approximately £70,000. However, it must be stressed that the services that we provide are at the point of need and whilst we may retain our percentage share of the market, any regional trend in death rates may create unpredictability around the achievement of income.

Legal Implications

29. The City of London is empowered to make fees and charges for the services provided at the Cemetery and Crematorium under powers provided within Article 15(1) of the Local Authorities Cemeteries Order 1977 and section 9 of the Cremation Act 1902. Such fees must be properly incurred.

Conclusion

30. As the major provider of burial and cremation services for the City and its neighbours, the Corporation is recognised as one of the UK's leading burial and

cremation authorities. In addition to meeting the needs of the bereaved, the City of London Cemetery and Crematorium is an historic and listed open space (the largest in the London Borough of Newham) and one that was originally designed as both a park and an educational resource. The Cemetery and Crematorium is however also a business in competition with several local public and privately-owned operators.

31. The above factors have been considered in setting the fees and charges for the Cemetery and Crematorium for implementation in financial year 2020/21 which I propose for approval by your Committee.

Background Papers:

Fees, Charges and Marketing Report 2018 – 2019

Burial Space Report March 2016

- Appendix (i) – main items of the Proposed Fees and Charges for 2020/21

Gary Burks

Superintendent & Registrar

Cemetery and Crematorium. Open Spaces Department

T: 0208 530 9831

E: gary.burks@cityoflondon.gov.uk

**City of London
Cemetery and Crematorium
Fees and Charges 2020/21**

Cremation

| Day | Time | Type | Duration of service | 2019/20 | 2020/2021 |
|-------------------|-------------|------------|---------------------|---------|-----------|
| Monday – Friday | 0800-0900 | No service | Nil | £445 | £465 |
| | 0830 – 1000 | Adult | 30 mins | £480 | £501 |
| | 1015 – 1800 | Adult | 30 mins | £890 | £930 |
| | 1000 – 1800 | Adult | 60 mins | £1168 | £1220 |
| | 0830 – 1800 | Under 16 | 30 mins | Free | Free |
| | 1000 – 1800 | Under 16 | 60 mins | £278 | £290 |
| Saturday - Sunday | 0900 – 1330 | All | Up to 60 mins | £1272 | £1330 |

Burials

| Grave | Grave Type | Type | Duration of Church service | 2019/20 | 2020/21 |
|--------------------------------------|-----------------------------|----------|----------------------------|---------|---------|
| Burial in a private grave | Lawn | Adult | 30 mins | £1607 | £1687 |
| | | Under 16 | 30 mins | £717 | £757 |
| | Traditional Grave up to 7x3 | Adult | 30 mins | £1794 | £1884 |
| | | Under 16 | 30 mins | £904 | £954 |
| | Traditional Grave over 7x3 | Adult | 30 mins | £1963 | £2060 |
| | | Under 16 | 30 mins | £1074 | £1130 |
| Burial in a public grave | | Adult | 30 mins | £1607 | £1687 |
| | | Under 16 | 30 mins | £717 | £757 |
| | | Baby | 30 mins | £573 | £601 |
| Burial in the garden for babies | | Baby | 30 mins | £346 | £363 |
| Additional costs for chapel services | | Weekday | Extra 15 mins | £165 | £174 |
| Additional fees & charges | | | | | |
| | | Saturday | 30 mins | £330 | £346 |
| | | Sunday | 30 mins | £492 | £516 |
| Chapels for memorial services | | | Per hour | £340 | £357 |

The Child Burial fee in an adult grave is reduced by the adult cremation fee of £930

New Private Graves

| Grave | Lease (in years) | 2019/20 Including 1 st Interment £1607 | 2020/21 including 1 st Interment £1687 | Ground only 2019/20 | Ground Only 2020/21 | Lease Extension Per year 2019/20 | Lease Extension Per year 2020/21 |
|---------------------------------|------------------------|---|---|---------------------------|---------------------------|---|---|
| Woodland | 30 | £2765 | £2902 | £1158 | £1215 | £38.60 | £40.50 |
| | 45 | £3344 | £3509 | | | | |
| | 60 | £3923 | £4117 | | | | |
| | 75 | £4502 | £4724 | | | | |
| Heritage General | 30 | £3542 | £3718 | £1935 | £2031 | £64.50 | £67.70 |
| | 45 | £4509 | £4733 | | | | |
| | 60 | £5477 | £5749 | | | | |
| | 75 | £6445 | £6764 | | | | |
| Conservation Lawn | 30 | £4805 | £5047 | £3198 | £3360 | £106.60 | £112.00 |
| | 45 | £6404 | £6727 | | | | |
| | 60 | £8003 | £8407 | | | | |
| | 75 | £9602 | £10087 | | | | |
| Large lawn | 50 | £7222 | £7582 | £5615 | £5895 | £112.30 | £117.90 |
| | 75 | £10029 | £10530 | | | | |
| | 100 | £12837 | £13477 | | | | |
| Heritage (Large) | 50 | £8457 | £8882 | £6850 | £7195 | £137.00 | £143.90 |
| Traditional Conservation | 50 | £6172 | £6482 | £4565 | £4795 | £91.30 | £95.90 |
| | 75 | £8457 | £8880 | | | | |
| Traditional non- constructed | 75 | £12152 | £12757 | £10545 | £11070 | £140.60 | £147.60 |
| | 100 | £15667 | £16447 | | | | |
| Traditional part constructed | 100 | £22507 | £23637 | £20900 | £21950 | £209.00 | £219.50 |
| Vault – Constructed | 100 | £36242 | £37987 | £34635 | £36300 | £346.35 | £363.00 |
| Catacomb | 100 | ££8647 | £9077 | £7040 | £7390 | £70.40 | £739.00 |

Ashes

| Option | 2019/20 | 2020/21 |
|---|---------|---------|
| Burial of Ashes in a Lawn Grave (Maximum Depth) | £1106 | £1160 |
| Burial of Ashes in a Traditional grave (Maximum depth) | £1195 | £1255 |
| Burial of Ashes in a Woodland grave (in an eco urn) | £315 | £330 |
| Strewing of Ashes from other crematoria | £201 | £206 |
| Scattering of Ashes on a Lawn Grave | £201 | £206 |
| Scattering of Ashes in Garden of Rest (if cremation carried out at City of London) | Free | Free |
| Weekend surcharge for burial / strewing of Ashes | £130 | £136 |
| Storage of Ashes – first two months | Free | Free |
| Storage of Ashes – after two months (per month) | £36 | £37 |
| Storage of Ashes – annual fee | £219 | £225 |
| Burial of Ashes in a Private Grave* - no Landing | £272 | £285 |
| Burial of Ashes in a Private Grave* – 7'x3' Landing | £397 | £416 |
| Burial of Ashes in a Private Grave* – over 7'x3' Landing | POA | POA |

Graves for Ashes

| Option | 2019/20 | 2020/21 |
|---|---------|---------|
| Classic grave for Ashes (10 years) if Available | | £1432 |
| Classic Ash Grave Lease extension (per year) | | £143 |
| Lawn grave for Ashes (20 years) | £3508 | £3680 |
| Lawn Grave lease extension (per year) | £175.40 | £184 |

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|--|------------------------|
| Committee(s) | Dated: |
| Port Health and Environmental Services – For information | 14 January 2020 |
| Subject: Markets and Consumer Protection Business Plan 2019/2020: Progress Report (Period 2) | Public |
| Report of: The Director of Markets and Consumer Protection | For Information |
| Report author: Joanne Hill, Department of Markets and Consumer Protection | |

Summary

This report provides an update on progress made by the Port Health & Public Protection Division (PH&PP) during Period 2 (August-November) of 2019/20 against the Department of Markets and Consumer Protection's (M&CP) High-Level Business Plan 2019/20. The High-Level Plan was approved by your Committee in March 2019.

As previously reported, a new corporate performance management process is currently in development and work is taking place on reviewing the content and format of the supporting detail that will sit beneath high-level business plans. This will be a key element in the move towards business planning becoming a joined-up service planning process that links finance/budgets directly to Corporate Plan outcomes.

During this transitional period for the business planning and reporting process, the format of this report remains the same as in recent years. However, it is acknowledged that, as a result of the transitional arrangements, there is some discontinuity in the numbering of objectives between the High-Level Business Plan and Appendix B to this report.

This report includes updates on progress made against the top line objectives outlined in the Departmental High-Level Business Plan as well as key operational performance indicators, financial information and more detailed statistics and commentary on enforcement activity, achievements and other points that may be of interest to your Committee.

Recommendation(s)

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

1. The Department of Markets and Consumer Protection's (M&CP) High-Level Business Plan 2019/20 sets out several top-level service delivery objectives which the department will work towards during the coming years. In addition, each PH&PP service area measures its performance against local, team-level, operational objectives and performance indicators (PIs).

Current Position

2. To ensure that your Committee is kept informed of progress against the current High-Level Business Plan and local performance measures, progress against PIs (Appendix A) and key improvement objectives (Appendix B) is reported on a periodic (four-monthly) basis, along with a financial summary (Appendix D). This approach allows Members to ask questions and have a timely input to areas of particular importance to them. Members are also encouraged to ask the Director for information throughout the year.
3. Progress against the departmental and team business plans is regularly discussed by Senior Management Groups to ensure any issues are resolved at an early stage.
4. In order to provide further information on the work carried out by PH&PP, each periodic report includes a summary of the enforcement activity carried out (Appendix C).
5. Key points are that:
 - The final Air Quality Strategy 2019–2024 was published following committee approval.
 - The Pollution Control Team was the proud winner of the John Connell Local Authority Award which recognises services, campaigns and programmes that are examples of community cooperation, education and creative solutions to solving noise pollution problems. The award was given for the "Sounds of the City" research that was published during 2019.
 - Heathrow Animal Reception Centre won an Industry Partner Award at the 2019 International Pet & Animal Transportation Association (IPATA) conference in Chicago for outstanding service to IPATA members and the general public.
 - Licensing Team officers continue to tackle illegal street traders on the City's Bridges and environs and have been actively engaged in enforcement. Further details of recent enforcement activity and legal proceedings is provided in Appendix C to this report.
 - The Commercial Team launched an enhanced version of the London-wide Healthier Catering Commitments scheme. The Scheme is designed to incentivise healthier and more sustainable food offerings in City food businesses.
 - Trading Standards has instituted legal proceedings against a business which was charging job seekers hundreds of pounds for worthless training courses which would allegedly lead to employment.

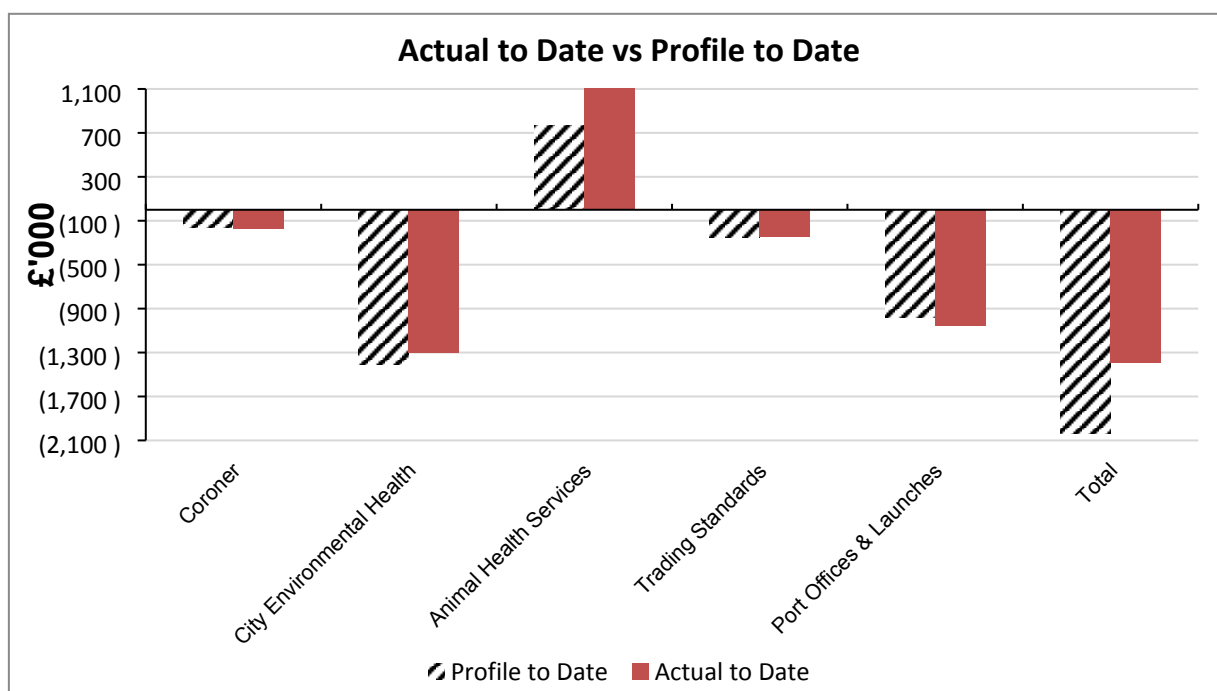
- The Port Health Service saw a 13% increase in imports of products of non-animal origin, when compared to equivalent period of 2018/19.

Corporate & Strategic Implications

- The monitoring of PIs and key improvement objectives across the Division links to the achievement of the aims and outcomes set out in the Corporate Plan 2018-23.

Financial Implications

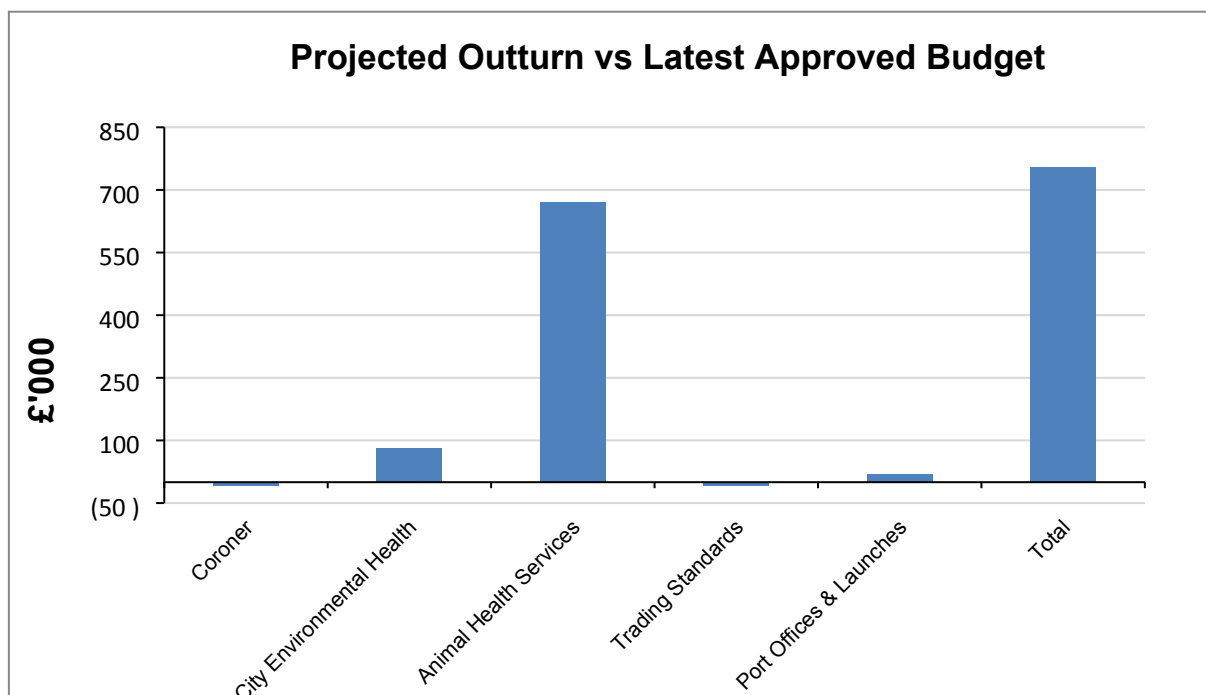
- The end of November 2019 monitoring position for M&CP services covered by the Port Health & Environmental Services Committee is provided at Appendix D. This reveals a net underspend to date for PH&PP of £644k (31.6%) against the overall local risk budget to date of £2.036m for 2019/20.



Notes:

- Graph shows the actual local risk net position against the profiled budget to date for each Division.
- A position above the baseline shows overall net income.
- A position below the baseline shows overall net expenditure.
- MCP total actual to date net exp of £1.392m is £644k under the profiled budget to date of £2.036m.

8. Overall, the Director is currently forecasting a year end underspend position of £755k (27.8%) for the PH&PP City Fund services.



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 is forecasting an underspend of £755k at year end.
9. The reasons for the significant budget variations are detailed in Appendix D, which sets out a detailed financial analysis of each PH&PP service relating to this Committee.
10. The better than budget position at the end of November 2019 is mainly due to additional HARC income from Passports for Pets, which has been partly offset by additional staff, IT and premises costs to meet the increased throughput. Throughput has increased significantly from the previous year and this is believed to be the result of pets being brought into the country prior to Brexit to avoid any negative impacts of a no-deal or changed arrangements.
11. The Director anticipates this current better than budget position will continue to year end, due mainly to the continued additional income from Passports for Pets which could provide a surplus in the region of £850k-£1.1M if activity levels remain constant.

Consultees

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

Appendices

- Appendix A – Progress against operational performance indicators, Period 2 2019-20
- Appendix B – Progress against key improvement objectives, Period 2 2019-20
- Appendix C – Enforcement activity, Period 2 2019-20
- Appendix D - Financial information, Period 2 2019-20

Background Papers

Final Departmental High-Level Business Plan 2019/20 – Markets and Consumer Protection (PH&ES Committee, 5 March 2019)

Contacts

Joanne Hill (*Performance Information*)
Department of Markets and Consumer Protection
T: 020 7332 1301
E: joanne.hill@cityoflondon.gov.uk




Jenny Pitcairn (*Financial Information*)
Chamberlain's Department
T: 020 7332 1389
E: jenny.pitcairn@cityoflondon.gov.uk

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Performance Management Report 2019-20
Period Two: 1 August – 30 November 2019

Department of Markets and Consumer Protection
Port Health and Public Protection Division

Progress against Operational Performance Indicators

| | |
|---|--|
|  | This indicator is performing to or above the target. (100% of the target or higher) |
|  | This indicator is a cause for concern, frequently performing just under target. (85% - 99% of the target) |
|  | The indicator is performing below the target. (<85% of the target) |

Appendix A

| | | | Actual 2018-19 | | Target 2019-20 | Actual 2019-20 | | Status |
|--|---|---|----------------|----------|-------------------|----------------|----------|--------|
| | | | Period 2 | Period 3 | | Period 1 | Period 2 | |
| PI 1 | Port Health Proportion of imported food and feed consignments that satisfy the checking requirements cleared within five days. | a) Products of Animal Origin (POAO): Non-fish | 80% | 78% | 95% | 62% | 80%*1 | ☹️ |
| | | b) Products of Animal Origin (POAO): Fish | 90% | 90% | 85% | 86% | 89%*2 | 😊 |
| | | c) Products of Non-Animal Origin (PNAO) | 88% | 85% | 90% | 98% | 95% | 😊 |
| PI 2 | Port Health 90% of imported food and feed consignments (Products of Non-Animal Origin - PNAO) are subjected to mandatory documentary controls within five days. | | 81% | 93% | 90% | 94% | 98% | 😊 |
| *1 London Gateway: 79% (92% non-Brazilian and 72% Brazilian); Tilbury: 93% (The requirement for enhanced checks on Brazilian imports continues to impact clearance rates at London Gateway.) | | | | | | | | |
| *2 London Gateway: 84%; Tilbury: 97% | | | | | | | | |

Appendix A

| | | Actual 2018-19 | | Target 2019-20 | Actual 2019-20 | | Status |
|---|---|----------------|--------------------------------------|------------------|----------------|----------|--------|
| | | Period 2 | Period 3 | | Period 1 | Period 2 | |
| PI 3 | Food Safety Over the course of the year, secure a positive improvement in the overall Food Hygiene Ratings Scheme (FHRS) ratings profile for City food establishments compared to the baseline profile at 31 March 2013. | N/A | End of year result: Improved profile | Improved profile | N/A | N/A | - |
| PI 4 | HARC Less than 1% of missed flights for transit of animals caused by the Animal Reception Centre (ARC). | <1% | 0.03% | <1% | 0% | 0% | 😊 |
| PI 5 | Pollution Team 90% justifiable noise complaints investigated result in a satisfactory outcome. | 94.6% | 94% | 90% | 94.5% | 93% | 😊 |
| PI 6 | Trading Standards Respond to all victims of investment fraud identified to the Trading Standards Service within 5 working days to advise on the risk of repeat targeting, assess the need for safeguarding interventions and initiate the safeguarding process where appropriate. | 100% | 100% | 100% | 100% | 100% | 😊 |
| PI 7 | Health & Safety Complete the annual risk-based cooling towers inspection programme in order to ensure that the risk of Legionnaires' disease is being effectively managed by all those responsible. | N/A | End of year result: 96.5% | 100% | N/A | N/A | - |
| <p>PI 3: Annual indicator. The purpose of this indicator is to show an overall improvement in the FHRS rating profile across all City food establishments by the end of the year. The target cannot be expressed as a specific percentage since any increase will indicate achievement.</p> <p>PI 5: The percentage of total justified noise complaints investigated resulting in noise control, reduction to an acceptable level and/or prevention measures; complaints may or may not be actionable through statutory action.</p> <p>PI 7: Annual indicator.</p> | | | | | | | |

| | All PH&PP Service areas | Actual 2018-19 | | Target 2019-20 | Actual 2019-20 | | Status |
|---|---|----------------|----------|----------------|----------------|----------|--------|
| | | Period 2 | Period 3 | | Period 1 | Period 2 | |
| PI 8 | a) 90% of debts to be settled within 60 days. | 88% | 66% | 90% | 61% | 82% | ☹️ |
| | b) 100% of debts settled within 120 days. | 96% | 89% | 100% | 65% | 96% | ☹️ |
| PI 8a: This indicator measures the percentage of overall debt that is less than 61 days old. PI 8b: This indicator measures the percentage of overall debt that is less than 121 days old. | | | | | | | |

Progress against Port Health & Public Protection key improvement objectives 2019-2020

| Ref: | Objective | Progress to date |
|------|--|---|
| 1. | Continue to evaluate, and put in place actions to address, the impacts of Brexit on the services provided by PH&PP. | Period One <u>PORT HEALTH</u> <ul style="list-style-type: none"> The Port Health Service secured, for 2019/20, £400k of funding from the FSA to prepare for Brexit. One additional Official Veterinarian, two Port Health Officers and three Port Health Technical Officers have been appointed and trained. The Port Health Service has hosted visits by the FSA and Defra as part of the 'no deal' Brexit contingency plans. The Port Health Service continues to provide advice and evidence on and in response to Brexit consultations relating to policy and process. <u>ANIMAL HEALTH</u> <ul style="list-style-type: none"> The HARC is as prepared for Brexit as it can be in terms of staff resources. |
| | | Period Two <u>PORT HEALTH</u> <ul style="list-style-type: none"> A further £116.5k of funding for 19/20 has been secured from the FSA to prepare for Brexit. Total FSA funding secured for this financial year is £516.5k, which funds additional Port Health staff. The Port Health Service continued to host visits by the FSA and Defra as part of the 'no deal' Brexit contingency plans. The Port Health Service continues to provide advice and evidence on, and in response to, Brexit consultations relating to policy and process. <u>ANIMAL HEALTH</u> <ul style="list-style-type: none"> The HARC remains as prepared for Brexit as it can be in terms of staff resources. |
| 2. | Publish a new Air Quality Strategy 2019–2025 to deliver measurable improvements in nitrogen dioxide across the City. | Period One <ul style="list-style-type: none"> A draft Strategy was published for statutory consultation. The final version of the Strategy was approved by the PH&ES Committee. |
| | | Period Two <ul style="list-style-type: none"> The final Air Quality Strategy was published in September 2019. Work is underway to deliver the Action Plan of the Strategy. |

| Ref: | Objective | Progress to date |
|------|--|--|
| 3. | The Licensing Team will continue to develop the Safety Thirst Award Scheme, which aims to promote responsible management and reduce crime and anti-social behaviour. | <p>Period One</p> <ul style="list-style-type: none"> • The 2019 award ceremony has been arranged to take place in the Guildhall Crypts on 5 November. • The Scheme has been benchmarked against the Clean City Award Scheme and other City award schemes. • The benefits offered to participants has been reviewed and an LGBT+ Vulnerability Seminar delivered to Safety Thirst Award Scheme members. • A record of >70 applications have been received and on-site assessments by a multidisciplinary team are underway. <p>Period Two</p> <ul style="list-style-type: none"> • The 2019 award ceremony was held on 5 November, in the Guildhall Crypts. • The ceremony was attended by representatives of the licensed trade, City of London Corporation, City of London Police, and the Home Office. • Of the 72 premises which received accreditation, there were 3 overall winners: The Gable Bar & Restaurant (for the second year running); The Steelyard Nightclub; and, Mrs Foggs Bar. • All accredited venues promote high operating standards and responsible alcohol consumption, creating a safer leisure environment and night- time economy in the City of London. |
| 4. | The Licensing Team will undertake enforcement against illegal street traders, especially on and near City bridges. | <p>Period One</p> <ul style="list-style-type: none"> • The City now has enforcement powers on all City Bridges and active enforcement is underway, supported by the City Police and Tower Bridge security staff. • An extension to the section 101 agreement with the London Borough of Southwark to increase the area on the south side of Millennium Bridge is being progressed. • Seizures have been undertaken and prosecution packs prepared. • Joint operations have been conducted with the London Boroughs of Tower Hamlets and Southwark resulting in reduced trading activity. <p>Period Two</p> <ul style="list-style-type: none"> • The first prosecutions utilising the powers passed to the City in the section 101 agreement have now been heard. • Three illegal street trading offences were heard on 9 October, resulting in full costs and fines totalling £5,645.50 for one persistent trader. • Further offences are listed for January 2020 and several further seizures have taken place. • Joint operations continue to be conducted with the London Boroughs of Tower Hamlets and Southwark resulting in reduced trading activity. • Resources are being reviewed to ensure they can effectively prevent trading on the bridges. |

| Ref: | Objective | Progress to date |
|------|--|--|
| 5. | The Trading Standards Team will maintain its focus on preventing financial fraud. | Period One <ul style="list-style-type: none"> This work is ongoing with Operation Broadway. |
| | | Period Two <ul style="list-style-type: none"> This work is ongoing with Operation Broadway. |
| 6. | The Commercial Environmental Health Team will focus on the food and health and safety interventions and projects derived from its annual Service Plan including the further development of Primary Authority. | Period One <ul style="list-style-type: none"> The Team's Service Plan 2019/20 was approved by the PH&ES Committee in May. The information provided in Appendix C to this report includes data and details on delivery of the project work in the plan. |
| | | Period Two <ul style="list-style-type: none"> The information provided in Appendix C to this report includes data and details on the ongoing delivery of the project work in the Service Plan. |
| 7. | The Pollution Team will continue to implement the Action Plan of the Noise Strategy 2016-2026 through implementation of site monitoring of noise from building sites, and the outcome of the consultation on Saturday morning working. | Period One <ul style="list-style-type: none"> A report on the 'Sounds of the City' social survey has been published and the findings presented to an international soundscape conference which was held in London in June. Officers continue to work with London Underground Ltd (LUL) on operational rail noise matters affecting the Barbican Estate. A further ballast track renewal has been carried out and LUL is investigating further mitigations for the points and crossings under Brandon Mews. The City's infrastructure projects are progressing well with the team working hard to ensure the environmental impacts of Crossrail, Thames Tideway Tunnel and Bank Station Capacity Upgrade are being continuously monitored and managed by the numerous contractors. Implementation of the adjusted Saturday construction hours of 0900 to 1400 has been underway successfully since January 2019; developers and their contractors have complied with the new requirements. The Construction Monitoring Levy, outlined in the Code of Construction Practice, has seen payments made and enhanced monitoring is now in place for these sites. |
| | | Period Two <ul style="list-style-type: none"> The Pollution Control Team was the proud winner of the John Connell Local Authority Award in October that recognises services, campaigns and programmes that are shining examples of community cooperation, education and creative solutions to solving noise pollution problems. The award was given in recognition of the "Sounds of the City" research that was published during 2019. |

| Ref: | Objective | Progress to date |
|------|--|---|
| | | <ul style="list-style-type: none"> Officers continue to work with London Underground Ltd (LUL) on operational rail noise matters affecting the Barbican Estate. Technical discussions continue following a Temporary Speed Restriction Trial which took place in November. The Lane Rental Project has been completed. This was a joint project between Westminster City Council, Transport for London (TfL) and the City of London Corporation, funded by TfL. The scheme provides for a notification and approval mechanism by the Pollution Team for works on the TfL road network. This has enabled more effective liaison on such works, better control on hours of work, improved management of noise and improved communication with residents, reducing noise disturbance and complaints. Another bid has been made to TfL for a project to make further improvements to the management of these road works. |
| 8. | Investigate, and implement, new income generation proposals across the department. | <p>Period One</p> <p><u>PORT HEALTH</u></p> <ul style="list-style-type: none"> The Service is working with Suffolk Coastal Port Health Authority to consider a shared back office, which could be 'sold' to other Port Health Authorities. Legal Agreements are still being drafted to allow Port Health to undertake Official Food & Feed Controls outside the Customs boundary i.e. within London Gateway Logistics Park. Preparations are in place to 'up skill' officers to undertake Export Health Certification work. This is a fee-based service that will support UK businesses to export products. <p><u>ANIMAL HEALTH</u></p> <ul style="list-style-type: none"> The HARC has one major project at the discussion stage. <p>Period Two</p> <p><u>PORT HEALTH</u></p> <ul style="list-style-type: none"> The service continues to work with Suffolk Coastal Port Health Authority in developing proposals to share a back office, which could be 'sold' to other Port Health Authorities. Draft Legal Agreements have now been prepared and are being reviewed by stakeholders. The agreements would allow Port Health to undertake Official Food and Feed Controls outside the Customs boundary i.e. within London Gateway Logistics Park. <p><u>ANIMAL HEALTH</u></p> <ul style="list-style-type: none"> The HARC project is progressing well. There will probably be a phased deployment, starting in Q2 of 2020/21, if everything can be put in place for the contract by then. <p><u>PUBLIC PROTECTION & ANIMAL HEALTH</u></p> <ul style="list-style-type: none"> Discussions and planning commenced to pilot a Primary Authority "Hub" model for all the Division's current Primary Authority Partnerships (PAPs) using Port Health Support staff to centrally handle the administrative work required for maintaining each PAP. |

| Ref: | Objective | Progress to date |
|------|---|--|
| 9. | PH&PP will move to a new cloud-based, hosted and browser-accessed line of business system in a joint project with DBE. | Period One <ul style="list-style-type: none"> Stage 1 of the tender is complete, and a number of potential Service Providers have received Stage 2 Invitations to Tender (ITTs) for return by 13/09/2019. |
| | | Period Two <ul style="list-style-type: none"> Stage 2 Invitations to Tender (ITTs) closed on 27/09/2019. Evaluation and Moderation of was completed on 12/11/2019. A report by City Procurement and the Project Team is being prepared for the IT Category Board. |
| 10. | Work with Heathrow Airport Limited in a project to relocate the Animal Reception Centre to a 'Single Examination Area' on the airport boundary. | Period One <ul style="list-style-type: none"> An initial meeting to discuss the reduced scope for this project was held in July. The reduced scope does not, however, affect the HARC part of the project. |
| | | Period Two <ul style="list-style-type: none"> This has currently stalled due to a change of personnel at Heathrow Airport Ltd (HAL). It will be taken up again when new individuals are in post at HAL. |
| 11. | In liaison with the IT Department, continue to develop the use of technology and mobile working solutions. | Period One <ul style="list-style-type: none"> An online form has been developed for construction works permissions using 'Firmstep' to streamline the permissions process and make efficiencies in data input for back office staff. Officers of the Commercial Environmental Health Team continue to use the 'iAuditor' App on handheld devices for food hygiene and cooling towers inspections. Microsoft Teams sites continue to be developed for agile working collaboration and communication between team members. Mobile working capability is an integral requirement of the specification for the new joint IT system with DBE (Objective 9, above). |
| | | Period Two <ul style="list-style-type: none"> Further "Contact Us For...." forms are being developed in conjunction with IT and other departments for a variety of functions using the Contact Centre's CRM. Officers of the Commercial Environmental Health Team continue to use the 'iAuditor' App on handheld devices for food hygiene and cooling towers inspections. Microsoft Teams sites continue to be developed for agile working collaboration and communication between team members. Mobile working capability is an integral requirement of the specification for the new joint IT system with DBE (PHPP9 above). |

| Ref: | Objective | Progress to date |
|------|---|--|
| 12. | Improve working relationships with partners, Government Departments and other agencies including through collaboration and sharing information and expertise. | <p>Period One</p> <ul style="list-style-type: none"> • A presentation on the findings of the 'Sounds of the City' social survey was given to an international soundscape conference in London, working with governments, agencies and industry. • The Commercial Environmental Health Team Manager chairs the London Food Co-ordinating Group and attends the national Food Hygiene User Group. • The Commercial Environmental Health Team is working with the Food Standards Agency on various work streams as part of their "Regulating Our Future" programme – e.g. online food business registration. <p>Period Two</p> <p><u>PORT HEALTH</u></p> <ul style="list-style-type: none"> • The Port Health Service continued to host visits by the FSA and Defra as part of the 'no deal' Brexit contingency plans. In addition, the service meets regularly with other Port Health Authorities, Port Operators and the industry. <p><u>AIR QUALITY</u></p> <ul style="list-style-type: none"> • The Emission Reduction (Local Authorities in London) private members Bill was introduced to the House of Lords in October by Lord Tope. The Bill has been developed by the City Corporation and is supported by London Councils. • The Air Quality Team arranged and hosted a local authority best practice event on air quality at the Guildhall and a separate local authority best practice idling engine enforcement event. • The Air Quality Team is running a London wide idling engine programme with the LB Camden and with financial support from the Mayor of London. <p><u>PUBLIC PROTECTION</u></p> <p>The Commercial Environmental Health Team is working with the Food Standards Agency on various work streams as part of their "Regulating Our Future" programme – e.g. online food business registration.</p> |

| Ref: | Objective | Progress to date |
|------|---|--|
| 13. | Continue to review and develop our Departmental Workforce Plan and support the Corporate Apprenticeship Scheme. | <p>Period One</p> <p><u>PUBLIC PROTECTION</u></p> <ul style="list-style-type: none"> • The Service's first ever Graduate Environmental Health Trainee has qualified with a Distinction and been given a one year full time contract as an Environmental Health Officer. • An apprenticeship has been secured, commencing in December, for an Apprentice Consumer Protection Officer. <p><u>PORT HEALTH</u></p> <ul style="list-style-type: none"> • Three Environmental Health graduates continue to undertake training to complete their professional exams. • Two apprentice Support Assistants have been appointed to replace the previous apprentices who have now moved into permanent roles. • Three Officers are undertaking training for the Higher Certificate in Food Premises Inspection. <p><u>ANIMAL HEALTH</u></p> <ul style="list-style-type: none"> • The HARC continues to support the Scheme and currently offers apprenticeships in animal welfare, office management and regulatory services. <p>Period Two</p> <p><u>PORT HEALTH</u></p> <ul style="list-style-type: none"> • Three Environmental Health graduates continue to undertake training to complete their professional exams. It is hoped that they will complete this before next year's deadline. • The Port Health Service continues to support the Apprenticeship Scheme and it currently has three apprentices. • Three Officers are undertaking training for the Higher Certificate in Food Premises Inspection. <p><u>ANIMAL HEALTH</u></p> <ul style="list-style-type: none"> • HARC is working with industry to ensure there is an appropriate Level 3 qualification for the HARC apprentices. |

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**Port Health & Public Protection Enforcement Activity
Period 2 (August - November) 2019-20**

| Food Safety | 2018-2019 Annual Total | Period 2 2019-20 (Year to date totals are shown in brackets) |
|---|--|---|
| Programmed inspections | Food Hygiene: 908 Food Standards: 369 | Food Hygiene: 326 (605) Food Standards: 101 (208) |
| Hygiene Emergency Closures | 0 | 0 (0) |
| Voluntary closures | 8 | 0 (0) |
| Complaints & service requests received | 676 | 272 (500) |
| Notices served | 7 | 0 (1) |
| Prosecutions | 0 | 0 (0) |

| Health & Safety | 2018-19 Annual Total | Period 2 2019-20 (Year to date totals are shown in brackets) |
|---|---------------------------------|---|
| Programmed Cooling Tower inspections | 66 | 25 (51) |
| Other H&S Inspections | 0 | 0 (0) |
| H&S Project visits | 0 | 0 (0) |
| Accident and dangerous occurrences notifications | 101 | 31 (64) |
| Complaints & service requests received | 444 | 207 (365) |
| Notices | 3 | 4 (5) |
| Prosecutions | 0 | 0 (0) |

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

Period 2 – Commercial Team Highlights (Food Safety and Health & Safety)

- The team launched an enhanced version of the London-wide Healthier Catering Commitments scheme, a commitment made when the City of London signed the Local Government Declaration on Sugar Reduction and Healthier Food. Our scheme is designed to help incentivise healthier and more sustainable food offerings in food businesses trading here.
- Three members of the team received certificates of Achievement after they were nominated, in two different categories, in the recent Celebrating our People Awards.
- We have enabled the Food Standards Agency's new electronic 'register a food business' system. This will hopefully make it easier for new food businesses to register with us. The work is part of the early development of the FSA's Regulating our Future programme.

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

Food Hygiene Rating Scheme (FHRS) – profile of food businesses in the City

| | | Hygiene Rating | | | | | | Total no. of food businesses in the City included in the FHRS |
|-------------------------------|------------------|----------------|--------------|-------------|------------|------------|-----------------|---|
| | | 5 | 4 | 3 | 2 | 1 | 0 | |
| Number (%) of food businesses | 29 July 2016 | 1163 (66%) | 306 (17%) | 132 (8%) | 60 (3%) | 49 (3%) | 13 (1%) | 1765 (incl. 42 awaiting inspection) |
| | 30 November 2016 | 1204 (69%) | 306 (17%) | 117 (7%) | 64 (4%) | 43 (2%) | 6 ($<1\%$) | 1740 (incl. 46 awaiting inspection) |
| | 31 March 2017 | 1244 (70%) | 277 (16%) | 101 (6%) | 73 (4%) | 36 (2%) | 7 ($<1\%$) | 1774 (incl. 36 awaiting inspection) |
| | 31 July 2017 | 1256 (71%) | 270 (15%) | 102 (6%) | 68 (4%) | 33 (2%) | 6 ($<1\%$) | 1768 (incl. 33 awaiting inspection) |
| | 30 November 2017 | 1258 (71%) | 272 (15%) | 101 (6%) | 55 (3%) | 31 (2%) | 6 ($<1\%$) | 1767 (incl. 44 awaiting inspection) |
| | 29 March 2018 | 1284 (73%) | 250 (14%) | 93 (5%) | 56 (3%) | 25 (1%) | 5 ($<1\%$) | 1757 (incl. 44 awaiting inspection) |
| | 31 July 2018 | 1286 (72%) | 270 (15%) | 89 (5%) | 49 (3%) | 24 (1%) | 5 ($<1\%$) | 1777 (incl. 54 awaiting inspection) |
| | 30 November 2018 | 1274 (73%) | 261 (15%) | 86 (5%) | 38 (2%) | 26 (1%) | 4 ($<1\%$) | 1752 (incl. 63 awaiting inspection) |
| | 29 March 2019 | 1290 (75%) | 245 (14%) | 76 (4%) | 42 (2%) | 29 (2%) | 2 ($<1\%$) | 1730 (incl. 42 awaiting inspection) |
| | 31 July 2019 | 1310 (75%) | 236 (14%) | 73 (4%) | 48 (3%) | 24 (1%) | 2 ($<1\%$) | 1747 (incl. 54 awaiting inspection) |
| | 29 November 2019 | 1335 (77%) | 232 (13%) | 73 (4%) | 49 (3%) | 20 (1%) | 2 ($<1\%$) | 1743* (incl. 32 awaiting inspection) |

***N.B.** In addition to the 1,743 businesses included in these statistics, there are currently a further 51 food businesses in the City of London which are exempt from the FHRS. They are inspected by Environmental Health Officers but are not given a food hygiene rating. These are businesses that are low-risk to public health, for example, shops selling pre-wrapped goods that do not require refrigeration.

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

'0' rated food businesses in the City

These businesses were rated '0' at 29 November 2019 (the last working day of the period); food businesses will have taken some action to improve and some have been since been re-inspected - further information is given in the 'Details' column.

| Premises | Details |
|---|--|
| Krua by Nathong 56 Carter Lane London, EC4V 5EA | The initial inspection revealed a catalogue of problems in the way this business operated; it is a family business and it was taken over recently by someone with no real experience. A considerable amount of time and effort was spent with the new food business operator explaining the necessary requirements and what needed to be done to improve. Subsequent visits have shown steady improvement: at the last visit there was considerable improvement and the business was advised they could request a rerating. They have not chosen to do so yet; the next scheduled full inspection is not until September 2020. |
| The Good Yard 43-45 Leadenhall Market London, EC3V 1LT | The business has steadily improved since the initial inspection. They now have a suitable food safety management system which they are using appropriately. Cleaning has improved and the kitchen is better organised. Staff training is completed and documented. The manager is now more aware of, and supported by, the appropriate systems. We therefore have more confidence in the business. The business has not elected to apply for a rerating inspection; the next full inspection is due in early February. |

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

| Trading Standards | 2018-19 Annual Total | Period 2 2019-20 (Year to date totals are shown in brackets) |
|---|-------------------------|--|
| Inspections and visits | 181 | 45 (85) |
| Complaints & service requests received | 2,192 | 719 (1,428) |
| Acting as a responsible authority for Licensing Applications | 113 | 31 (75) |
| Prosecutions | 0 | 1 (1) |

Period 2 – Trading Standards Team Highlights

- Operation Broadway continues to work with enforcement partners and look at the activities of investment fraudsters based in the City. Visits continue to be carried out to business premises where there is intelligence that they are being used to facilitate the sale of investment products.
- A key partner for Operation Broadway is the Financial Conduct Authority (FCA) which has its UK base in Stratford. In order to develop working relationships and better understand the way that the FCA operate, the Trading Standards Manager spent a week at Stratford during October.
- Trading Standards officers continue to speak to victims of investment fraud and many of the stories that we hear are heart breaking, with life changing sums of money being lost. The classic stereotype that all victims are elderly and socially isolated really isn't true: one recent case involved a university professor who lost over £60,000. A new voluntary Code of Practice was introduced by the Payment Systems Regulator in May 2019 that requires banks to compensate customers who have fallen victim to what is called 'authorised push payment' fraud. Officers are now actively advising investment fraud victims who have lost money since the end of May about this new route to compensation. It is still early days and the code is currently only voluntary. However, in order to raise awareness of this possible route to redress, we are liaising with Action Fraud, the national reporting portal for all economic crime, to ensure that call handlers are making victims aware of the code and how to make a claim.
- Trading Standards have recently been investigating complaints from vulnerable job seekers who have responded to adverts offering employment. The reality is that the jobs do not exist, and job seekers have ended up paying hundreds of pounds for training courses that are a complete waste of time. This investigation is now complete and legal proceedings against the business and its two Directors have been instituted. Taking prosecutions is extremely time consuming for the investigating officers, but the case has now been passed on for the next case management hearing at the Old Bailey in January 2020.
- In September, the City hosted a London Trading Standards event at Guildhall to highlight the current issues with knife crime. The event was very successful and highlighted the important role that Trading Standards must play as part of dealing with this issue (<http://www.londontradingstandards.org.uk/news/london-retailer-agreement-launched-to-crackdown-on-underage-knife-sales/>)
- In the City, there are very few retailers that sell knives. Test purchasing using a 17-year-old was carried out during October and one of the five retailers checked sold a knife without asking any questions. This matter is now under investigation.

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

| Pollution | 2018-19 Annual Total | Period 2 2019-2020 (Year to date totals are shown in brackets) | | | |
|--|----------------------------|---|-----------------------------------|--|--------------|
| | | Total | % Noise complaints resolved | Notices served | Prosecutions |
| Complaint investigations, noise | 953 | 223 (424) | 96.4% | 4 EPA s80* (2) | 0 (0) |
| Complaint investigations, other | 72 | 23 (49) | N/A | 1 S.235 | 0 (0) |
| Licensing, Planning and Construction Works applications assessed | 1,396 | 487 (821) | N/A | N/A | N/A |
| No. of variations (to construction working hours) notices issued | 1,102 | 421 (852) | N/A | 2 COPA s61 4 COPA s61 consents** (11) | N/A |

* EPA: Environmental Protection Act 1990. S80: Summary proceedings for statutory nuisances.

**COPA: Control of Pollution Act 1974. S60: Control of noise on construction sites. S61: Prior consent for work on construction sites.

Period 2 – Pollution Team Highlights

- The team has dealt with large numbers of enquiries while continuing to meet key performance indicators in relation to quality and timeliness.
- Officers continue to liaise with lead contractors of ongoing major infrastructure projects to ensure environmental standards are met. The opening date for Crossrail, while still unconfirmed, is now expected to be 2021. The Bank Station Upgrade is due to complete in 2022 and Thames Tideway Tunnel in 2024.
- The Lane Rental Project, a joint project between the City of London Corporation, Westminster City Council and Transport for London (TfL), has been completed. Funded by TfL, the new scheme provides a notification and approval mechanism by the Pollution Team for works on the TfL road network. This has enabled more effective liaison on such works with better control on hours of work, improved management of noise and communication with residents, thereby reducing noise disturbance and complaints. Another bid has been submitted to TfL for a project to make further improvements to the management of these road works, streamlining communication, examining the use of new technology to reduce the impact of the works and expansion of the scheme across the London boroughs.
- The Pollution Control Team was the proud winner of the John Connell Local Authority Award which recognises services, campaigns and programmes that are examples of community cooperation, education and creative solutions to solving noise pollution problems. The award was given for the "Sounds of the City" research that was published during 2019. With over 1,000 face to face outdoor interviews across the Square Mile this was the first noise attitude study by a local authority which considered views of workers and visitors as well as residents. It is also the first City-wide attitude study investigating opinions about both noise and how the city sounds. The results of the research have informed City strategies such as the Transport Strategy and the adoption of the Healthy Streets approach.
- Officers continue to work with London Underground Ltd (LUL) on operational rail noise matters affecting the Barbican Estate. Technical discussions continue following a Temporary Speed Restriction Trial which took place in November.

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

Period 2 – Air Quality Team Highlights

- The final Air Quality Strategy 2019–2024 was published following committee approval.
- The Emission Reduction (Local Authorities in London) Bill was introduced to the House of Lords by Lord Tope in October 2019.
- Project Managers were appointed to deliver the pan-London idling action programme. The City Corporation has managed this for the past 3 years but the programme is now being jointly managed with the London Borough of Camden.
- Applications were invited for funding to pilot an air quality emission retrofit as part of the Clean Air Thames project.
- A reduction in nitrogen dioxide (NO_x) at Barts Hospital site was measured following ongoing work with Barts Health NHS Trust. A continuous NO_x air quality monitor has been installed to provide additional information on peaks.
- Detailed air quality monitoring is underway at four City schools.
- The Team has:
 - Arranged and hosted an idling engines best practice workshop on enforcement for London Boroughs.
 - Arranged and hosted a general air quality best practice workshop for London Boroughs.
 - Sponsored an evening air quality lecture at the Institution for Civil Engineers.
 - Commissioned work to consider options for emission reduction from food premises in the City.

Port Health & Public Protection Enforcement Activity Period 2 (August - November) 2019-20

Unlicensed Street Trading update

As Members are aware Section 101 agreements to enable City officers to tackle illegal street traders on the City's Bridges and environs are in place with the London Boroughs of Tower Hamlet and Southwark and officers have been actively engaged in enforcement. The latest enforcement activity and legal proceedings since the beginning of October are as follows:

Enforcement

- 2 x Hot Dog receptacles seized
- 1 x Arrest for immigration offences (Police)
- 1 x Public Order Offence (Police)
- 3 x Arrests for alleged pickpocketing (Police)
- 3 x Peanut receptacles seized
- 1 x peanut selling offence reported (no seizure)
- 1 x Peanut Seller verbal Warning
- 20 identification details passed to CoLP

All of the above enforcement actions, including those by the Police, were as a result of shared intelligence.

Legal Proceedings

- 9 October 2019: £1,800 fine (3 charges), £3,765.50 costs, £80 Victim Surcharge
- 27 November 2019: Conditional Discharge for 6 months, £85 costs, £20 Victim Surcharge
- 6 December 2019: 2 defendants in court for pickpocketing (details unknown)
- 15 January 2020: 3 defendants due in court for illegal selling of peanuts
- TBA: 3 further charges against one defendant for illegal selling of peanuts (awaiting trial)
- TBA: 1 charge against one defendant for pickpocketing (awaiting trial)
- TBA: 1 charge against one trader for illegal selling of peanuts (being prepared by Southwark)
- TBA: 1 trader prosecuted for assault by Police (details to follow)

One of the Licensing Team officers was present on London Bridge at the time of the terrorist attack. His immediate notification to the Tower Bridge team may have assisted in the speedy lockdown/evacuation of Tower Bridge and Monument area.

**Port Health & Public Protection Enforcement Activity
Period 2 (August - November) 2019-20**

| Animal Health & Welfare | 2018-19 Annual total | Period 2 2019-2020 (Year to date totals are shown in brackets) | | | |
|---|----------------------|---|-----------------|----------------|--------------|
| | | Total | Warning letters | Notices served | Prosecutions |
| Heathrow Animal Reception Centre | | | | | |
| Throughput of animals (no. of consignments) | 25,973 | 6,092 (11,986) | 7 (24) | 0 (0) | 2 (4) |
| | | | | | |
| Animal Health | | | | | |
| Inspections carried out | 706 | 167 (293) | 0 (0) | 11 (16) | 1 (1) |
| | | | | | |

Period 2 – Animal Health & Welfare Highlights

- HARC won an Industry Partner Award at the 2019 International Pet & Animal Transportation Association (IPATA) conference in Chicago for outstanding service to IPATA members and the general public.
- The service was also awarded the Gold Animal Activity Licensing Award and won the RSPCA 'Innovator of the Year' award for its animal licensing training.
- Officers assisted Born Free with the movement of two lions to South Africa.

**Port Health & Public Protection Enforcement Activity
Period 2 (August - November) 2019-20**

| Port Health | 2018-19 Annual total | Period 2 2019-2020 (Year to date totals are shown in brackets) | | | |
|---|----------------------------|---|----------|-------------------|--------------|
| | | Total | Cautions | Notices served | Prosecutions |
| Products of Animal Origin Consignments – document checks | 8,581 | 2,659 (5,451) | 0 (0) | 44 (113) | 0 (0) |
| Products of Animal Origin Consignments – physical checks | 5,812 | 1,880 (3,870) | 0 (0) | 14 (37) | 0 (0) |
| Number of samples taken | 791 | 288 (606) | N/A | 247 (498) | N/A |
| Imported food Not of Animal Origin -document checks | 21,470 | 8,177 (18,541) | 0 (0) | 110 (220) | 0 (0) |
| Imported food Not of Animal Origin - physical checks | 3,643 | 1,124 (2,465) | 0 (0) | N/A | 0 (0) |
| Number of samples taken | 720 | 267 (520) | 0 (0) | N/A | N/A |
| Food Safety inspections and revisits | 95 | 23 (44) | 0 (0) | 0 (0) | 0 (0) |
| Ship Sanitation Inspections and Routine Boarding of Vessels | 180 | 24 (113) | N/A | 0 (0) | N/A |

Period 2 – Port Health Highlights

- In September, Port Health moved from Manorway House, a 1970s building adjacent to London Gateway Port, to new offices based within the DP World Logistics Park.
- Throughput of Products of Non Animal Origin in 2019 is 13% greater when compared to the same period in 2018. The total throughput between January and August 2019 exceeded the that for the whole of 2017.
- Current throughput of Products of Animal Origin indicates that the total throughput for this financial year will be similar to that in 2018/19.

Department of Markets & Consumer Protection Local Risk Revenue Budget - 1 April to 30 November 2019
(Expenditure and unfavourable variances are shown in brackets)

| | Latest Approved Budget 2019/20 £'000 | Budget to Date (Apr-Nov) | | | Actual to Date (Apr-Nov) | | | Variance Apr-Nov £'000 | Forecast for the Year 2019/20 | | | Notes |
|---|--|-------------------------------|--------------------------|-----------------------------|-------------------------------|--------------------------|-----------------------------|------------------------------|-------------------------------|------------------------------|----------------------------|-------|
| | | Gross Expenditure £'000 | Gross Income £'000 | Net Expenditure £'000 | Gross Expenditure £'000 | Gross Income £'000 | Net Expenditure £'000 | | LAB £'000 | Forecast Outturn £'000 | (Over) / Under £'000 | |
| Port Health & Environmental Services (City Fund) | | | | | | | | | | | | |
| Coroner | (212) | (165) | 0 | (165) | (174) | 0 | (174) | (9) | (212) | (221) | (9) | |
| City Environmental Health | (2,148) | (1,504) | 96 | (1,408) | (1,460) | 162 | (1,298) | 110 | (2,148) | (2,066) | 82 | 1 |
| Animal Health Services | 1,041 | (1,793) | 2,563 | 770 | (1,870) | 3,251 | 1,381 | 611 | 1,041 | 1,712 | 671 | 2 |
| Trading Standards | (368) | (253) | 5 | (248) | (260) | 12 | (248) | 0 | (368) | (377) | (9) | |
| Port Offices & Launches | (1,027) | (2,773) | 1,788 | (985) | (2,700) | 1,647 | (1,053) | (68) | (1,027) | (1,007) | 20 | 3 |
| TOTAL PORT HEALTH & ENV SRV COMMITTEE | (2,714) | (6,488) | 4,452 | (2,036) | (6,464) | 5,072 | (1,392) | 644 | (2,714) | (1,959) | 755 | |

Notes:

1. City Environmental Health - underspend mainly due to staff vacancies and new income stream from the Construction/Deconstruction Levy, which will be partly offset by additional staffing costs to carry out the required work by year end.

2. Animal Health Services - underspend mainly due to additional income from passports for pets, which has been partly offset by additional casual and seasonal staff costs, and additional vehicle costs to meet the increased throughput. Throughput has increased significantly in the previous year and this is believed to be the result of pets being brought into the country prior to Brexit to avoid any negative impacts of a no-deal or changed arrangements. Worst case scenario is approx. £625k additional income and best case £1.4M additional income. However, a realistic forecast more likely between £850k - £1.1M additional income.

3. Port Offices & Launches - overspend to date is due to CVED (Common Veterinary Entry Documents) income slowing significantly, which is partly offset by staffing vacancies. The reasons for this are not obvious, but are likely to be influenced by the uncertainties over Brexit. The projected year end underspend is due mainly to ongoing salary savings from vacancies and additional Brexit preparation grant income awarded in October, which is largely offset by the continuing reduction in CVED income.

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| | |
|--|------------------------------|
| Committee(s) Port Health & Environmental Services | Dated: 14 Jan 2020 |
| Committee | |
| Subject: Port Health & Public Protection Risks | Public |
| Report of: Director of Markets and Consumer Protection | For Information |
| Report author: Donald Perry Department of Markets and Consumer Protection | |

Summary

This report has been produced to provide the Port Health & Environmental Services 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:

- CR21 – Air Quality (Current Risk: AMBER)
- MCP-PHPP 001 Brexit (Current Risk: AMBER)

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 Port Health & Public Protection Services 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 two-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.
6. The Director, accompanied by the Chairman, appeared before the Audit and Risk Management Committee in July 2018 for a 'Risk Challenge' session, so that the Committee could be assured that Risk within the Director's area of responsibility is adequately managed. The Director set out the department's key Risks as being about: Workplace Transport; Brexit; and Air Quality. Only the latter two are relevant to the PHES Committee. On both Brexit and Air Quality, which is also a Corporate Risk, the Director covered the ground that is explained in this report. There was also a discussion about the Markets Consolidation project and the requirement to present a Bill to Parliament in November 2019 in order to achieve the planned timeline.

Identification of New Risks

7. 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

8. The Department of Markets and Consumer Protection's Risk Register for Port Health & Public Protection Services, attached as Appendix 1 to this report, includes one Amber (Corporate) risk and one Amber Departmental risk:

CR21 – Air Quality (Current Risk: AMBER)

Cause: Small particulate pollution has chronic health impacts from long term exposure at very low concentrations and is in evidence within the City and central

London. There is also a health impact associated with long term and short term exposure to nitrogen dioxide.

Event: Under certain atmospheric conditions there is a higher probability of poor air quality within the City and it is more likely that residents, workers and visitors would suffer the acute consequences.

Effect: The consequences both acute and chronic may include:

An increase in hospital referrals placed upon both emergency services and the NHS for those already suffering from respiratory or cardiovascular conditions (it may also place a strain on City social services).

An increase in deaths, particularly of those already suffering from respiratory or cardiovascular conditions (both residents and workers).

Economic costs such as acting as a deterrent of businesses coming to London or staying and financial penalties for non-compliance with air quality limits.

Persistent poor air quality may affect the longer term health of the City population.

Persistent poor air quality may attract adverse media coverage making the City seem a less attractive place to live and work.

MCP- PHPP 001 – Brexit (Current Risk: AMBER)

Cause: The outcome of Brexit negotiations does not secure continuity of contracts, access to talent, ongoing grant funding and/or security of supply chains

Event: The City Corporation services fail to prepare appropriately for the UK departure from the EU in October 2019. Uncertainty around the potential outcomes until it is too late to react.

Effect: There are a range of potential impacts. The City Corporation's services are disrupted due to increases in trade and as supply chains and contracts are reassessed, potentially increasing cost and reprioritisation of resources. Uncertainty over multi-year grants may undermine the City Corporation's ability to deliver or commit to services. The City Corporation may be unable to access the specialist talent and supply chains it needs to deliver some of its services, e.g. Official Veterinarians (OVs) and Port Health Officers and may be unable to train sufficient additional staff in time for Brexit. Increased risk to public, animal and environmental health due to legislative changes. Increased risk and cost to consumers. Reduction in income if charging regimes are not established as part of Brexit. Potential for increased workload depending on agreement reached from 'no deal' (check everything), through to no checks on EU products based on risk via a full reciprocal arrangement (status quo).

Conclusion

9. 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 – Port Health & Public Protection Risk Register Summary

Background Papers

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

Contacts:

Donald Perry (Report author)
Head of Business Performance
T: 020 7332 3221
E: donald.perry@cityoflondon.gov.uk

PH&ES Committee Risk Report Appendix A

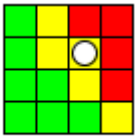
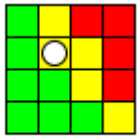

Report Author: Donald Perry

Generated on 05 December 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 |
|---|--|---|----|---|---|---|-------------|-------------------------------------|
| CR21 Air Quality <div>Page 11</div> | <p>Cause: Small particulate pollution has chronic health impacts from long term exposure at very low concentrations and is in evidence within the City and central London. There is also a health impact associated with long term and short-term exposure to nitrogen dioxide.</p> <p>Event: Under certain atmospheric conditions there is a higher probability of poor air quality within the City and it is more likely that residents, workers and visitors would suffer the acute consequences.</p> <p>Effect: The consequences both acute and chronic may include:</p> <p>An increase in hospital referrals placed upon both emergency services and the NHS for those already suffering from respiratory or cardiovascular conditions (it may also place a strain on City social services).</p> <p>An increase in deaths, particularly of those already suffering from respiratory or cardiovascular conditions (both residents and workers).</p> <p>Economic costs such as acting as a deterrent of businesses coming to London or staying and financial penalties for non-compliance with air quality limits.</p> <p>Persistent poor air quality may affect the longer-term health of the City population.</p> <p>Persistent poor air quality may attract adverse media coverage making the City seem a less attractive place to live and work.</p> | <div>Likelihood</div> <div>Impact</div> | 12 | <p>Early indications are that roadside concentrations of nitrogen dioxide have reduced following the introduction of the Mayor of London Ultra Low Emission Zone and zero emission buses and taxis. A full assessment will take place in April 2020, one year after the implementation of the ULEZ.</p> <p>05 Dec 2019</p> | <div>Likelihood</div> <div>Impact</div> | 6 | 31-Dec-2020 | Constant |

| Action no, Title, | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|--|---|---|--------------------|---------------------|-----------------|
| CR21 001h Publish annual report of air quality data | Develop baseline model for compliance assessment and publish annual report of air quality data | Next annual report due April 2020 | Ruth Calderwood | 05-Dec- 2019 | 31-Dec- 2025 |
| CR21 001i Compliant vehicles | 100% of vehicles owned or leased by the CoL are electric or hybrid by 2025 | We are working to ensure that 100% of vehicles owned or leased by the CoL are electric or hybrid by 2025 | Ruth Calderwood | 05-Dec- 2019 | 31-Dec- 2025 |
| CR21 001j Develop Private Members Bill | Develop and support an Emission Reduction Private Members Bill for London local authorities | Bill introduced to the House of Lords in October by Lord Tope. Parliament now dissolved so Bill will need to be reintroduced with new parliament | Ruth Calderwood | 05-Dec- 2019 | 31-Dec- 2021 |
| CR21 001k Engine idling programme | Manage pan London idling vehicle engine programme | Hosted London Borough wide idling enforcement workshop. Hosted training session for enforcement officers | Ruth Calderwood | 05-Dec- 2019 | 20-Mar- 2020 |

| 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-PHPP 001 Brexit - Impact on Port Health and Animal Health | <p>Cause: The outcome of Brexit negotiations does not secure continuity of contracts, access to talent, ongoing grant funding and/or security of supply chains.</p> <p>Event: The City Corporation services fail to prepare appropriately for the UK departure from the EU in January 2020. Uncertainty around the potential outcomes until it is too late to react.</p> <p>Effect: There are a range of potential impacts. The City Corporation's services are disrupted due to increases/changes in trade and as supply chains and contracts are reassessed, potentially increasing cost and reprioritisation of resources. Increased risk to public, animal and environmental health due to legislative changes. Increased risk and cost to consumers. Inadequate IT support if current EU software is replaced by bespoke UK systems that do not have sufficient functionality. Reduction in income if charging regimes are not established as part of Brexit. Potential for increased workload depending on whether agreement is reached from 'no deal' (check everything), through to no checks on EU products based and on risk via a full reciprocal arrangement (status quo)</p> | <p>Likelihood</p>  <p>Impact</p> | 12 | <p>The existing Trade Control and Expert System (TRACES), which allows importers and exporters to provide health certification and track consignments of animals or animal products and high-risk products not of animal origin, will be replaced by a new system in the event of a no deal Brexit, or potentially following Brexit. The new system (IPAFFS) does not have the functionality of TRACES and although testing has indicated that this should work on Day 1, contingency measures are in place. It is possible that access to the TRACES system may be extended, but this has yet to be confirmed. Whilst Government has indicated that food and feed of EU origin will not be checked at the UK borders from Day 1, should UK exports be subject to controls at the EU borders, this could influence the Government's approach and policy. It is then possible that controls would be imposed at UK borders which may have considerable resource and logistical implications. Similarly, for live animals, although government has indicated that in a 'no deal' scenario existing arrangements will continue, this could change Government stance currently remains the same – no checks from Day 1. UK's listed status application for the export of some species of live animals including equine, and products of animal origin, including meat and dairy has been agreed. This means</p> | <p>Likelihood</p>  <p>Impact</p> | 6 | 31-Dec-2020 |  |
| | | | | | | | | |

| | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|----------|
| 08-Nov-2016 Jon Avern | | | | that exports can continue after Brexit in the event of a No Deal, by following the new process for exporting animals and products of animal origin to the EU after Brexit, but it needs to include pets. This comes after the UK achieved the required animal health and biosecurity requirements. The Port Health Service has now received sufficient funding from the Food Standards agency to cover all its Brexit related expenditure until 31 March 2020. The Animal Health Service has generated sufficient income to cover all its preparation for Brexit. Consequently, there is no current need for any grant from MHCLG. 05 Dec 2019 | | | | Constant |
|--------------------------|--|--|--|--|--|--|--|----------|

| Action no, Title, | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|--|---|--|--------------|------------------|-------------|
| MCP-PHPP 001c Liaison with Remembrancer and other CoL depts. | Engage with stakeholders to assist in the identification of impacts and possible mitigations. Ensure Remembrancer and CoL depts are fully aware of the implications of Brexit on PH and PP and that they lobby accordingly. | A list of questions to government concerning 'no deal' was compiled and sent as written PQs. Some answers were. There will be ongoing engagement with government until final trading arrangements with the EU are agreed. | Jon Avern | 05-Dec-2019 | 31-Dec-2020 |
| MCP-PHPP 001d Respond promptly to developments | Respond promptly to policy decisions from the UK Government and the outcome of negotiations. | The City Corporation continues to seek clarification over exact expectations and requirements post Brexit, particularly concerning consignments that transit the EU. Government has issued guidance on importing animal products and high-risk food and feed not of animal origin after EU exit. | Jon Avern | 05-Dec-2019 | 31-Dec-2020 |

| | |
|--|-------------------------------|
| Committee(s) | Dated: |
| Port Health and Environmental Services | 14 th January 2020 |
| Subject: Update on the outcome of the Temporary Speed Restriction Trial under Brandon Mews on the Barbican Estate. | Public |
| Report of: Director of Markets and Consumer Protection | For Information (PHES) |
| Report author: Rachel Pye, Assistant Director, Public Protection. | |

Summary

Operational rail noise from London Underground Limited (LUL) sub-surface Circle, Hammersmith and City and Metropolitan lines running beneath the Barbican Estate, between Barbican and Moorgate Stations continues to affect the residents of Brandon Mews, and is considered a public health issue.

Significant improvements have been achieved for residents of Defoe House and Lambert Jones Mews, with further mitigation works proposed post 2021 when the remaining rail joints will be removed following completion of the signalling upgrade.

LUL have conducted a 15mph Temporary Speed Restriction (TSR) Trial under Brandon Mews to understand the effect of train speed on noise and vibration experienced by residents as the trains pass over points and crossings.

This work meets the key aims of the City's Noise Strategy 2016 to 2026, the City of London Transport Strategy 2019 and the Corporate Plan outcome 'People enjoy good health and wellbeing'.

Recommendation

The contents of this report be noted.

Main Report

Background

1. Parts of the Barbican Estate, specifically Brandon Mews, Defoe House and Lambert Jones Mews have been affected by noise and vibration generated by London Underground trains running on the Circle, Hammersmith and City and Metropolitan Lines between Moorgate and Barbican Stations.
2. Vibration created by LUL train services passing over rail discontinuities such as joints, points and crossing propagates through the ground and surrounding

structures and results in the vibration of floors, walls and ceilings, this can be heard as a low frequency 'rumbling' sound.

3. City officers have been in discussion with LUL for some time assisted by the City's appointed independent expert consultancy, Cole Jarman to determine the level and extent of the disturbing noise and vibration, the primary causes and a detailed examination of measures that could be implemented to mitigate it.
4. Whilst significant improvements have been secured for Defoe House and Lambert Jones Mews by activities such as rail grinding, re-packing of ballast and ballast track replacement; and issues with construction noise on the running tunnels and stations have now been resolved, the disturbance from operational rail noise under Brandon Mews remains, caused by a set of points and crossings.
5. LUL committed to undertake a detailed investigation of a Temporary Speed Limit whilst traversing the Brandon Mews crossover (points 35A), to examine both noise/vibration issues and operational implications including any additional costs. The detailed noise and vibration report is shown in full in appendix 1.

Temporary Speed Restriction Trial

6. LUL carried out a 15mph TSR trial on the outer road which carries the eastbound trains on 8th November for a 3-hour 20-minute period between 20.31 and 23.53 with a measurement location in a residential property in Brandon Mews.
7. The time was selected as previous surveys and the resident's experiences have shown that the evening period has much higher noise levels than the earlier parts of the day. The character of the noise experienced is a deep and loud impulsive noise where the heavily loaded wheel bumps across the open gap at the crossover of about 10cm.
8. The lead car of the trains on the outer road goes through the crossover at maximum speed which is 35mph, this produces the highest noise levels of the pass by as the train slows down thereafter and the magnitude of each subsequent impulse is reduced as each bogie and car traverses the crossover.
9. LUL report that during the TSR, averaged readings in the Brandon Mews property show a reduction of 7dB, on average with positive subjective feedback from the resident that's the extreme thumps and vibrations were significantly lower.
10. The report shows that outer trains had their average speed reduced by approximately 55% from 35mph to 15mph. The resulting train pass-by time increased, correlating with the reduction in speed from ~11 seconds to ~24 seconds, ~13 seconds total.

Discussion

11. The trial now provides a better understanding of the correlation between train speed and noise levels, and we acknowledge the reduction gained from 35mph to 15mph. It can now be discussed whether a permanent implementation of a 15mph speed limit reflects a speed that LUL can accept for normal operations.
12. There would be benefit for all train pass-bys in this location to henceforth operate at this reduced speed, but if not operationally feasible then at the very least to apply the restriction to the most sensitive night time period of 2300 to 0700.
13. The noise level trace shown in appendix 1 gives rise to the conclusion that the TSR is in fact 10db better than normal operations and further clarification is being sought on how the 7db has been calculated to ensure no pertinent issues have been missed. City officers have requested some further analysis as the methodology used to average the noise reduction may downplay the potential benefits of the TSR.
14. LUL have advised that removal or moving of the crossover is not operationally possible but this remains the most beneficial outcome in terms of exposure to operational rail noise.

Further Actions

15. City officers will review pursue answers to their technical queries in relation to the calculation methodologies used in the report and the discussion and decision on the feasibility of implementing a permanent TSR in this location, and report progress these to this committee.
16. City officers supported by Cole Jarman Associates will continue to work closely with LUL and press for improvements to the noise and vibration experienced by residents of the Barbican Estate.

Financial Implications

17. The consultant costs for providing technical advice have been funded from underspend in the Port Health and Public Protection Service budgets.
18. The financial implications for the London Underground of conducting trials and potential implementation of a TSR are not yet known.

Corporate and Strategic Implications

19. The work on noise supports the aims and objectives of the City of London Noise Strategy 2016 to 2026, the City of London Transport Strategy 2019 and the key Corporate Plan outcome: 'People enjoy good health and wellbeing'.

Conclusion

20. LUL have previously undertaken some interventions to reduce noise and vibration experienced by the residents of Brandon Mews by way of mitigation works in the form of ballast track renewal and subsequent ballast packing. Unacceptably high levels of noise and vibration are still being experienced by some residents of Brandon Mews caused by the trains passing over points 35A.
21. LUL carried out a 15mph TSR trial on the outer road on 8th November between 20.31 and 23.53 with a measurement location in Brandon Mews. A report on the levels of noise and vibration experienced in Brandon Mews, an explanation of the cause, details of previous mitigation works undertaken and some discussion has been produced and provided to the City.
22. Detailed discussion and a decision on the feasibility of implementing TSR on a permanent basis is awaited.
23. City officers assisted by specialist consultants Cole Jarman have raised some technical queries in relation to the calculation methodology used to achieve the average reduction and a response is awaited.
24. Officers continue to meet LUL and lobby for noise and vibration mitigation to be considered and implemented.

Background Papers

Update on the issue of operational rail noise from London Underground affecting the Barbican Estate September 2018

Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate January 2019

Update on the issue of operational rail noise from London Underground affecting the Barbican Estate July 2019

Update on the issue of operational rail noise from London Underground affecting the Barbican Estate September 2019.

Appendix 1

Noise & Vibration Investigation Brandon Mews Barbican 16th November 2019

Contact:

Rachel Pye

Rachel.pye@cityoflondon.gov.uk

020 7332 3313

Report Reference: N&V-R2707

NOISE & VIBRATION INVESTIGATION BRANDON MEWS BARBICAN

Issue Date: 16th November 2019

Prepared by: Jose Barros

Noise & Vibration Engineer – Technical Services

Reviewed by: Alan Cartwright

Noise & Vibration Engineer – Technical Services

CONDITIONS OF ISSUE OF REPORT

THIS REPORT IS ISSUED TO THE CLIENT IN CONFIDENCE AND SHALL NOT BE REPRODUCED, EXCEPT IN FULL, WITHOUT THE WRITTEN APPROVAL OF TRANSPORT FOR LONDON.

QUERIES OR FURTHER INFORMATION

ANY QUERIES OR REQUESTS FOR ADDITIONAL INFORMATION ON THE SUBJECT OF THIS REPORT SHOULD BE ADDRESSED TO THE AUTHOR WHO MAY BE CONTACTED AT THE ADDRESS GIVEN ON THE TITLE PAGE.

1. COMPLAINT DETAILS

| | | | |
|-------------------|---|-----------|-----------------------------------|
| Complaint ref. | Brandon Mews, Barbican (13299245) | | |
| Property location | Hammersmith & City / Metropolitan line: Barbican to Moorgate (see Figure 1) | LCS Codes | M134/MORLO 465m M134/MIRLO 40m |

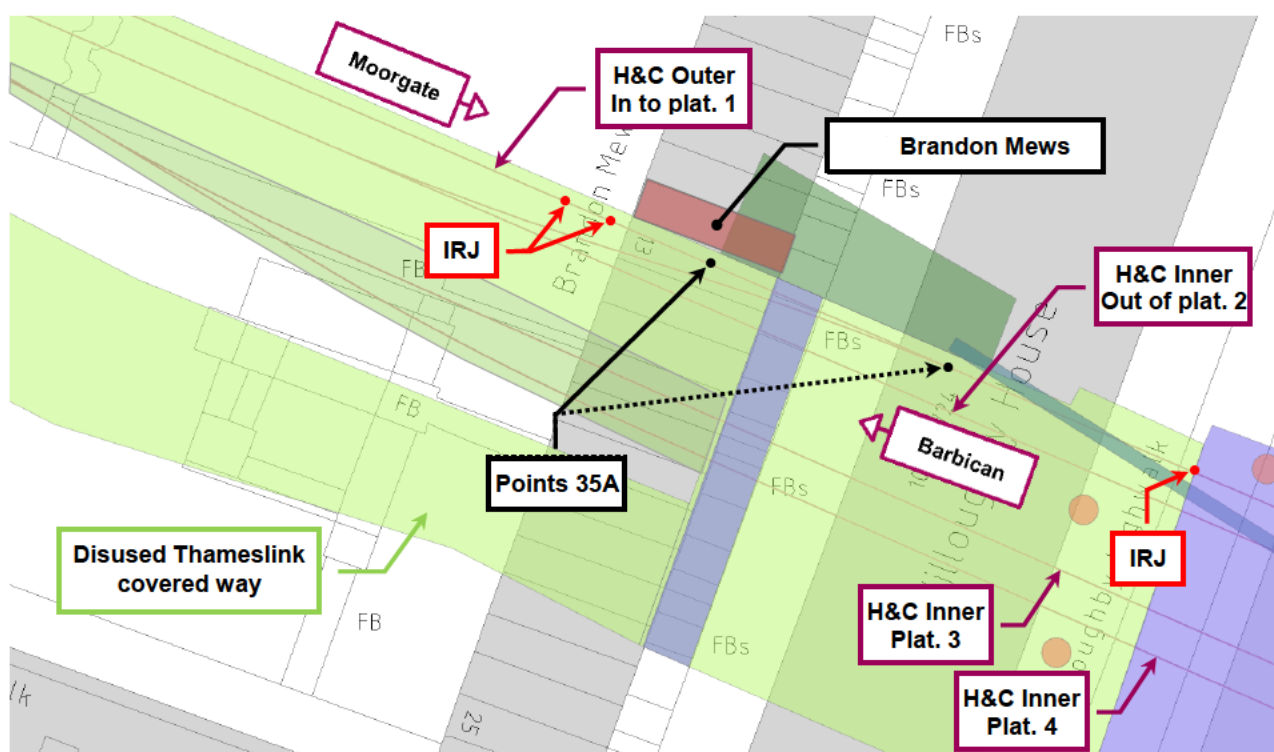


Figure 1 - Location of Brandon Mews in relation to the Hammersmith & City / Metropolitan line.

Brandon Mews is a row of terraced properties at the lowest level of the Barbican development. The properties are close to the western end of the platforms at Moorgate, which are approximately 5.5m below street level. It is estimated that the lowest level of the Brandon Mews properties is only marginally above the roof of the tunnels below.

The resident initially contacted TfL in May 2019 to report an increasingly disturbing level of train noise. He stated that “the noise has been continuing for many years, but has got progressively worse over the past five years or so”. The noise was described as “a loud bang and deep, continuous rumble as trains pass beneath the property”.

Noise measurements were taken at the property in June 2019. The higher noise levels were found to be due to trains on the outer / eastbound road (report ref. R2618).

Subsequent to these measurements work was carried out on the nights of Tuesday 6th and Wednesday 7th August 2019 on rail joints beneath Brandon Mews. This work involved consolidating the block joints (jointed insulated plates), which consisted of lifting the sleepers and packing the ballast in tight beneath 5 sleepers either side of the joint, to stop any movement from voiding when trains move over them. The resident was then contacted in order to arrange for follow up measurements (R2675).

The latest set of results in the present report, reflect the outcome of a 15mph Temporary Speed Restriction (TSR) on the Outer road, between signals OE45 and OE43. It should be noted that no TSR was implemented on the Inner road.

2. MEASUREMENT DETAILS

| | |
|----------------------|--|
| Date of measurement | 8 th November 2019 |
| Measurement location | Ground floor living room |
| Equipment used | 01dB Fusion logging sound level meter (sn. 11489). |

3. RESULTS OF NOISE MEASUREMENTS – ($L_{A\text{MAX, FAST}}$) dB(A)

| | Metropolitan | | | | | | | | | | | |
|------------------------------|---------------|------|------|-----------|---------------|------|------|-----------|------------------|------|------|-----------|
| | Outer | | | | Inner | | | | Outer during TSR | | | |
| | No. of Trains | Min. | Max. | Mean | No. of Trains | Min. | Max. | Mean | No. of Trains | Min. | Max. | Mean |
| 11/06/2019 10:25 to 11:05 | 14 | 47 | 55 | 51 | 14 | 42 | 46 | 44 | | | | |
| 27/08/2019 13:09 to 13:51 | 17 | 50 | 58 | 53 | 16 | 45 | 48 | 47 | | | | |
| 27/08/2019 17:29 to 18:07 | 19 | 46 | 56 | 50 | 15 | 44 | 49 | 46 | | | | |
| 27/08/2019 20:39 to 21:40 | 23 | 47 | 58 | 52 | 21 | 44 | 48 | 47 | | | | |
| 27/08/2019 23:51 to 00:52 | 12 | 48 | 59 | 54 | 16 | 43 | 48 | 46 | | | | |
| 28/08/2019 05:07 to 06:18 | 13 | 49 | 57 | 53 | 11 | 46 | 47 | 46 | | | | |
| 28/08/2019 08:02 to 09:02 | 23 | 46 | 52 | 49 | 22 | 44 | 48 | 46 | | | | |
| 08/11/2019 20:31 to 23:53 | 28 | 48 | 57 | 52 | 40 | 44 | 50 | 48 | 20 | 44 | 46 | 45 |

The direction of travel of Hammersmith & City / Metropolitan line trains was determined from subsequent reference to TrackerNet (an internal application).

4. OBSERVATIONS

From figure 1, the source of the loud groundborne noise is quite evident, namely the existence of the set of points 35A.

The figure below shows the discontinuity on the right hand rail located at LCS M134/MORLO 466m.



Figure 2 – Rail discontinuity (nose of points 35A) on the right hand rail at LCS M134/MORLO 466m

The open gap at a fixed V-crossing forms a point on the track where the heavily loaded wheel must bump across the resulting gap of about 10 cm, supported only by the portion of the wheel tread which is on the wing rail.

This pounds the rail so heavily, that often the steel deforms and/or wears out. This damage may easily spread to other components including the wheels, and as a consequence, the noise becomes an issue for neighbouring properties.

4.1. NORMAL SPEED MEASUREMENTS

The latest results were taken during the evening period, which in previous measurements, showed to have higher noise levels than during the remainder of the day.

As such, current results when compared to previous results taken during the evening period as well, show very similar levels, event matching those taken in the evening of the 27th August 2019.

Given the inherent variability of manual operated trains, it should then be assumed that noise levels have remained more or less unchanged over the previous 3 months.

The perceived character of the train noise was a deep and loud impulsive noise as trains traverse discontinuities over the P&C's on both roads.

As in previous measurements, the leading car of trains on the outer road goes through the crossover at maximum speed, producing the highest noise levels of the pass by. As trains slow down, the magnitude of every subsequent impulse is reduced as each bogie and each car traverses the crossover.

4.2. TSR MEASUREMENTS

The results during the current TSR show that within the property, outer train noise levels were reduced by 7dB, on average.

The resident initial feedback was quite positive, denoting that noise levels during the TSR window, improved significantly and that the thunderous thumps and vibrations he experienced were a lot lower.

The plot below shows the noise level plot of trains on the outer and inner road during the current set of measurements.

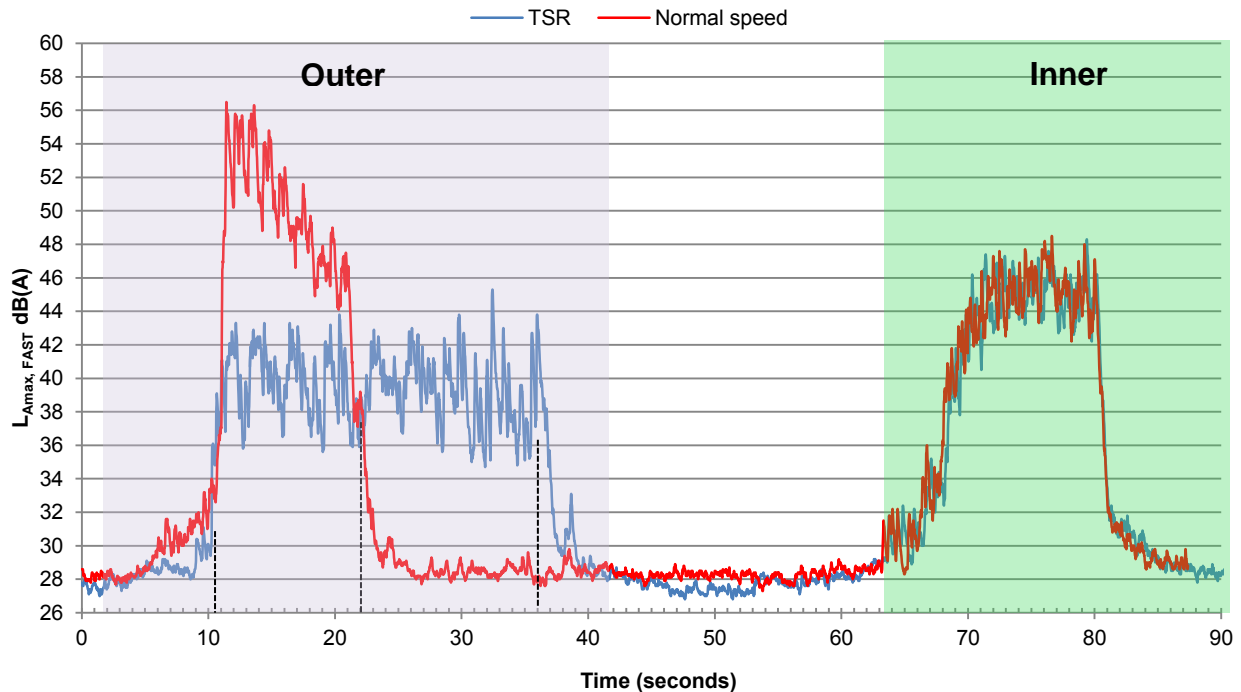


Figure 3 - Noise plots of trains on the outer and inner road

From the plot above, outer trains had their average speed reduced by roughly 55%, from approximately 35mph down to 15mph. The train pass by time increased as a consequence, correlating with the reduction in speed; ~11 seconds to ~24 seconds.

With the speed reduction, every bogie traversed the gap on the right hand rail at LCS M134/MORLO 466m, at a constant speed as observed in the plot above.

This constant speed, i.e. 15mph, was slightly lower than the speed of the last and slowest train bogie during normal operation, which is estimated to be roughly 18mph.

It should be noted that the pass by time during both modes of operation, corresponds to a travelled distance of ~165m, which is longer than a train length, which is ~115m.

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|---|---------------------|
| Committee(s) | Dated: |
| Port Health & Environmental Health Services – For decision | 14 January 2020 |
| Subject: Animal Reception Centre – Heathrow Airport: Annual Review of Charges | Public |
| Report of: Director of Markets and Consumer Protection | For Decision |
| Report author: Rob Quest, Assistant Director (Animal Health & Welfare) | |

Summary

The purpose of this report is to seek approval of the increase to be applied to the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC), for the forthcoming financial year 2020/21.

I propose a general inflationary increase to the fees of 2%. I also propose to continue the split fee for dogs, cats and ferrets travelling under the Pet Travel Scheme, with a standard charge if the consignment undergoes a pre-check of its paperwork, and a surcharge of £68 for not having a pre-check done. At present around 50% of consignments comply with the pre-check, with the other 50% paying the surcharge.

The charge of £15 to cover the cost of maintaining and administering the mandatory Customs approved electronic inventory system for the declaration of goods will continue.

It is anticipated that the service will operate at a surplus in 2020/21 due to the continued level of throughput, the modest overall increase in general fees for 2020/21, the surcharge for failing to have Pet Travel Scheme documentation pre-checked and the new administration fee to cover our costs of being an Internal Temporary Storage Facility.

Recommendations

Members are asked to:

- Approve the charges included in the Appendix to this report with effect from 1 April 2020, or as soon as practicable thereafter.
- Approve the proposed charges contained in the Appendix to this report and recommend to the Court of Common Council that the Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

Main Report

Background

1. The charges for holding animals and provision of other services at the Heathrow Animal Reception Centre (HARC) are due to be reviewed towards the end of the financial year to enable an appropriate variation to be applied with effect from the following April. This advance consideration is necessary because the major proportion of the charges is in respect of quarantine animals and allied services and has to be introduced as an “additional byelaw” to the principal byelaws for the Centre. This takes somewhat longer than a more simplistic, discretionary fee increase. The second, smaller element of the charges is not byelaw controlled and relates to non-quarantine (export and boarding) charges but for practical and operational reasons the two are dealt with together.
2. The funding review in 2011 agreed that the facility should aim to achieve full cost recovery within five years, and this was achieved in 2011/12 (with the exception of one-off capital charges incurred in that year), with continuing surpluses until 2016/17. The budgeted outturn for 2019/20 is a surplus of £257,000, but the latest forecast is for a surplus of circa £928,000.
3. The main source of income at HARC, the Pet Travel Scheme, is a non-statutory function and is thus open to competition from commercial enterprises (see paragraph 17 below). Following a period of substantial fee increases to ensure a move towards full cost recovery, annual increases from 2013 - 2015 were in line with inflation, but in 2015/16 the overall increase was 1% above inflation, returning to an inflationary increase for 2017 - 2019. However, 2019/20 saw a fundamental change with the introduction of a two-tier charging regime for pet movements. A pre-check fee, in line with previous fees, and a non pre-check fee which was substantially increased by circa 20%. It is proposed that this two-tier regime continues. The aim is to get all consignments on a pre-check regime to improve both customer service, animal welfare and staff wellbeing. Currently, pre-checking runs at around 50%. This has meant a substantial increase in the expected income of around £1M, but as more consignments are pre-checked, the income will drop back to levels nearer that before the introduction of the two-tier regime.
4. From 1 January 2012 the UK harmonised its rules with the rest of the European Union for the importation of dogs, cats and ferrets, as the previous derogation to the rules expired on 31 December 2011. The new arrangements make it extremely easy for people to bring their animals in from ‘listed countries’ (these are the countries that were in the Pet Travel Scheme prior to 1 January 2012 and are those deemed rabies free, or with good rabies controls in place) and allows the importation of animals from ‘un-listed countries’, (i.e. the rest of the world) without having to undergo six months quarantine on arrival. The process for the rest of the world is similar to the process for ‘listed’ countries’ prior to 1 January 2012.

5. Thus, there is now a dual set of requirements. For 'listed countries', all that is required is a microchip, vaccination against rabies, a wait of 21 days, and then the animal can travel. For un-listed countries, there is a requirement for a microchip, vaccination, a blood test 30 days after vaccination and then a three month wait before travel. This is similar to the former scheme, except that the wait has come down from six months to three months. This consolidates the old legislation and makes very few changes to the current regime. The changes made since the introduction of the Pet Travel Scheme in 2003 have now been consolidated into new EU regulations which have been enacted by an amendment to the UK legislation, which came into force on December 2014. The EU regulations covering pet movements will be incorporated into the new 'Animal Health Law' EU Regulation 2016/429, being introduced in April 2021, but will not fundamentally change until at least 2026. However, the UK may decide to change the rules post-Brexit.

Current Position

6. The income for Animal Health during 2019/20 was originally projected as £3.432M with the latest forecast being £4.678M and a surplus of £928k. Expenditure at the HARC has risen over the past two years to cover the increased throughput, which has necessitated greater use of consumables (food, bedding etc.) and recruitment of additional staff.
7. Current budgeted income for Animal Health in 2020/21, taking into account the proposed increases in charges in this report, is £4.493M, and the overall projected net outturn for 2020/21 is a surplus of £795k. This will contribute to funding any expenditure on buildings, equipment etc. as part of set-up costs for new services.
8. EU Exit should not have an impact on throughput at HARC in 2019/2020. Government has been quite clear that the 'rules' will remain the same for import consignments for the foreseeable future. It is likely however, that there will be a dip in February 2020 whilst people wait to see what happens after 31 January, should the UK leave the EU on that date. There is a longer-term risk that some of the expats who travel to work in the UK may be diverted to other European cities, depending on the outcome of any deal with the EU.
9. The City Corporation has had discussions with Heathrow Airport Limited regarding a change of location for HARC. However, if a move does go ahead, the timing of it will not impact on HARC during this financial period.

Proposals

10. Having regard to the continuing need to balance and maximise the HARC income against the danger of reducing the customer base at the Centre, I propose that the HARC Schedule of Charges is amended as shown in Appendix 1 and that this is introduced from 1 April 2020, or as soon as practicable thereafter.
11. Generally, I propose that fees are increased by 2% in line with inflation, but to promote more efficient use of resources I do not propose to increase the

minimum charge for each Pet Travel Scheme consignment. However, I do intend to add 4% to the surcharge to each Pet Travel Scheme consignment that has not been 'pre-checked', bringing this to £68.

12. Pre-checking paperwork has a three-fold benefit: firstly it allows the required paperwork checks to be carried out during quieter periods; secondly it will decrease the levels of non-compliance with the Regulations which are an administrative burden and finally, it decreases the time the pets are with HARC, therefore freeing up kennels for other pets and improving customer service and animal welfare.
13. HARC is now an Internal Temporary Storage Facility (ITSF), which requires it to have a Customs-approved electronic inventory system for the declaration of goods. Historically, HARC has always been an extension to every other Storage Facility on the airport and has thus benefitted from not being required to have electronic systems in place for the declaration of goods. However, this came to an end in May 2019.
14. There is a cost attached to operating the electronic inventory system of circa £8,000 for its rental, and additional resources for the administration of data entry into the system. It is not proposed to increase the charge set in 2019 – 2020 to cover the cost of the systems as it has been found sufficient to ensure full cost recovery of the software system and the extra administrative resource required.
15. The Comptroller and City Solicitor will prepare the necessary revised Byelaws that reflect the proposed charges as contained in Appendix 1 for approval by the Court of Common Council and sealed subsequently.

Implications

16. The Comptroller and City Solicitor and the Chamberlain have been consulted and have agreed with the proposal to implement the surcharge on those Pet Travel Scheme consignments that do not send through their documentation to be pre-checked. The Comptroller and City Solicitor also comments:

“The statutory provision under which these charges are now made is Section 30 of the City of London (Various Powers) Act 1987 (which was an enactment removing the need for Ministerial approval of the HARC Byelaws), which provides ... “the charges imposed by such Byelaws shall be such as to secure so far as is possible, that taking one year with another, the aggregate amount raised by such charges is equivalent to the reasonable costs incurred by the Corporation in operating the Animal Reception Centre”. The need for increases to be reasonable is especially important here, since, unusually, the Byelaws machinery which implements the new charges is not subject to any public notification procedure or to confirmation by the appropriate Minister”.

17. There is the potential for competition at Heathrow for the Pet Travel Scheme (PETS) as this part of our business is not a statutory function. At Heathrow Airport, the City Corporation has negotiated Service Level Agreements with all the airlines that are currently in PETS, but this does not mean that a private

organisation could not enter this 'market' by undercutting HARC fees. There is, therefore, a need to keep charges competitive.

Conclusion

18. Changes to fees in previous years have resulted in the Animal Health Service increasing its income, and the fees that are proposed for 2020/21 should offset recent and future increases in costs, and maintain the service at an operating surplus.

Appendices: Appendix 1, Summary of Charges 2020/21.

Rob Quest

Assistant Director (Animal Health & Welfare)

T: 020 7332 2401

E: rob.quest@cityoflondon.gov.uk

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SUMMARY OF CHARGES
HEATHROW ANIMAL RECEPTION CENTRE
1 April 2020 – 31 March 2021
(2019/20 rates shown in brackets)

Minimum charge for any one consignment (excluding those listed under point 2.0, 2.1 and 5): £186 (£182)

Processing and handling fee for all shipments that terminate at Heathrow: £15 (£15)

ANIMALS CHARGE PER CONSIGNMENT

1. a. Mammals £186 (£182) for up to 24 hours, £57 (£56) per day or part thereof after 24 hours

2.0 Dogs, Cats and Ferrets under the Pet Travel Scheme (EU) Reg. 576/2013

In order to meet the “pre-check” requirements (where applicable) all documentation must be submitted to the HARC no later than 72 hours prior to the animal’s departure.

a. PETS originating in the EU

- PETS originating in the EU (including those countries listed in Annex 2 of part 1 to Commission Implementing Regulation (EU) 577/2013) will be charged a handling fee of £45 (£43) per animal in addition to the collection charge of £87 (£85) (see Part 2 section 5).

b. PETS originating outside the EU

- If a documentation ‘pre-check’ has been completed and approved by HARC, PETS originating outside the EU will be charged at the minimum charge of £177 (£177) for the first animal. Where the consignment consists of more than one animal, a handling fee of £45 (£43) per animal thereafter.
- PETS originating outside the EU that have NOT received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £245 (£235) for the first animal. Where the consignment consists of more than one animal, a handling fee of £45 (£43) per animal thereafter.

c. PETS checked at aircraft (Assistance Animals)

- If a documentation ‘pre-check’ has been completed and approved by HARC, Assistance Animals will be charged at £225 (£220) plus a 1-hour collection charge of £174 (£170) = £399 (£390) for the first animal. Where the consignment consists of more than one animal, a fee of £45 (£42) per animal thereafter.
- Assistance Animals that have **NOT** received a documentation ‘pre-check’ or arrive against the advice of HARC, will be charged at £458 (£450) for the first animal. Where the consignment consists of more than one animal, a fee of £45 (£45) per animal thereafter.

2.1 Dogs, Cats and Ferrets NOT under the Pet Travel Scheme

- a. **Dogs, Cats and Ferrets imported under licence to authorised quarantine kennels**
£177 for up to 24 hours, £45 per animal per day or part thereof after 24 hours
- b. **Dogs, Cats and Ferrets being moved into the U.K. under Directive 92/65/EEC**
£177 for up to 12 hours and £45 per animal ½ day or part thereof after 12 hours

3. **Birds** £65 (£64) per box per day £185 (£182) minimum charge

Pet birds: £45 (£43) per bird for up to 24 hours.

Birds of prey £18 per bird for up to 24 hours, £185 (£182) minimum charge

Transit commercial bird consignments should be booked through to have a maximum stay at Heathrow of 24 hours. Any transit commercial bird consignments that stay more than 24 hours will be charged at £43 (£42) per box per day, or part thereof.

Bird Quarantine £365-£1270 (£360-£1250) plus laboratory testing fees.

Fees are dependent on size of consignment and housing requirements.

Faecal Sampling and Bird Autopsy costs as per current Animal & Plant Health Agency rates.

Larger consignments to be negotiated see Part 2, Section 6

4. **Reptiles** £186 (£182) for up to 24 hours, £220 (£215) per day or part thereof after 24 hours.
Transit commercial reptile consignments should be booked through to have a maximum stay at Heathrow of 24 hours. Any transit commercial reptile consignments that stay more than 24 hours and require transferring from their containers will incur the additional special handling charge detailed below.

Additional special £220 (£215) minimum per consignment £65 (£64) per day, or part thereof handling for any consignment after 24 hours.

5. **Fish/Aquatic Invertebrates/Invertebrates/Semen/Fish and Bird Eggs** £2.00 (£1.95) per box, £35 (£34) minimum charge.

A surcharge of £655 (£645) will be added to the above for any transit consignment that has landed without an “OK to forward” from the on-going airline.

6. **Security**

A charge of £22 (£21) will be made in respect of any consignment, which requires security screening prior to leaving the ARC.

7. **Not on Board**

Requests for collection of animals from aircraft, which are subsequently not found on board will be charged at normal collection charge (see Part 2, Section 5).

PART 2
CHARGES FOR ANCILLIARY SERVICES

1. Destruction including disposal of livestock or goods - £41 (£40) per kilogram. Minimum charge £82 (£80).

Travelling containers are the owner's property and should be collected with the animal. If they are no longer required, they will be disposed of for a fee of £16 (£15) per box.

2. Cleansing and disinfecting aircraft, animal holding facilities, vehicles, loose boxes etc. - £357 (£350) per hour (including disposal of special waste).
3. Identification of species for DEFRA/HM Revenue and Customs/Border Agency - £173 (£170) per hour. Assisting on off airport operations - £87 (£85) per hour/£555 (£545) per day.
4. Re-crating or repair to crates - quotations on request.
5. Collection and delivery of animals and birds to and from the Animal Reception Centre by an Animal Reception Centre member of staff - £174 (£170) per hour or £87 (£85) per consignment if no extra waiting time.
6. Long term rates for government agencies and non-government agencies i.e. RSPCA, to be negotiated.
7. Modification of containers to International Air Travel Association (IATA) standards:-

Space Bars/Battens - £49 (£48) per box
Air Holes - £22 (£21) per box
Water Pots - £22 (£21) per box

(If these services are carried out on the airport an additional fee of £87 (£85) applies for 'delivery' of the service).
8. Use of Large Animal Facility (per pallet) £357 (£350)
9. Special handling e.g. re-oxygenation of fish/re-packaging reptiles/additional administrative functions £87 (£85) per hour plus cost of materials

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Agenda Item 15

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| Committees: Streets and Walkways Sub-Committee <i>[for decision]</i> Resource Allocation Sub-Committee <i>[for decision]</i> Projects Sub-Committee <i>[for decision]</i> Port Health & Environmental Services <i>[for information]</i> | Dates: 03 December 2019 12 December 2019 16 January 2020 14 January 2020 |
| Subject: Beech Street Transport and Public Realm Improvements Unique Project Identifier: 10847 | Gateway 3/4/5: Options Appraisal and Authority to Start Work (Complex) |
| Report of: Director of the Built Environment Report Author: Aldo Strydom; City Transportation | For Decision |
| <h1>PUBLIC</h1> | |

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| 1. Status update | <p>Project Description: The Project will address air quality issues in Beech Street by reducing or removing traffic. It also aims to deliver a vibrant street with high-quality public realm at the centre of Culture Mile.</p> <p>This is a key Corporate project led by Transportation and Public Realm within the Department of the Built Environment (DBE).</p> <p>The purpose of this report is to:</p> <ul style="list-style-type: none"> • Seek Members' authority to implement two-way zero emission restrictions along Beech Street under an Experimental Traffic Order • Inform Members of work and findings to date, risks and next steps <p>A combined gateway report is being presented as a phased approach to delivery has been taken, as instructed by Members, and as such certain elements are being brought forward for delivery (at Gateway 5 stage) while options for other parts of the project are still being developed (i.e. at Gateway 3/4 stage).</p> <p>RAG Status: Amber (Amber)</p> <p>Risk Status: Medium (Medium)</p> <p>Total Estimated Cost of Project (excluding risk): £12M–£15M</p> |
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| | <p>Change in Total Estimated Cost of Project (excluding risk): No change</p> <p>Spend to Date: £585,217</p> <p>Funding Source: DBE Community Infrastructure Levy (CIL), Greater London Authority (GLA) Mayor's Air Quality Fund (MAQF) Round 2</p> <p>Costed Risk Provision Utilised: 0</p> <p>Slippage: n/a</p> |
| 2. Next steps and requested decisions | <p>Next Gateway: <i>Progress Report</i></p> <p>Next Steps: Subject to receiving approval under the Traffic Management Act (TMA) from Transport for London (TfL) by year end, the below tasks are to commence in early 2020 with a planned 'Go Live' by mid-March 2020:</p> <ol style="list-style-type: none"> 1. Set up works budget and procure ANPR cameras, signs, and civils 2. Notify Statutory Parties¹ on intent to make Experimental Traffic Order (ETO) 3. If any responses from the Statutory Parties raise significant or unexpected concerns, the matter will be reported back to Members for decision 4. Subject to the Director of the Built Environment, in consultation with the Chairman, deciding to proceed with the ETO after considering any responses from the Statutory Parties, the Director shall: <ol style="list-style-type: none"> a. Make ETO b. Commence public awareness campaign and continue stakeholder engagement c. Construction (minor civils works) 5. Zero Emission Street 'Go Live' (i.e. ETO comes into force): <ol style="list-style-type: none"> a. Six-month statutory public consultation period (on ETO) begins b. Installation of public realm engagement platform c. Enforcement commences after appropriate warning notice period d. Monitoring of scheme impacts (minimum 6 months) 6. Agree monitoring outcomes with TfL and Islington Council 7. Issues Report with recommendations (~8–12 months after 'Go Live') <p>More details, including a summary of the work to date, is included in Appendix 4.</p> |

¹ As required by regulation 6 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996

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| | <p>Requested Decisions:</p> <p>Subject to the scheme receiving TMAN approval from TfL and the Director of the Built Environment, in consultation with the Chairman, deciding to proceed with the making of the ETO as set out above:</p> <p>Members of the Streets and Walkways Sub-Committee are requested to:</p> <ol style="list-style-type: none"> 1. Approve Option 1 as the Interim Scheme 2. Delegate authority to the Director of the Built Environment to enter into a Section 8 agreement with Islington Council for implementing works on Islington streets, e.g. signage and traffic mitigation measures <p>Members of the Resource Allocation Sub-Committee are requested to:</p> <ol style="list-style-type: none"> 3. Approve an additional £167,430 of OSPR funding to underwrite the upfront staffing costs for Saba <p>Members of the Streets and Walkways Sub-Committee and Projects Sub-Committee are requested to:</p> <ol style="list-style-type: none"> 4. Approve a sum of £1,119,183 as the implementation budget for the Interim Scheme, funded from within the existing budget of £1,745,362 5. Delegate authority to the Director of the Built Environment, in consultation with the Chamberlain, to make any adjustments between elements of the approved budget, provided the total approved budget of £1,745,362 is not exceeded 6. Agree to provide funding to Islington Council at an estimated cost of £80,000 funded from within the existing budget 7. Delegate to the Director of the Built Environment, in consultation with the Chamberlain, to vary the cost of the Islington contribution, subject to the total approved budget of £1,745,362 not being exceeded. <p>Members of all Committees are requested to note:</p> <ol style="list-style-type: none"> 8. GLA funding of £91,000 that has been secured for the project 9. Work and findings to date as detailed in Appendix 4 |
| <p>3. Budget</p> | <p>The project is funded through CIL. An amount of £91,000 from the GLA MAQF Round 2 funding (previously attached to the Moor Lane project) has been secured for the project, in lieu of previously approved CIL funding.</p> <p>An additional amount of £167,430 from OSPR will be used to fund the Saba (the parking and enforcement term contractor) enforcement costs during the scheme deployment phase. These funds will be allocated to the Highways Local Risk budget.</p> |

| | <table><tr><th>Item</th><th>Reason</th><th>Funds/ Source of Funding</th><th>Cost (£)</th></tr><tr><td>Staff costs</td><td>Staff costs</td><td>CIL</td><td>787,091</td></tr><tr><td>Fees</td><td>Surveys, consultancy fees, ANPR cameras, traffic orders, etc.</td><td>CIL</td><td>433,136</td></tr><tr><td>Works</td><td>Construction costs, utilities</td><td>CIL/GLA</td><td>320,135</td></tr><tr><td>Islington contribution*</td><td>Traffic mitigations</td><td>CIL</td><td>80,000</td></tr><tr><td>Risk allowance</td><td>Costed risks</td><td>CIL</td><td>125,000</td></tr><tr><td>Saba Enforcement costs</td><td>Enabling costs</td><td>OSPR</td><td>167,430</td></tr><tr><td colspan="3">Total Estimated costs</td><td>1,912,792</td></tr></table> <p>* This is an estimate only and may change subject to agreement with Islington Council</p> <p>A breakdown of costs to date and a summary of the implementation costs for the Interim Scheme is presented in the finance tables in Appendix 3.</p> <p>Costed Risk Provision requested for this Gateway: £125,000 (see Appendix 2)</p> | Item | Reason | Funds/ Source of Funding | Cost (£) | Staff costs | Staff costs | CIL | 787,091 | Fees | Surveys, consultancy fees, ANPR cameras, traffic orders, etc. | CIL | 433,136 | Works | Construction costs, utilities | CIL/GLA | 320,135 | Islington contribution* | Traffic mitigations | CIL | 80,000 | Risk allowance | Costed risks | CIL | 125,000 | Saba Enforcement costs | Enabling costs | OSPR | 167,430 | Total Estimated costs | | | 1,912,792 |
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| Item | Reason | Funds/ Source of Funding | Cost (£) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff costs | Staff costs | CIL | 787,091 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fees | Surveys, consultancy fees, ANPR cameras, traffic orders, etc. | CIL | 433,136 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Works | Construction costs, utilities | CIL/GLA | 320,135 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Islington contribution* | Traffic mitigations | CIL | 80,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Risk allowance | Costed risks | CIL | 125,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Saba Enforcement costs | Enabling costs | OSPR | 167,430 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Estimated costs | | | 1,912,792 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Overview of project options | <p>The Interim Scheme will be a two-way Zero Emission Street (ZES), as approved by Members in July 2019. It will be introduced through means of an Experimental Traffic Order (ETO) and will deliver the project objectives (in part) by improving air quality and enhancing pedestrian amenity.</p> <p>Two options for enforcing the scheme are presented for Members' consideration:</p> <p><u>Option 1 – Point enforcement approach:</u></p> <ul style="list-style-type: none">• Creation of a Zero Emission Zone within the covered roadway area, with two ANPR cameras (one for each lane) enforcing at this location• A third camera, at the eastern end of Beech Street, will monitor the loading bay to ensure legitimate loading activity is not penalised | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <ul style="list-style-type: none"> Introduces a change in how vehicles access the car parks and servicing areas – i.e. non-compliant vehicles accessing off street premises will be required to enter and exit Beech Street from the same direction <p><u>Option 2 – Time/distance enforcement approach:</u></p> <ul style="list-style-type: none"> Two ANPR cameras installed at either end of Beech Street (four in total) Enforcement based on travel time of non-compliant vehicles through Beech Street – vehicles accessing off-street premises will take in excess of a certain period of time (compared to those travelling through continuously) and as such not be subject to a Penalty Charge Notice (PCN) <p>Alternatively, Members may instruct officers not to proceed with either of the options and to instead focus efforts on progressing the longer term scheme.</p> <p>While there is a likelihood of potential adverse impacts attached to both Options 1 and 2 (see Section 6 'Risks'), the making of an ETO in the first instance will allow monitoring of the scheme benefits and disbenefits.</p> <p>Setting aside which enforcement option is chosen, and on the basis of the information currently available, the benefits of the scheme (i.e. improved air quality, health advantages and benefit to pedestrians) are considered to outweigh the disbenefits of the scheme (traffic congestion and additional journey times for non-compliant vehicles). The benefits and disbenefits of introducing a ZES are highlighted below:</p> <ul style="list-style-type: none"> Air quality modelling predicts levels of NO₂ along Beech Street to reduce below recommended limits (improvement of ~40%). Air quality in the immediate vicinity will also be improved, particularly around the entrances to Richard Cloudesley School and Prior Weston Primary School The many people who walk or cycle daily along Beech Street will experience an improvement in air quality First step towards introducing wider changes in this area, including the Zero Emission Zone in the Barbican/Golden Lane area as identified in the Transport Strategy External public realm value of launching the first Zero Emission Zone in Greater London – supports the City Corporation's sustainability, transport strategy and zero carbon ambitions While NO₂ pollution does increase by a small to moderate amount on some alternative routes, polluted air is more easily able to disperse at these locations whereas they cannot within Beech Street. It is therefore reasonable to conclude that the scale of air quality improvements in Beech Street outweigh the disbenefits of NO₂ increases elsewhere While the restrictions along Beech Street will have traffic impacts on the surrounding street network, the majority of |
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| | <p>traffic will reassign to City Access roads (London Wall and Aldersgate Street). Some works will be undertaken in Islington to stop traffic reassigning onto neighbourhood roads (details of this is still being agreed with Islington Council)</p> <ul style="list-style-type: none"> • Traffic is also likely to reassign to residential streets within the City (Wood St – Fore St – Moor Lane – Silk St – Milton St). However, these streets will be observed during the monitoring phase • Non-compliant vehicles that previously used Beech Street will have a longer journey time, but this is not expected to be unreasonable. These impacts can be more accurately assessed once the ETO is in place and monitoring is being undertaken • One location on London Wall, where the current NO₂ levels are just below the recommended limit, are predicted to increase by 10% increase (to above the recommended limit). However, London Wall is a non-residential street and identified as a City Access street in the Transport Strategy (compared to Beech Street which is designated as a Local Access street) • The City is under a duty to “<i>secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians)</i>” so far as practicable (S.122 Road Traffic Regulation Act 1984). The ZES would represent a restriction on the movement of certain classes of vehicular traffic on Beech Street and an indirect impediment to the expeditious and convenient movement of traffic on surrounding streets due to the displacement of traffic. However, that restriction is considered to be the minimum practicable restriction having regard primarily to the following: <ul style="list-style-type: none"> ○ this duty also relates to pedestrians and it is expected that the ZES will improve pedestrian movement, furthermore it will improve general pedestrian amenity ○ the need to secure the expected improvements in air quality, as provided for within the Environment Act 1995 (i.e. implementing the National Air Quality objectives) and duties under Local Air Quality Management (LAQM) legislation to reduce pollution where these exceed the recommended limits² ○ being made by way of ETO, it will be for a temporary period only to enable the balance of benefit/disbenefit to be more accurately assessed before any permanent measures are introduced |
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² For NO₂ the limits are set at 40 µg/m³ in the National Air Quality objectives

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| <p>5. Recommended option</p> | <p><u>Option 1</u> is recommended, for the following reasons:</p> <ul style="list-style-type: none"> • This option introduces a well-defined Zero Emission Zone within the covered roadway area • The accesses to the existing car parks and servicing areas (e.g. the Barbican Trade Centre and Lauderdale Place) falls outside of this zone, ensuring non-compliant vehicles may continue to use these without the risk of being penalised • Enforcement of the zone will be less complicated, as only Zero Emission Vehicles (ZEVs) allowed to use the area³, meaning there is less chance of confusion/ambiguity • A simpler approach to enforcement would be more cost effective with regards to ongoing staff requirements and processing of PCNs |
| <p>6. Risk</p> | <p>The following risks are attached to both options:</p> <ul style="list-style-type: none"> • Delay in receiving TMAN approval, however officers have had assurances from major stakeholders (Islington Council and TfL) that they are unlikely to object • High level strategic modelling has been undertaken to inform where traffic reassigns to. Due to the objective of delivering air quality improvements quickly, microsimulation modelling (that detail impacts on journey times and traffic congestion) have not been undertaken, as this would take between 12-18 months to develop. Due to the experimental nature of the Interim Scheme traffic reassignment modelling is considered sufficient, however there remains a risk that the traffic impacts for the Interim Scheme may be more severe than estimated. We have a robust monitoring strategy (agreed with key stakeholders) to measure the impact of the closure on the surrounding street network which will be reported back to Members regularly • The reassigned traffic, as shown in the strategic models, may negatively impact users of these streets, as well as nearby residents and businesses (e.g. through increased traffic, travel time and air pollution) resulting in objections against the scheme • While the air quality modelling shows a significant improvement along Beech Street, moderate increases in nitrogen dioxide (NO₂) levels are predicted at a number of nearby locations and this may be objected to • There is a reputational risk in that should the scheme fail (e.g. due to opposition or large traffic impacts) the experimental scheme may have to be abandoned • Islington Council, TfL or the London Borough of Camden objects during the ETO notification period, which may delay implementation |

³ With the exception of whitelisted non-compliant vehicles, and those legitimately using the loading bay

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| | <ul style="list-style-type: none"> • Islington Council or the London Borough of Camden objects to the scheme during the statutory consultation period due to any of a number of reasons, incl. pressure from residents or concerns about traffic congestion or air quality • The zero emission restrictions will be the first of its kind in London and there may be confusion among the public with TfL's Ultra Low Emission Zone (ULEZ) and a similar scheme in Hackney where vehicle movements are restricted to Ultra Low Emission Vehicles (ULEVs) • A general lack of understanding of the newly approved traffic regulation sign for a Zero Emission restriction • As a result of confusion and the lack of understanding, compliance rates may take time to reach an acceptable level • The scheme could be perceived as a revenue raising measure • There is likely to be opposition from some stakeholders, e.g. certain road user groups and impact residents • Gas mains replacement works (Poultry to Holborn Viaduct), that coincide with the planned Go Live date and monitoring period for the Interim Scheme, will result in traffic being diverted along London Wall. London Wall will likely be busier than usual, and it will be difficult to identify the gasworks or Interim Scheme as the cause – possibly resulting in the Interim Scheme being negatively received • The ZES has the potential to negatively impact certain groups of people, particularly those aged over 65, with disabilities, with infants and/or in pregnancy and maternity. These potential impacts are set out in the Equalities Impact Assessment at appendix 8 <p>The following risks are attached to Option 1:</p> <ul style="list-style-type: none"> • This option requires a behavioural change from drivers due to the 'no through road' for non-compliant vehicles, with those affected having to enter and leave Beech Street from the same direction when accessing the car parks and servicing areas. As such there is a risk that drivers continue to use the street as before, e.g. leaving the Barbican Centre car park by executing a left turn and entering the enforcement zone (travelling in a westerly direction) • This option introduces right turn movements for egress/access movements which may conflict with through traffic, including cyclists <p>Costed Risk Provision Utilised at Last Gateway: 0</p> <p>Change in Costed Risk: £125,000 (see Appendix 2)</p> |
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| <p>7. Procurement approach</p> | <p>The City's term contractor, JB Riney's will implement the works.</p> <p>Siemens has recently been appointed as the City's preferred supplier for automatic number plate recognition (ANPR) cameras and will be providing the cameras and associated technology.</p> <p>Saba manages the Traffic and Parking enforcement contract in the City and will provide additional back office support for the enforcement of the scheme which will be responsive to the level of contraventions observed.</p> |
| <p>8. Design summary</p> | <p>A phased approach has been taken in delivering the Interim Scheme with the zero emission restrictions delivered under an ETO, as the first step. As such, only the physical works necessary to deliver this initial stage will be constructed, which will save on potentially abortive monetary and environmental costs.</p> <p>The City will notify the statutory consultees including, emergency services, TfL and neighbouring local authorities, of the intent of making the ETO.</p> <p>A statutory six-month period applies to the ETO in which objections must be considered, before a decision to make the changes permanent can be made. Monitoring of the scheme impacts will also be undertaken during this six-month period. However, it is likely that more data will be needed, particularly in relation to air quality, before the impacts can be suitably assessed and recommendations can be made accordingly.</p> <p>Should the scheme prove successful during the experimental phase, consideration can be given to making the traffic order permanent with further works, including public realm improvements, introduced in the next phase. An Issues Report with the relevant recommendations will be presented to Members to make this decision (Autumn/Winter 2020).</p> <p>The details of the scheme are summarised below with design plans included in Appendix 6. A series of maps have been developed to help communicate the scheme and these are included in Appendix 7.</p> <p><u><i>Scheme design – key points</i></u></p> <ol style="list-style-type: none"> 1. Two-way ZES along the length of Beech Street between its junctions with Aldersgate Street and Silk Street 2. Only Zero Emission Vehicles (ZEVs) permitted to use Beech Street as a through route – compliant vehicles need to comply with all three criteria: <ol style="list-style-type: none"> a. Maximum 75 g CO₂/km b. Minimum 20 mile zero emission range c. Euro 6 equivalent NO_x emission standard 3. The restrictions are in line with current TfL guidelines (published in September 2019). TfL is taking a phased approach to delivering ZEZs to allow for the uptake of ZEVs – |

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| | <p>in 3-4 years it is expected that restrictions will be stricter with 'zero' effectively meaning 'zero'</p> <ol style="list-style-type: none"> 4. Movements to 'access off street premises' (e.g. Barbican residents and Barbican Centre car parks and servicing access) still permitted for non-compliant vehicles 5. Restrictions will be introduced through an ETO that will run for a maximum of 18 months 6. Bus route 153 will be retained 7. Enforcement will be through means of ANPR cameras, and reinforced through means of PCNs 8. A list of exempted vehicles will be established and include residents and emergency vehicles 9. Warning letters will be sent in lieu of PCNs during an initial grace period 10. It is estimated that there will be an increase in journey times to access the area bounded by Chiswell Street, Golden Lane, City Road and Old Street (Bunhill Ward in Islington) as a result of: <ol style="list-style-type: none"> a. The TfL scheme at Old Street roundabout removing the right-hand turn from Old Street to City Road b. The Beech Street Zero Emission scheme c. A traffic mitigation scheme on Fortune Street 11. Implementation will consist of minor civils works to install signage and ANPR cameras, as well as: <ol style="list-style-type: none"> a. A redesigned Beech Street junction with Silk Street to allow right turns from Silk Street into Chiswell Street b. A new raised table at the existing zebra crossing (across Beech Street) together with coloured surfacing to help define the start of the ZES c. Works to close off the junctions of Golden Lane and Bridgewater Street to all traffic (except cyclists) are necessary to be able to enforce the scheme effectively. These closures will as a result provide scope to create areas where public realm improvements can be made, and during the experimental phase will be used to engage with the public through various media on what Beech Street could be in the future as part of Culture Mile d. Option 1 only – kerb works to remove central reservation at key points within the covered roadway area to allow access/egress at car park and servicing accesses, as well as additional signage (including within the Barbican car parks) to ensure drivers are made aware of the allowed movements 12. Minimal public realm works planned during the experimental stage, with an engagement platform with both digital and physical entities to be installed along Beech Street – the main purpose of this platform is to engage the public with planned transformation of Beech Street and its future vision |
|--|---|

| | |
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| 9. Delivery team | <p>13. The scheme is being delivered through the Major Projects (City Transportation) team with support from teams across DBE, as well as other departments including City Police, Barbican Estate Office, Barbican Centre, Chamberlain and Town Clerk's Department</p> <p>14. The project team have been working with Islington Council and TfL in ensuring procedures are followed and approvals are in place. This collaborative approach will continue during the monitoring period</p> <p>15. JB Riney's will implement (construct) the scheme, with support from Siemens and utility providers as and when needed</p> <p>16. Saba will undertake enforcement and provide support to the City's Parking Ticket Office in the processing of traffic order infringements</p> |
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| 10. Success criteria | <p>The ZES is expected to address the project objectives in part, in particular the following:</p> <ul style="list-style-type: none"> • A – Improve air quality in Beech Street by reducing NO₂ levels. Air quality modelling forecasts current levels to fall from around 50 µg/m³ to ~30 µg/m³ ** • B – Improve the quality of the public realm to create streets and public spaces for people to securely admire and enjoy. An engagement platform with the purpose of involving the public with planned transformation of Beech Street and its future vision will be introduced initially, followed by physical enhancements if the scheme is made permanent <p>The scheme will be monitored for a minimum of six months after it has been implemented, with the project's success criteria agreed with TfL and Islington Council as follows:</p> <ul style="list-style-type: none"> • Significant improvement in air quality – a measured reduction along Beech Street, with the wider monitored area not being any worse than predicted in the model |
|-----------------------------|--|

** As per air quality modelling undertaken by Cambridge Environmental Research Consultants (Sep 2019)

| | |
|-------------------------------|---|
| | <ul style="list-style-type: none"> • Maintain current access and servicing arrangements – residents, visitors and businesses are not negatively impacted by the scheme • Traffic or bus journey times on the surrounding routes identified in the monitoring strategy are not unreasonably impacted <p>In addition to measuring how well the scheme is meeting its key objectives, the following will also be monitored:</p> <ul style="list-style-type: none"> • Noise levels – reduction in noise levels inside the covered roadway on Beech Street • Public perception – increase in public perception of air quality, noise and personal safety • Compliance rate – a compliance rate of 95% zero emission vehicles by the end of the 6th month after Go Live date • Taxis – journey times and costs not unreasonably increased for key routes • Safety at surrounding junctions – current road safety conditions not made worse • Vehicle volumes on surrounding streets – to understand impacts and inform future design and traffic management decisions <p><u>Enforcement strategy</u></p> <p>Lessons learned from the Bank on Safety project is that from time to time, incidents on the local street network may require experimental traffic restrictions to be temporarily suspended to mitigate traffic congestion. For example, in the event of emergency utility works at certain strategic locations in the vicinity of Beech Street, it may be necessary to allow all traffic to use Beech Street in one or both directions. Authority to make these decisions are within the delegated powers of the Director of the Built Environment, and it is expected the Director will exercise the delegated powers with regards decision making for Beech Street.</p> |
| 11. Progress reporting | <p>It is proposed to continue providing updates to Streets & Walkways Sub-Committee throughout the monitoring period through means of the current outstanding references process. In addition, monthly updates will also be provided through Project Vision (Cora). It is proposed to provide an update to all relevant Committees at the following key stages:</p> <ul style="list-style-type: none"> • Update Report 1: ~3 months after 'Go Live' to report on progress and issues/impacts • Update Report 2: ~6 months after 'Go Live' to report on progress and issues/impacts • Issues Report: ~8–12 months after 'Go Live' to make recommendation (on making scheme permanent) |

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Appendices

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Contact

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| Report Author | Aldo Strydom |
| Email Address | aldo.strydom@cityoflondon.gov.uk |
| Telephone Number | 020 7332 1539 |

Options Appraisal Matrix

| Option Summary | Option 1 | Option 2 |
|---------------------------------------|--|---|
| 1. Brief description of option | Point enforcement approach | Time/distance enforcement approach |
| 2. Scope and exclusions | <ul style="list-style-type: none"> • Introduce a 'point closure' in Beech Street through creating a Zero Emission Zone within the covered roadway area • Enforcement will be through the use of two ANPR cameras at this location and all non-compliant vehicles entering the zone will be subject to a PCN upon entering the zone⁵ • A third camera will be installed at the eastern end of Beech Street, to monitor the loading bay to ensure legitimate loading activity is not penalised • Minor civils works to be undertaken, including: <ul style="list-style-type: none"> ○ Reconfiguring the Beech St/ Silk St junction (to allow right turns from Silk St) ○ A new raised table at the existing zebra crossing (across Beech Street) ○ Closing off the Beech St junctions with Golden Lane and Bridgewater St | <ul style="list-style-type: none"> • Non-compliant vehicles subject to a PCN if deemed to use Beech St as a through route – this will be determined based on the length of time a vehicle takes to travel through the street • Two ANPR cameras for each direction of travel (i.e. four in total) will monitor activity – e.g. camera 1 detects a non-complaint vehicle entering the ZES, and camera 2 detects the same vehicle leaving the ZES. Should this occur within a short period of time⁶, this would be deemed a violation as the vehicle used the street as a through route without accessing off street premises (as permitted under the ETO) • Minor civils works to be undertaken, including: <ul style="list-style-type: none"> ○ Reconfiguring the Beech St/ Silk St junction (to allow right turns from Silk St) ○ A new raised table at the existing zebra crossing (across Beech Street) |

⁵ With the exception of white listed vehicles and those using the loading bay legitimately

⁶ It has been observed on site that vehicles take on average 1 minute 30 seconds, or less to travel through the street

| Option Summary | Option 1 | Option 2 |
|-----------------------------------|--|--|
| | <ul style="list-style-type: none"> ○ Kerb works to remove central reservation at key points within the covered roadway area to allow access/egress at car park and servicing accesses ○ Additional signage at access/egress points (including within the Barbican car parks) to ensure drivers are made aware of the allowed movements ○ Installation of coloured surfacing at either end of the restricted zone as well as at either end of Beech St, to help define the ZES | <ul style="list-style-type: none"> ○ Closing off the Beech St junctions with Golden Lane and Bridgewater St |
| Project Planning | | |
| 3. Programme and key dates | <p>With TMAN approval expected in late December:</p> <ul style="list-style-type: none"> • Jan–April 2020: Awareness campaign • Feb–Mar 2020: Implementation/construction • Mar 2020 – Go Live • Sep 2020 (6 months after Go Live) – statutory consultation period ends • Sep–Dec 2020: data/evidence gathering and reporting • Sep–Oct 2020: Public realm design • Dec 2020: Issues report to Committees | |

| Option Summary | Option 1 | Option 2 |
|---------------------------------------|--|---|
| 4. Risk implications | <p>Overall project option risk: Medium</p> <ul style="list-style-type: none"> As per discussion in Section 6 in the main body of the report Lack of understanding of the change in traffic behaviour, resulting in drivers entering the new zone by mistake (especially visitors to the Barbican Centre) | <p>Overall project option risk: Medium</p> <ul style="list-style-type: none"> As per discussion in Section 6 in the main body of the report |
| 5. Stakeholders and consultees | <ul style="list-style-type: none"> Other teams within DBE Other departments within the City Corporation (Barbican, Chamberlain's, City Police, Comptroller and City Solicitor's, Town Clerk's) Transport for London Islington Council Greater London Authority Road user groups Local residents and businesses | |
| 6. Benefits of option | <ul style="list-style-type: none"> The creation of a 'zone' for use by compliant ZEVs only will result in less ambiguity when enforcing – i.e. vehicles do not have to be monitored for accessing off street premises (or not) This signifies a less complicated enforcement process and as a result: <ul style="list-style-type: none"> less staff time will be spent on processing PCNs less staff required in general more cost-efficient way of managing the enforcement process | <ul style="list-style-type: none"> Users of the street, including visitors to the Barbican Centre and Barbican residents, will be able to continue to use the street as before |

| Option Summary | Option 1 | Option 2 |
|---------------------------------|---|---|
| 7. Disbenefits of option | <ul style="list-style-type: none"> • Introduces a driver behavioural change with non-compliant vehicles having to enter and leave Beech Street from the same direction, when accessing the car parks and servicing areas off Beech Street, as detailed below: <ul style="list-style-type: none"> ○ On-street loading bay in Beech St – vehicles exempted/whitelisted with access/egress from/to the east allowed (no change) ○ Barbican Centre car park – access from the east (as before) / egress to the east, by executing a right turn out of the car park (change) ○ Barbican Estate refuse bay – vehicles exempted/whitelisted with access/egress from/to the east allowed (no change) ○ Barbican residents' car parks (Shakespeare Tower and Defoe House) – access from the west, by executing a right turn into the car park (change) / egress to the east (as before) ○ Lauderdale Tower reception and Barbican Estate Office – access from the west, by executing a right turn into Lauderdale Place (change) / egress to the east (as before) | <ul style="list-style-type: none"> • More complicated enforcement process. Although the timing (of vehicles travelling along the street) can be programmed between the two ANPR cameras, the two images will need to be manually verified and checked by enforcement staff, before a PCN is generate. This will result in: <ul style="list-style-type: none"> ○ More staff required ○ Longer processing time ○ Creation of a large white list of exempted vehicles |

| Option Summary | Option 1 | Option 2 |
|---|---|--|
| | <ul style="list-style-type: none"> ○ Barbican Trade Centre – access from the west (as before) / egress to the east, by executing a right turn (change) • These changes may: <ul style="list-style-type: none"> ○ result in objections from regular users (such as residents) ○ cause confusion for regular users in the initial stages of the scheme | |
| Resource Implications | | |
| 8. Total estimated cost | <ul style="list-style-type: none"> • £994,183 • Fairly confident | <ul style="list-style-type: none"> • £939,565 • Fairly confident |
| 9. Funding strategy | <ul style="list-style-type: none"> • DBE Community Infrastructure Levy (CIL) • MAQF Round 2 funding from GLA • Initial Saba costs, i.e. during the scheme mobilisation phase, will be funded through the On-Street Parking Reserve (OSPR). It is expected that the ongoing enforcement costs will be covered by the income received from Penalty Charge Notices (PCNs) issued to vehicles contravening the traffic order | |
| 10. Investment appraisal | N/a | |
| 11. Estimated capital value/return | N/a | |
| 12. Ongoing revenue implications | <ul style="list-style-type: none"> • This option is deemed simpler to enforce and is therefore expected to be more cost efficient due to a lower number of staff required | <ul style="list-style-type: none"> • This approach to enforcement will be more labour intensive and as such more staff will be needed |

| Option Summary | Option 1 | Option 2 |
|--|--|--|
| | <ul style="list-style-type: none"> The ongoing staff costs is however expected to be covered by revenue generated through PCNs | <ul style="list-style-type: none"> The ongoing staff costs is however expected to be covered by revenue generated through PCNs |
| 13. Affordability | N/a | |
| 14. Legal implications | <p>The project team have taken legal advice from the Comptroller and City Solicitor team regarding:</p> <ul style="list-style-type: none"> The City's powers as Traffic Authority to make the ETO Scope to make minor variations to the ETO Objections to the ETO from other authorities <p>The advice is that the City is acting within its authority under the Road Traffic Regulation Act 1984, the Environment Act 1995 and Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996 as well as Local Air Quality Management (LAQM) legislation</p> <p>To ensure there is no ambiguity with regards the above independent legal advice has also been sought from Legal Counsel.</p> | |
| 15. Corporate property implications | None | |
| 16. Traffic implications | <ul style="list-style-type: none"> Similar to Option 2, with the following additional considerations: <ul style="list-style-type: none"> A behavioural change is needed due to the 'no through road' for non-compliant vehicles – traffic accessing the car parks and servicing areas off Beech Street will be entering and leaving Beech Street form the same direction | <ul style="list-style-type: none"> Current traffic levels along Beech Street number - ~9,500 vehicles (24 hrs) for the average weekday ZEVs are estimated at ~2-4% of all traffic (approx. 190-380 vehicles), with non-compliant movements estimated at 200-300 per day This means ~ 9,000 vehicles will be displaced to the surrounding road network |

| Option Summary | Option 1 | Option 2 |
|---|---|---|
| | <ul style="list-style-type: none"> ○ Right turn movements to/from the accesses will need to be executed – this will be facilitated through removing the central reservation at the access points | <ul style="list-style-type: none"> • Greatest traffic increases are forecast along London Wall and the north–south routes either side of Beech St (Goswell Rd/Aldersgate St and Finsbury Pavement/Moorgate) • Local streets in the City are also predicted to take extra traffic (Wood St – Fore St – Moor Lane – Silk St – Milton St) • Minor increase along local roads in Islington also expected – i.e. Bunhill Row, Banner St and Golden La • Estimate that journey times for residents and businesses approaching (from the west) the Bunhill Ward area south of Old Street will increase due to the length of the diversion route via Aldersgate Street, London Wall, Moorgate and Chiswell Street |
| 17. Sustainability and energy implications | Improve air quality | |
| 18. IS implications | None | |
| 19. Equality Impact Assessment | An independent Equalities Impact Assessment has been undertaken and a copy of the EqIA report is included in Appendix 8. The EqIA identified that the proposals could have the potential to negatively impact certain groups of people, particularly those aged over 65, with disabilities, with infants and/or in pregnancy and maternity: | |

| Option Summary | Option 1 | Option 2 |
|--|---|-----------------|
| | <ul style="list-style-type: none"> • given the existing narrow and uncomfortable environment and the anticipated increase in pedestrian and bicycle traffic during peak times, this could affect those who use mobility aids or buggies. It could make manoeuvring more difficult and users could be more fearful of the street • issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers) • in addition, the reduced traffic along Beech Street is likely to reduce the number of 'eyes on the street' at quieter times of the day and could therefore increase crime and fear of crime. This could have a negative impact on the above groups in addition to residents and users of Beech Street from non-white backgrounds, minority religious groups, females and/or people from the LGBTQ community <p>The above issues are not perceived as being contentious, nonetheless these will be observed during the monitoring period.</p> <p>A number of positive impacts have also been identified in the EqlA, as well as HIA, including the improvements in air quality and pedestrian amenity.</p> | |
| 20. Data Protection Impact Assessment | A Privacy Impact Assessment will be carried out in respect of the proposed use of ANPR cameras, by the specialist supplier (Siemens). | |
| 21. Human Rights Impacts | <p>Consideration has been given to the potential interference with the right to enjoyment of property and right to life due to worsened air quality in some areas.</p> <p>The impacts will be mitigated by proposed traffic restrictions to routes through key residential areas. The remaining impacts are considered to be justified by the air quality improvements</p> | |
| 22. Recommendation | Recommended | Not recommended |

Appendix 1: Project coversheet

Appendix 2: Risk register

Appendix 3: Finance tables

Table 1: Evaluation budget (16800068) – Expenditure to date

| Beech Street Transport and Public Realm Improvements | | | |
|---|----------------------------|------------------------|--------------------|
| Description | Approved Budget (£) | Expenditure (£) | Balance (£) |
| PreEv P&T Staff Costs | 13,500 | 13,500 | – |
| PreEv Fees | 15,000 | 15,000 | – |
| DBE Structures Staff Costs | 18,402 | – | 555,577 |
| Env Servs Staff Costs | 69,280 | 5,211 | 64,069 |
| P&T Staff Costs | 851,544 | 329,447 | 522,097 |
| P&T Fees | 777,636 | 222,059 | 555,577 |
| TOTAL | 1,745,362 | 585,217 | 1,160,145 |

Table 2: Budget adjustment

| Beech Street Transport and Public Realm Improvements | | | |
|---|----------------------------|-----------------------|---------------------------|
| Description | Approved budget (£) | Adjustment (£) | Revised Budget (£) |
| <i>Evaluation budget (16800068)</i> | | | |
| PreEv P&T Staff Costs | 13,500 | – | 13,500 |
| PreEv Fees | 15,000 | – | 15,000 |
| DBE Structures Staff Costs | 18,402 | -16,902 | 1,500 |
| Env Servs Staff Costs | 69,280 | -58,781 | 10,499 |
| P&T Staff Costs | 851,544 | -498,500 | 353,044 |
| P&T Fees | 777,636 | -545,000 | 232,636 |
| Sub-totals 1 | 1,745,362 | -1,119,183 | 626,179 |
| <i>Interim Scheme implementation budget</i> | | | |
| Env Servs Staff Costs | – | 71,016 | 71,016 |
| P&T Staff Costs | – | 337,532 | 337,532 |
| Fees | – | 185,500 | 185,500 |
| Works | – | 245,135 | 245,135 |
| Utilities | – | 75,000 | 75,000 |
| Costed risk | – | 125,000 | 125,000 |
| Islington Contribution | – | 80,000 | 80,000 |
| Sub-totals 2 | – | 1,119,183 | 1,119,183 |
| TOTAL | 1,745,362 | - | 1,745,362 |

Appendix 4: Progress to date and technical information

Baseline study

1. A comprehensive baseline study has been undertaken on the existing conditions in Beech Street and the wider study area. The baseline report contains information on the history of Beech Street, various assessments as well as present data collected over the last year or so, including traffic movements, public transport air quality, noise, collisions and the public realm. The baseline study will be used as a reference point to compare the effects as a result of any changes.

Traffic and statutory approvals

2. The team continue to liaise with Transport for London (TfL) and Islington Council on obtaining the necessary approvals via the TMAN process.
3. Strategic traffic modelling was completed in November 2019, with significant traffic displacement forecast on the surrounding road network including Aldersgate Street/Goswell Road, London Wall, Moorgate, Finsbury Park/Finsbury Pavement and Old Street, as a result of the two-way Zero Emission restrictions. A traffic impact report has been completed, based on the strategic modelling outputs, and included in Appendix 4.
4. Additional traffic is also expected on local roads, in particular in Islington along Bunhill Row, Banner Street and Fortune Street. Traffic is also predicted to increase along Moor Lane.
5. Under the proposed zero emission restrictions, bus 153 – the only route servicing Beech Street – will continue to use the street as before as the 153 fleet is electric and therefore compliant.
6. The displaced traffic is expected to affect bus journey times of services in the immediate vicinity, including route no's 4, 56, 76 and 100.
7. A monitoring strategy has been developed in consultation with TfL and Islington Council, for the purposes of checking the effects of the scheme during the initial stage (i.e. until a decision has been made to make the scheme permanent) and respond/mitigate as necessary
8. Traffic (flow) along the affected streets, as well as bus journey times will be monitored during the monitoring period.
9. An audit of all relevant signage in the study area was undertaken to understand the requirements for providing advanced information to drivers and direct traffic accordingly.
10. A new sign to enforce the scheme was approved by the Department for Transport (DfT) in September 2019 – a copy is included in Appendix 5.

Air quality

11. A specialist consultancy was appointed to undertake air quality modelling and this task was completed in September 2019. The air quality modelling is based on traffic data collected as part of the baseline and the strategic traffic modelling outputs.

12. Under the two-way ZES scenario, air quality is set to improve significantly along Beech Street with some minor improvements also expected in the immediate vicinity. Conversely, some worsening of air quality is expected on the surrounding road network as a result of traffic being reassigned. The locations of the modelled air quality receptors are shown in Figure 1, with results presented in Table 1.

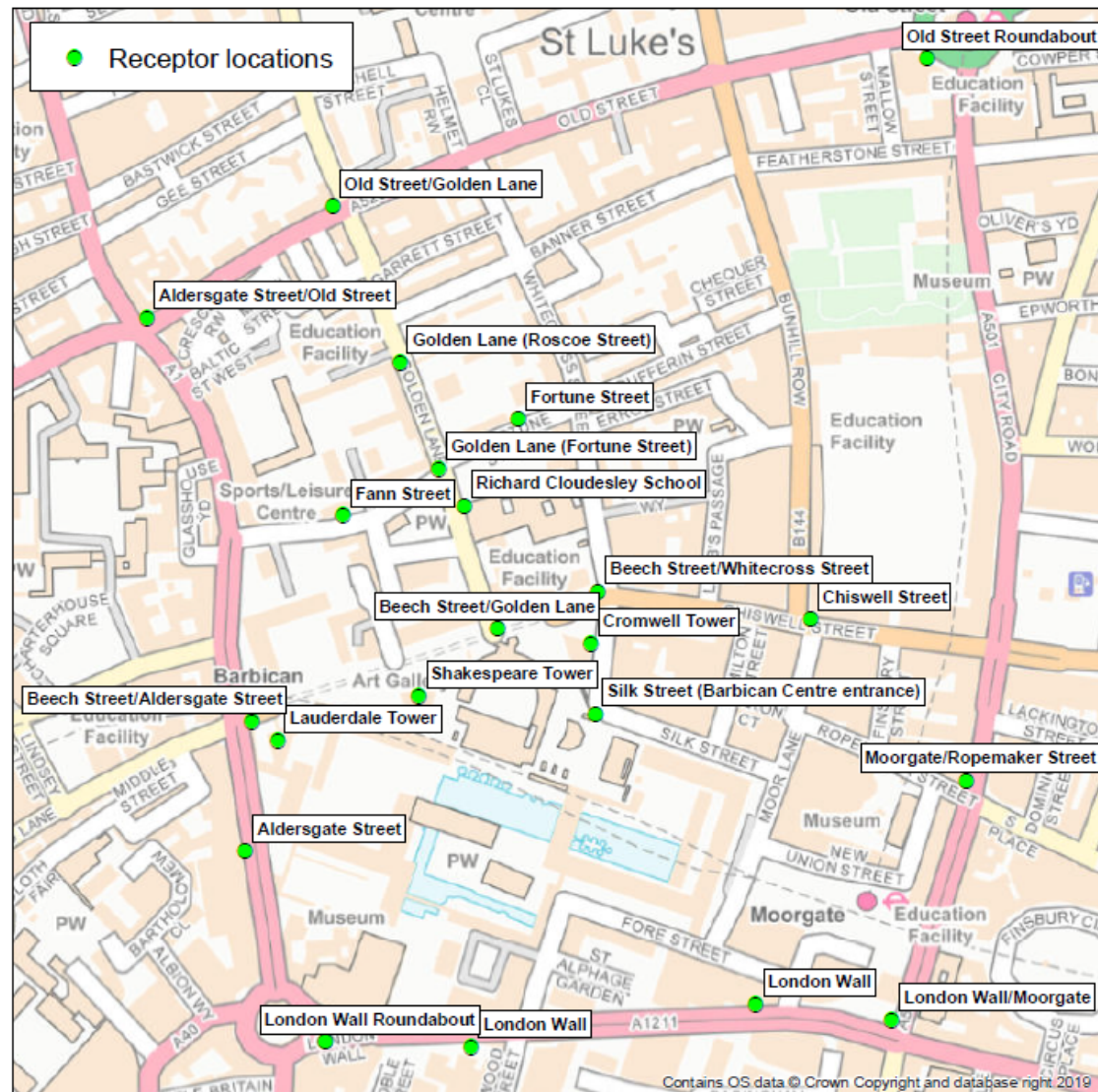


Figure 1: Air quality receptor locations

Table 1: Modelled annual average concentrations at receptor locations

| Receptor name | 2021 Baseline | Two-way ZES | |
|-----------------------------|--|--|------------|
| | Concentration ($\mu\text{g}/\text{m}^3$) | Concentration ($\mu\text{g}/\text{m}^3$) | Change (%) |
| Aldersgate St/Old St | 41.6 | 45.6 | 10% |
| Old St/Golden Ln | 40.9 | 45 | 10% |
| Old St Roundabout | 34.8 | 34.6 | -1% |
| Golden Ln (Roscoe St) | 32 | 33.8 | 6% |
| Golden Ln (Fortune St) | 30.9 | 29.9 | -3% |
| Fortune St | 29.6 | 30 | 2% |
| Richard Cloudesley Sch | 28.8 | 28.6 | -1% |
| Beech St Whitecross St | 50.4 | 29.3 | -42% |
| Beech St/Golden Ln | 54.9 | 33.3 | -39% |
| Beech St/Aldersgate St | 52.7 | 31.6 | -40% |
| Silk St (Barbican entrance) | 31.2 | 35.2 | 13% |
| London Wall Roundabout | 46.6 | 51.3 | 10% |
| Aldersgate St | 45.4 | 45.4 | 0% |
| London Wall | 29.8 | 29.9 | 1% |
| London Wall | 39.7 | 43.7 | 10% |
| London Wall/Moorgate | 44.6 | 45.5 | 2% |
| Moorgate/Ropemaker St | 43.2 | 46.7 | 8% |
| Chiswell St | 40.6 | 36 | -11% |
| Fann St | 29.3 | 29.2 | 0% |
| Lauderdale Tower | 32.6 | 30.5 | -6% |
| Shakespeare Tower | 30.1 | 29.1 | -3% |
| Cromwell Tower | 29.5 | 28.7 | -3% |

Design and layout

13. Only ZEVs will be allowed to use Beech Street as a through road and a 'point' enforcement approach has been taken to managing the ZES, by creating a zone within the covered roadway where enforcement will take place.
14. The accesses to the existing car parks and servicing areas (e.g. the Barbican Trade Centre and Lauderdale Place) falls outside of this zone, ensuring non-compliant vehicles may continue to use these. To allow for this the central reservation will be amended to accommodate right turn movements to/from the various accesses – essentially this means a behavioural change that will result in the entry and exit movements to/from Beech Street are from the same direction (i.e. either east or west).
15. A new sign to enforce the scheme has been approved by DfT and these will be installed at the enforcement point, as well as at either end of Beech Street – a copy of the sign is included in Appendix 6. Advanced warning signs will also be installed in the wider area, both for information purposes and to

guide drivers. All of the signs will be able to be covered up if needed, e.g. if Beech Street would need to be reopened to all traffic under an emergency diversion scenario.

16. Currently, the right turn movement (for northbound vehicles) is prohibited from Silk Street into Chiswell Street and instead vehicles execute a left turn, entering Beech Street and continue their journey in the westbound direction.
17. So as to avoid non-compliant vehicles entering the ZES various options for removing the right turn ban were explored, including the introduction of a mini roundabout and changing priorities at the junction. However, these changes will result in cyclists (travelling in an east-west direction) coming into conflict with vehicles and was therefore dismissed as a safe choice.
18. A stage 1/2 road safety audit will be carried out on the final layout to ensure safety of all road users have been taken into consideration.

Enforcement

19. Siemens was appointed in October 2019 as the City's preferred supplier for ANPR cameras and will also be used to supply the required technology for this scheme.
20. The project team has been working closely with other teams and departments, as well as Siemens and Saba (who will be supplying resources to enforce the scheme), in establishing an enforcement regime.
21. A grace period will apply after the scheme goes live, where warning letters will be sent to those who contravene the restrictions, in lieu of PCNs.
22. A 'whitelist' will be developed that will include details of non-compliant vehicles that will be exempt from the restrictions.

Legal

23. As previously reported, progressing a closure or restrictions on Beech Street without the necessary approvals in place, are not recommended due to the requirements of the decision-making framework, for the following reasons:
 - a. A full or partial closure of Beech Street will require a traffic order, which must be consulted on. Neighbouring authorities likely to be affected must be consulted. Objections from all stakeholders must be carefully evaluated (sometimes involving an Inquiry)
 - b. In making traffic orders and carrying out its traffic authority responsibilities, the City Corporation has duties to secure the expeditious, safe and convenient movement of traffic (having regard to effect on amenities) (S.122 Road Traffic Regulation Act 1984), and to secure the efficient use of the road network, avoiding congestion and disruption (S.16 Traffic Management Act 2004). These duties require the impacts of proposals to be fully understood and mitigated. The TMAN process has been put in place by TfL to ensure that the impacts on traffic movements on strategic roads can be properly assessed, and therefore that the decision-making process is robust.
 - c. Officers do not recommend proceeding with implementing any form of vehicle restriction before completing the TMAN process, as successful

completion of this process helps to ensure compliance with the traffic authority duties outlined above.

24. Independent legal (Counsel) opinion on the scheme proposals have been sought to ensure there is a high degree of certainty that the City is acting within its statutory powers, with the following reviewed: the traffic order; Gateway Reports; and the advice given by the Comptroller and City Solicitors team.

Public Realm and Culture Mile considerations

25. Introducing the ZES will limit the scope for public realm improvements, as the street layout will not change under this scenario.
26. A workshop with Culture Mile partners were held in September to gather views on conceivable public realm interventions for Beech Street as result of the Interim Scheme.
27. A specialist consultant will be appointed during the initial phase (i.e. the experimental period) of the Interim Scheme to engage with stakeholders and the wider public to gather views on the ZES changes and the future possibilities of this street and how this relates to the wider Culture Mile aspirations. The costs associated with this will be limited to ~£50,000 to save on potentially abortive spending.
28. Should the decision be taken to make the ZES permanent, more extensive public realm interventions will be introduced, using the outcomes from the above engagement process.
29. The proposed changes will be reported back to Members via the Issues report planned for later in 2020.

Engagement

30. A number of face-to-face meetings were held with representatives from the taxi trade and private hire trade. Views on the scheme and input to the monitoring process were sought as part of this process. It is intended to continue to liaise with these and other groups, including the freight industry, going forward.
31. Street user perception surveys were completed in August 2019. The surveys collected views on how various individuals/groups use and perceive Beech Street in its current form. The surveys also sought information on possible changes/improvements that individuals would like to see in the area. The results have been included in the baseline report.

Other

32. An Equalities Impact Analysis (EqIA) and Health Impact Analysis (HIA) was completed by an independent consultant in November 2019, with the results incorporated into the final design. A copy of the EqIA and HIA report is included in Appendix 8.
33. A graphic design specialist was appointed to create a series of maps that will assist in communicating the scheme – these are included in Appendix 6.

Appendix 5: Traffic impact report

Appendix 6: Design plans

Appendix 7: Communications materials (maps)

Appendix 8: Equalities Impact Analysis and Health Impact Analysis report

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Project Coversheet

[1] Ownership

Unique Project Identifier: 10847

Core Project Name: Beech Street Transport and Public Realm Improvements

Programme Affiliation (if applicable): Beech Street Transformation

Project Manager: Aldo Strydom

Next Gateway to be passed: Issues Report

[2] Project Brief

Project Description: The Project will address air quality issues by reducing traffic that pass through the covered roadway. At the same time, it aims to deliver a vibrant street with a high-quality public realm at the centre of Culture Mile.

Definition of need:

- The adopted 2015 Local Plan, policy CS5 supports the further improvement of the Barbican area as a cultural quarter;
- The Barbican Area Strategy and Culture Mile Look and Feel Strategy identifies the need for infrastructure improvements in Beech Street

Key measures of success:

- 1) Reduction in through traffic along Beech Street
- 2) Air quality improvements (reduction in NO₂)
- 3) Vast improvement to quality of the public realm

[3] Progress Status

Expected timeframe for the project delivery: 2018–2022

Key Milestones: Interim scheme – March 2020; Permanent scheme – 2022

Are we on track for completing the project against the expected timeframe for project delivery? Y

Has this project generated public or media impact and response which the City of London has needed to manage or is managing? No

[4] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

Since G1/2 report:

- Total Estimated Cost (excluding risk): £120,525
- Costed Risk Against the Project: 0

Scope/Design Change and Impact: Additional scope, including extensive traffic modelling

Since G3 issues report (PSC Approval 22/03/19):

- Total Estimated Cost (excluding risk): £12M–£15M
- Resources to reach next Gateway (excluding risk)
- Spend to date: £585, 217
- Costed Risk Against the Project: 0
- CRP Requested: £125,000
- CRP Drawn Down: 0

Scope/Design Change and Impact: Request to increase project scope to investigate feasibility of a two-way closure.

Total anticipated on-going commitment post-delivery [£]: unknown*

Programme Affiliation [£]: unknown

* Ongoing costs associated with the enforcement of the scheme will be funded through the On-Street Parking Reserve (OSPR) from the income received from Penalty Charge Notices (PCNs)

Top risk:

| <i>Risk description</i> | <i>Objection to the scheme from TfL or Islington, due to unacceptable traffic impacts on the road network</i> |
|-------------------------|---|
|-------------------------|---|

Top issue realised:

| <i>Issue Description</i> | <i>Impact and action taken</i> | <i>Realised Cost</i> |
|-----------------------------|---|----------------------|
| Extensive traffic modelling | An independent traffic modelling expert has since been procured to offer impartial professional advice on the procurement of a traffic modelling team and engagement with TfL | £40,000 |

[5] Member Decisions and Delegated Authority

Members of Policy and Resources Committee approved the Vision for Beech Street in an update report on 7 June 2018. This report set out the principle that traffic needs to be removed or reduced in Beech Street as part of the Transformation programme.

The only matter of Delegated Authority relates to the Director for Built Environment being able to move funds between individual line items with no change to the overall budget or project scope.

Members of the Port Health and Environmental Services Committee have requested that the potential for air quality to be improved on Beech Street by investigating the feasibility of restricting traffic to Ultra Low Emission vehicles (ULEVs).

A subsequent Issue Report for the Transport and Public Realm project was presented at the Streets and Walkways Sub-Committee meeting in July 2018, recommending that the eastbound closure be further developed. Members however recommended that the report be withdrawn, and officers investigate options for further traffic modelling.

Following this, an Issue report was considered at the September 2018 committee cycle. Members from the Streets and Walkways Sub-Committee approved this report with the following resolutions of note:

5. Approve further development of the feasibility of Option 1 (Beech Street closed to eastbound traffic) and Option 2 (Beech Street closed to westbound traffic);
6. Approve an increase in the scope of the project (requested by the Port Health & Environmental Services Committee) to investigate the feasibility of introducing Ultra-Low Emission Vehicle restrictions in Beech Street;
11. Ask that officers explore ways to accelerate the project where appropriate, and that officers update Members on the project at each meeting of the Streets & Walkways Sub-Committee.

An Issue Report was considered at the February 2019 Committee cycle where Members approved the project objectives and agreed that a two-closure be added to the scope of investigations.

An Issue Report considered in the July 2019 Committee cycle saw Members approve a two-way Zero Emission Street (ZES) as an Interim Scheme.

City of London: Projects Procedure Corporate Risks Register

| Project Name: | | | Beech Street Transport and Public Realm Improvement | | | | | PM's overall risk rating: | | Medium | | CRP requested this gateway | | £ 125,000 | | Average unmitigated risk | | 7.2 | | | | Open Risks | | 9 | | | |
|-----------------------------|---------|---------------------------|--|--|--|--------------------------------------|------------|----------------------------------|---------------------------------------|------------------------------|--|----------------------------|--|---------------------------------------|-----------------------------------|----------------------------|------------------|---|-------------|---|--|---|--|---|--|--|--|
| Unique project identifier: | | | 10847 | | Total estimated cost (exc risk): | | | | | £ 12,000,000 | | Total CRP used to date | | £ - | | Average mitigated | | 5.9 | | | | Closed Risks | | 0 | | | |
| General risk classification | | | | | | | | | | | | Mitigation actions | | | | | | | | | | Ownership & Action | | | | | |
| Risk ID | Gateway | Category | Description of the Risk | Risk Impact Description | Likelihood Classification pre-mitigation | Impact Classification pre-mitigation | Risk score | Costed impact pre-mitigation (£) | Costed Risk Provision requested Y/N | Confidence in the estimation | Mitigating actions | Mitigation cost (£) | Likelihood Classification on post-mitigation | Impact Classification post-mitigation | Costed impact post-mitigation (£) | Post-Mitigation risk score | CRP used to date | Use of CRP | Date raised | Named Departmental Risk Manager/Coordinator | Risk owner (Named Officer or External Party) | Date Closed OR/Realised & moved to Issues | Comment(s) | | | | |
| R1 | 4 | (1) Compliance/Regulatory | Transport for London do not approve the TMAN for the ETO | Delay to programme, due to a number of reasons. Could result in additional traffic modelling to be done | Possible | Major | 12 | £50,000.00 | Y - for costed impact post-mitigation | B – Fairly Confident | Continue to procure and prepare for implementation "at risk". Continue to liaise and engage with TfL at a Project and Political level | £0.00 | Possible | Major | £50,000.00 | 12 | £0.00 | Possible: Staff time, traffic modelling, consultants work | 01/10/2019 | Leah Coburn | AS/KT | | There is a risk that TfL do not approve the TMAN, this may be to the possible impact on bus journey times which have not been quantified, or to objections by neighbouring authorities. Additional traffic modelling or data analysis work may be required | | | | |
| R2 | 4 | (1) Compliance/Regulatory | Delays to TfL approving the TMAN | Delays to the TMAN being approved beyond Christmas will result in delays to the City being able to make the March deadline and reduce the amount of time we have to inform and engage with the public. | Unlikely | Serious | 4 | £20,000.00 | Y - for costed impact post-mitigation | B – Fairly Confident | Continue to prepare for the public engagement and constantly with the TfL approvals team | £0.00 | Unlikely | Serious | £20,000.00 | 4 | £0.00 | Possible: Staff time + modelling | 01/10/2019 | Leah Coburn | AS/KT | | In theory TfL have 28 days to approve or reject a TMAN. If approved, great. If not approved and rejected see Risk above | | | | |
| R3 | 5 | (1) Compliance/Regulatory | LB Islington object to the ETO | If Islington do not support the ETO, this may delay TfL approval of TMAN and create a project delay | Possible | Major | 12 | £5,000.00 | N | C – Uncomfortable | Provide all information to LB Islington, meet with officers and engage at a senior management and senior political level | £0.00 | Possible | Major | £0.00 | 12 | £0.00 | Staff time | 01/10/2019 | Leah Coburn | AS/KT | | An objective could cause a delay to the submission of the TMAN | | | | |
| R4 | 5 | (1) Compliance/Regulatory | LB Camden object to the ETO | If Camden do not support the ETO, this may delay TfL approval of TMAN and create a project delay | Unlikely | Serious | 4 | £5,000.00 | N | C – Uncomfortable | Provide all information to LB Camden, meet with officers and engage at a senior management level | £0.00 | Unlikely | Serious | £0.00 | 4 | £0.00 | Staff time | 01/10/2019 | Leah Coburn | AS/KT | | An objective could cause a delay to the submission of the TMAN | | | | |
| R5 | 6 | (8) Technology | Traffic impacts are more severe than anticipated | Complaints and objections to additional traffic congestion may mean the experiment needs to be abandoned or altered | Unlikely | Extreme | 16 | £100,000.00 | Y - for costed impact post-mitigation | D – Very Uncomfortable | Most objections likely from residential areas, where it may be possible to introduce mitigation scheme to keep reassigned traffic on the main routes | £30,000.00 | Unlikely | Serious | £50,000.00 | 4 | £0.00 | Staff time and consultant fees | 01/10/2019 | Leah Coburn | AS/KT | | Mitigation schemes may be required on residential streets, which will require further planning, design and engagement. Complex schemes in their own right | | | | |
| R6 | 6 | (9) Environmental | Reduction in air quality on alternative traffic routes | Objections may be made from residents and road user groups about an increase in air pollution on streets which receive more traffic | Possible | Minor | 3 | £10,000.00 | N | A – Very Confident | Additional air quality monitoring | £0.00 | Unlikely | Serious | £5,000.00 | 4 | £0.00 | Fees | 01/10/2019 | Leah Coburn | AS/KT | | Air quality data will be collected and analysed by consultants. | | | | |
| R7 | 6 | (3) Reputation | The ETO is ineffective | Due to the limitations of signing and potential confusion over different London zones, compliance may be low | Unlikely | Minor | 2 | £0.00 | N | B – Fairly Confident | Review signing, lobby DfT for further signing flexibility | £0.00 | Possible | Minor | £0.00 | 3 | £0.00 | | 01/10/2019 | Leah Coburn | AS/KT | | Signage is likely an issue due to necessity to adhere to approve signs and many people do not understand the sign restricting access. | | | | |
| R8 | 6 | (8) Technology | Monitoring strategy data is imprecise | Due to significant utility works it is likely that it will be difficult to attribute traffic reassignment to the Beech Street scheme or to utility works. This may make it look like Beech Street has had a bigger impact in the monitoring data than it actually does | Likely | Serious | 8 | £0.00 | N | B – Fairly Confident | Undertake additional data interrogation in liaison with TfL bus ops team | £0.00 | Possible | Serious | £0.00 | 6 | £0.00 | | 01/10/2019 | Leah Coburn | AS/KT | | We believe it will be possible to disaggregate bus journey time data and attribute some delay and congestion to utility works and some to Beech Street ZES. | | | | |
| R9 | 6 | (3) Reputation | Scheme viewed as revenue raiser | Whilst the scheme is verifiably driven by air quality objectives, there is a reputational risk that it is driven by revenue raising. | Likely | Minor | 4 | £0.00 | N | A – Very Confident | Mostly media and messaging, demonstration of project lifecycle | £0.00 | Likely | Minor | £0.00 | 4 | £0.00 | | 01/10/2019 | Leah Coburn | AS/KT | | Perception management as the project has always been driven by desire to improve the poor air quality on Beech Street | | | | |
| | | | | | | | | | | | | | | | | | £0.00 | | | | | | | | | | |
| R12 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R13 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R14 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R15 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R16 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R17 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R18 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R19 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R20 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R21 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R22 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R23 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
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| R26 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R27 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
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| R29 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R30 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R31 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
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| R41 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |
| R42 | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | | | | | |

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| R47 | | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | |
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| R93 | | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | |
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| R98 | | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | |
| R99 | | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | |
| R100 | | | | | | | | | £0.00 | | | | £0.00 | | | £0.00 | | £0.00 | | | | | | |

BEECH STREET TRANSPORT AND PUBLIC REALM IMPROVEMENTS

TRAFFIC IMPACT

CITY OF LONDON



QA RECORD:

| | | | |
|--------------|---------------|------|------------------|
| DOCUMENT REF | 7000TN01 | Rev | 0.1 |
| DRAFTED BY | Chris Attwood | Date | 11 November 2019 |
| CHECKED BY | Chris Attwood | Date | 11 November 2019 |
| APPROVED BY | Chris Attwood | Date | 14 November 2019 |

1 INTRODUCTION

1.1 Background

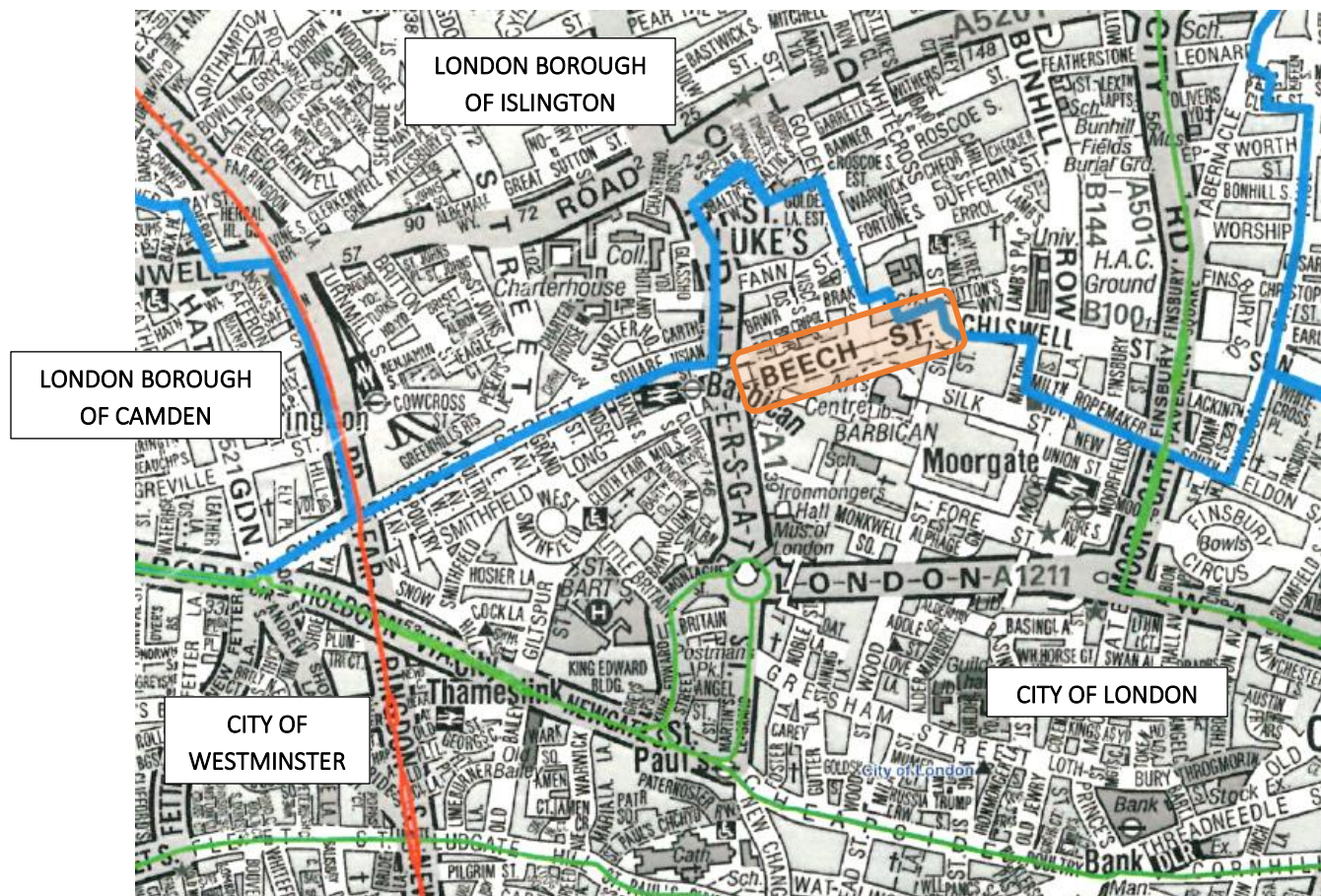
- 1.1.1 The City of London (CoL) has commissioned NRP to assess the impact of restricting Beech Street to Zero Emission Vehicles (ZEVs) and cyclists in both directions. Bus service 153 would still be able to use Beech Street.
- 1.1.2 The objective of the changes to Beech Street is to significantly enhance the public realm and to improve air quality along the corridor.
- 1.1.3 A previous technical report (TR01) set out a desktop analysis of the impact of closing Beech Street to motorised traffic in an eastbound direction. This has been superseded by the new proposals set out in this document.
- 1.1.4 The method of assessment for the two-way restriction broadly follows the same methodology as that used for Phase 1, which was discussed and agreed with Transport for London (TfL). The main difference is that strategic modelling using TfL's ONE model has been undertaken to generate the predicted flow reassignment as a result of the two-way restriction (previously a desktop assessment was undertaken).
- 1.1.5 This report presents the following information:
 - Chapter 1: Traffic reassignment analysis
 - Chapter 2: Traffic impact assessment
 - Chapter 3: Conclusions

2 TRAFFIC REASSIGNMENT ANALYSIS

2.1 EXISTING SITUATION

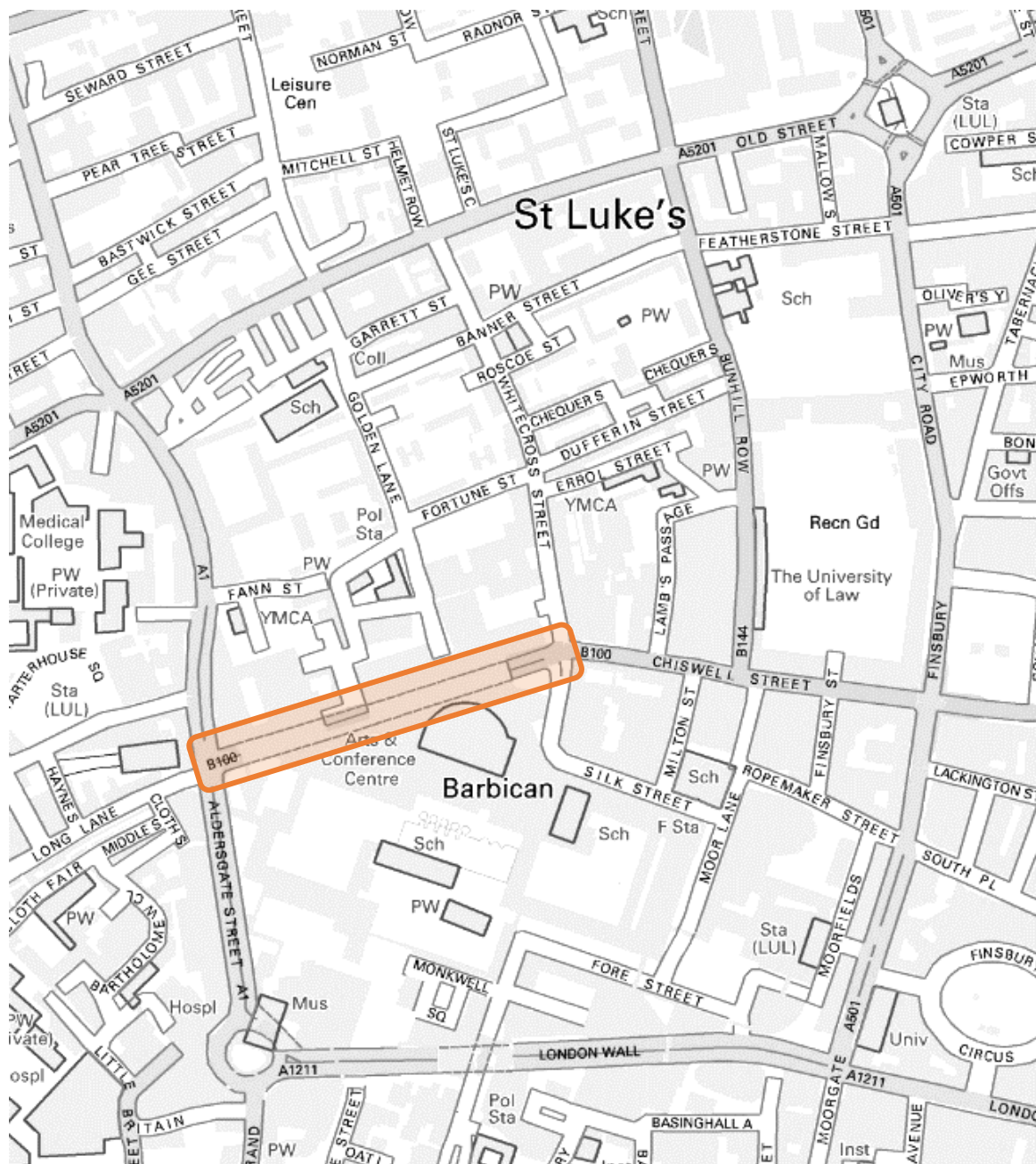
- 2.1.1 Beech Street, Aldersgate Street and the surrounding highway network are local roads and do not form part of the Transport for London Road Network (TLRN) or Strategic Road Network (SRN). Figure 2.1 highlights Beech Street (orange box) and shows the TLRN (red line), SRN (green line) and borough boundary (blue line).

Figure 2.1: Beech Street location (wider context)



- 2.1.2 The highway network immediately surrounding Beech Street is shown in Figure 2.2.
- 2.1.3 Beech Street forms part of bus route 153, which runs in both directions between Finsbury Park and Finsbury Square/Moorgate. Aldersgate Street forms part of two north-south bus services (Routes 4 and 56).

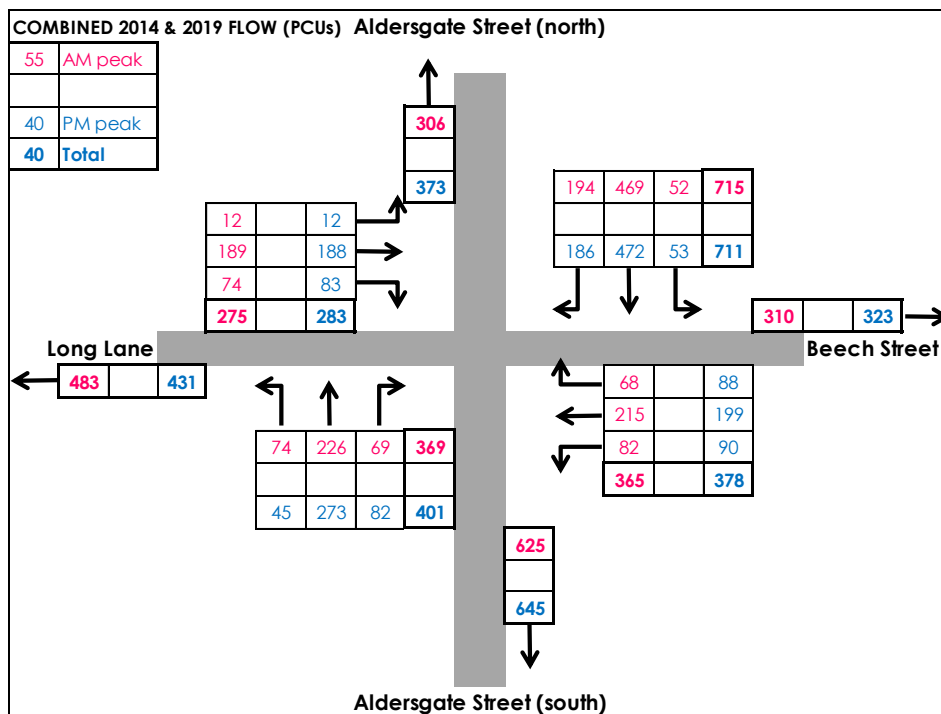
Figure 2.2: Beech Street location



2.2 Traffic data

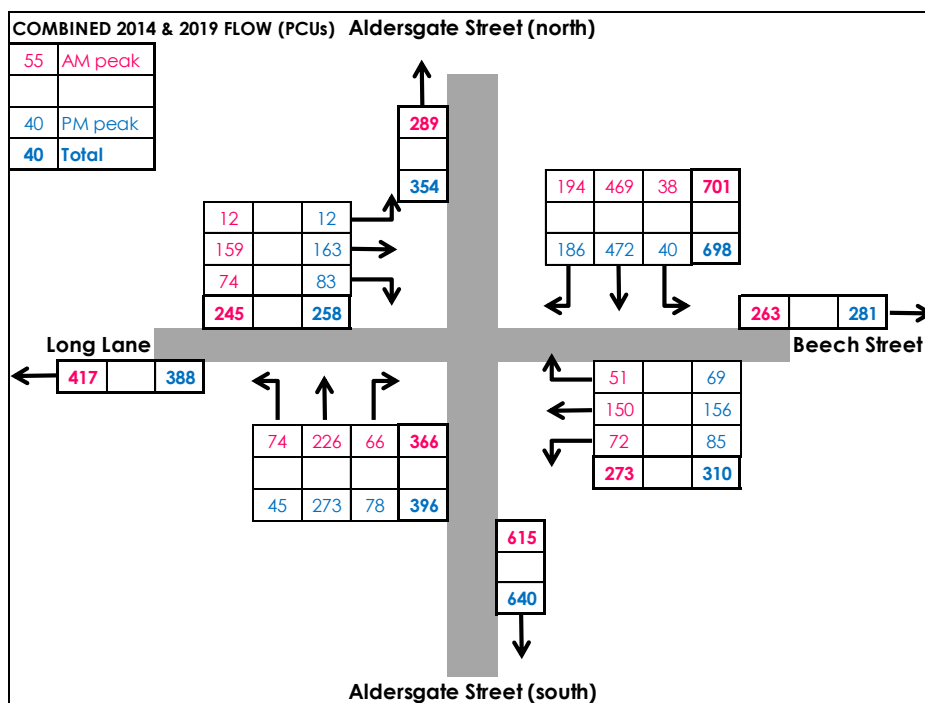
- 2.2.1 The analysis for Phase 1 used a mix of traffic survey data at the Aldersgate Street/ Beech Street/ Long Lane junction that was collected in 2014 and 2018. Since then new data was collected in March 2019. As with the data used for the Phase 1 analysis, the 2019 survey was undertaken when Long Lane was closed to general traffic, which meant the 2014 data had to be used to obtain the Long Lane traffic flow. The AM peak is 0815-0915 and the PM peak is 1730-1830.
- 2.2.2 The combined 2014 and 2019 traffic flows are shown in Figure 2.3.

Figure 2.3: Aldersgate Street/ Beech Street/ Long Lane (00/028) 2014 and 2019 combined traffic flow (PCUs)



- 2.2.3 The proposed restriction on Beech Street would allow ZEVs, cyclists and bus 153 to use Beech Street. The traffic flows without ZEVs (2% of total flow assumed), cyclists and bus 153 entering Beech Street are shown in Figure 2.4. These are the flows that will reassign away from Beech Street.

Figure 2.4: Aldersgate Street/ Beech Street/ Long Lane (00/028) 2019 traffic flow with ZEVs, cyclists and bus 153 removed entering Beech Street eastbound (PCUs)



2.2.4 The traffic (excluding ZEVs, cyclists and bus 153) to be reassigned is as follows:

- 159 PCUs (AM peak) and 163 PCUs (PM peak) eastbound from Long Lane
- 38 PCUs (AM peak) and 40 PCUs (PM peak) southbound from Aldersgate Street
- 66 PCUs (AM peak) and 78 PCUs (PM peak) northbound from Aldersgate Street
- 263 PCUs (AM peak) and 281 PCUs (PM peak) eastbound on Beech Street
- 273 PCUs (AM peak) and 310 PCUs (PM peak) westbound on Beech Street
- 536 PCUs (AM peak) and 591 PCUs (PM peak) in total

2.3 Methodology

2.3.1 TfL's ONE model has been used to predict the volume and location of traffic reassignment as a result of the two-way restriction on Beech Street. The model has been through several iterations to ensure that it provides a realistic and accurate estimate of traffic reassignment.

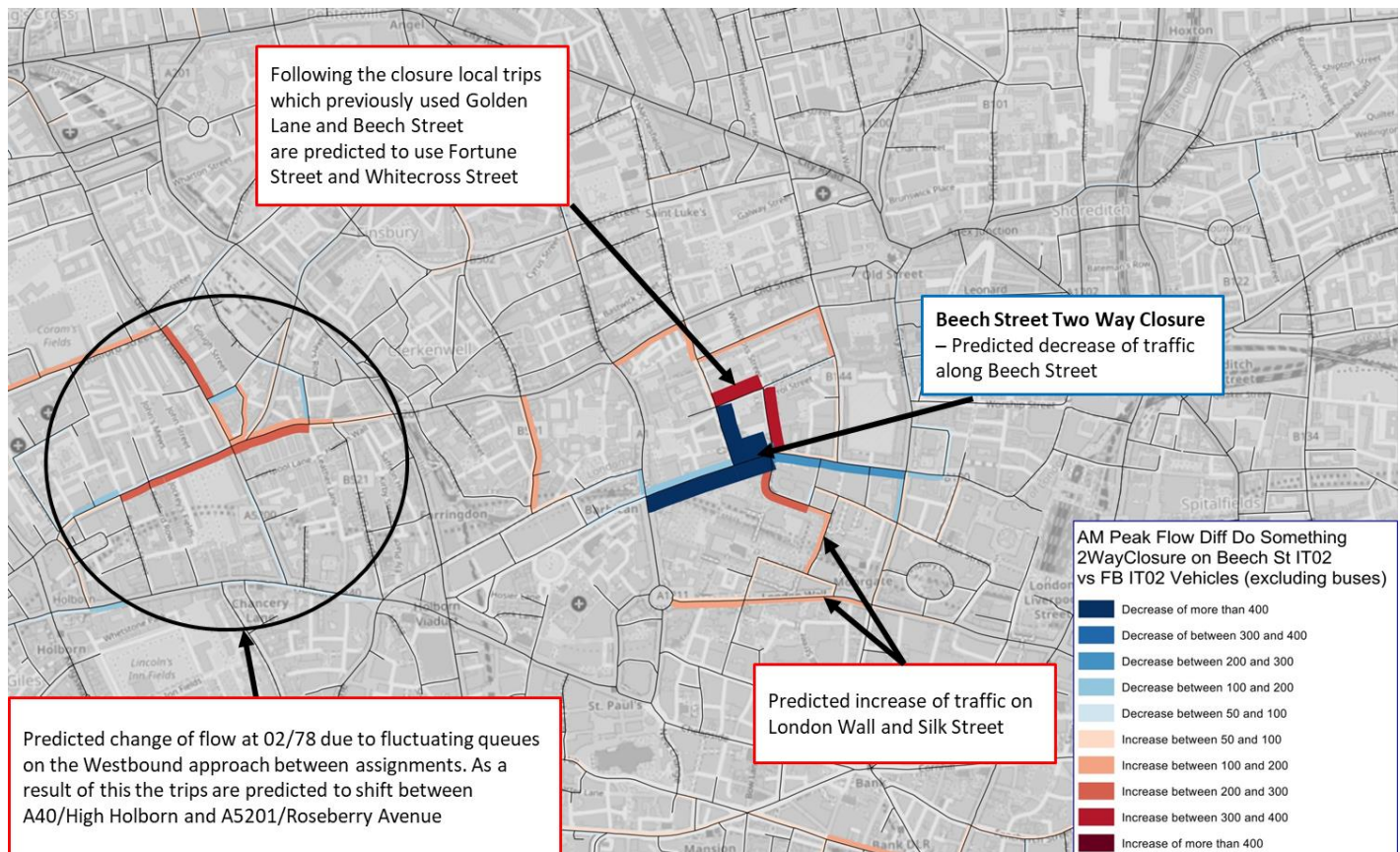
2.3.2 Two scenarios have been modelled:

- **Scenario 1:** Beech Street two-way closure. This assumes full closure to all vehicles because it has been estimated that the current proportion of ZEVs is less than 5%. Therefore, the results presented are a worse case in terms of vehicle reassignment.
- **Scenario 2:** As Scenario 1 but with Fortune Street fully closed. The restriction on Beech Street may result in traffic using Fortune Street as a new rat-running route. This would be undesirable and so this test is to see where traffic would reassign if Fortune Street was closed.

2.4 Scenario 1

2.4.1 The ONE model outputs for Scenario 1 are shown in Figure 2.5 for the AM peak and Figure 2.6 for the PM peak. The outputs show the predicted flow difference between the 2021 Future Base model and the 2021 Future Base model with Beech Street closed. The text on the images are TfL's notes of explanation.

Figure 2.5: Scenario 1 ONE model flow difference output (AM peak)

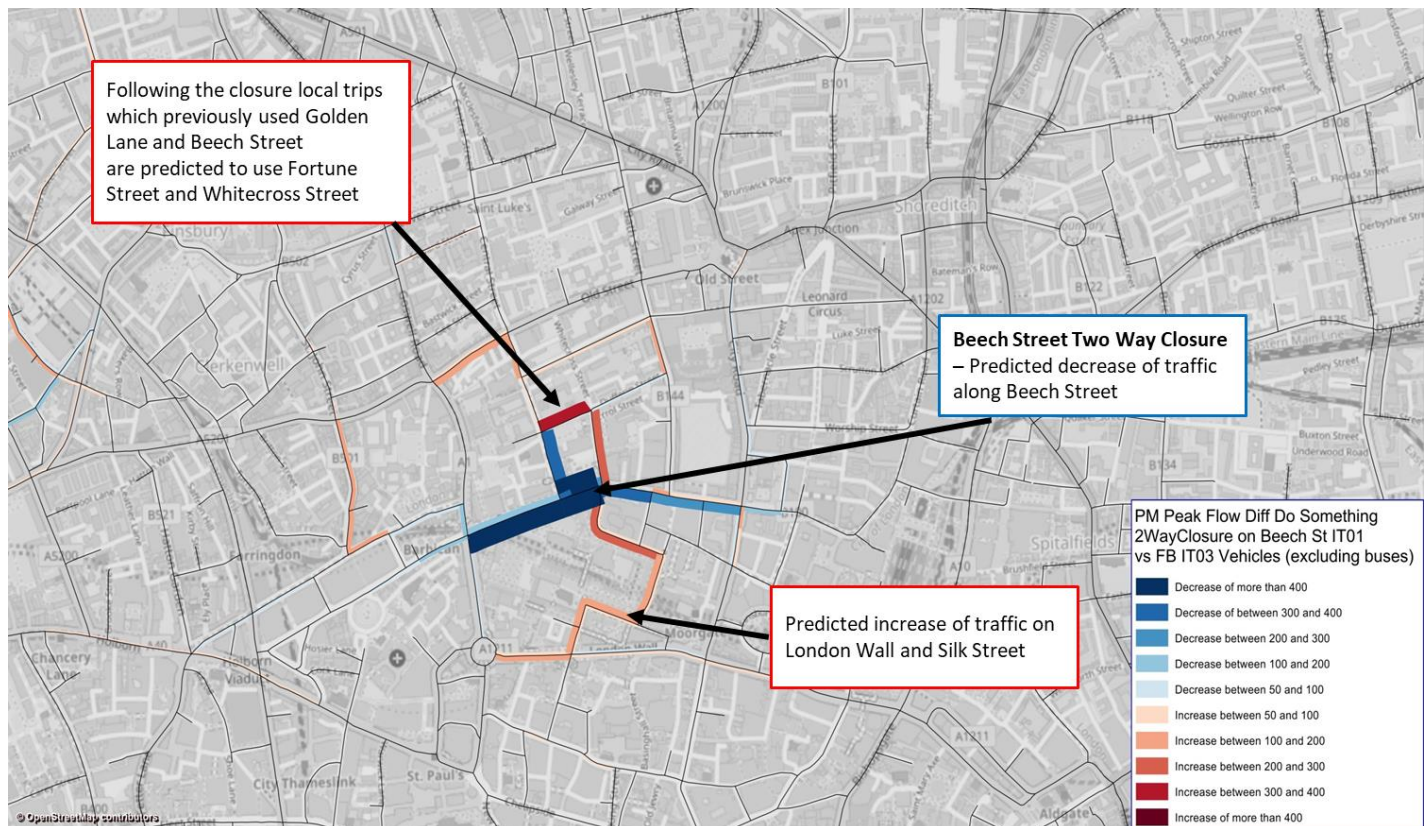


2.4.2 A summary of the flow reassignment for the AM peak is as follows:

- London Wall. Flow increase of 50-100 eastbound and 100-200 westbound between Rotunda and Moorgate.
- Moor Lane. Flow increase of 100-200 northbound.
- Silk Street. Flow increase of 200-300 northbound.
- Fortune Street. Flow increase of 300-400 eastbound.
- Whitecross Street. Flow increase of 300-400 southbound south of Fortune Street.
- Bunhill Row. Flow increase of 50-100 northbound south of Dufferin Street. Flow increase of 100-200 northbound north of Dufferin Street.
- Banner Street. Flow increase of 100-200 westbound.
- Golden Lane. Flow increase of 100-200 northbound north of Banner Street.
- Old Street. Flow increase of 100-200 westbound west of Golden Lane.
- St John Street. Flow increase of 100-200 southbound.

2.4.3 Flow changes are also shown on the approaches to the Clerkenwell Road/ Rosebery Avenue/ Theobalds Rd/ Grays Inn Road junction (02/078). However, TfL has suggested that this may not be something that would occur in reality, particularly given the current capacity restraints at the junction.

Figure 2.6: Scenario 1 ONE model flow difference output (PM peak)



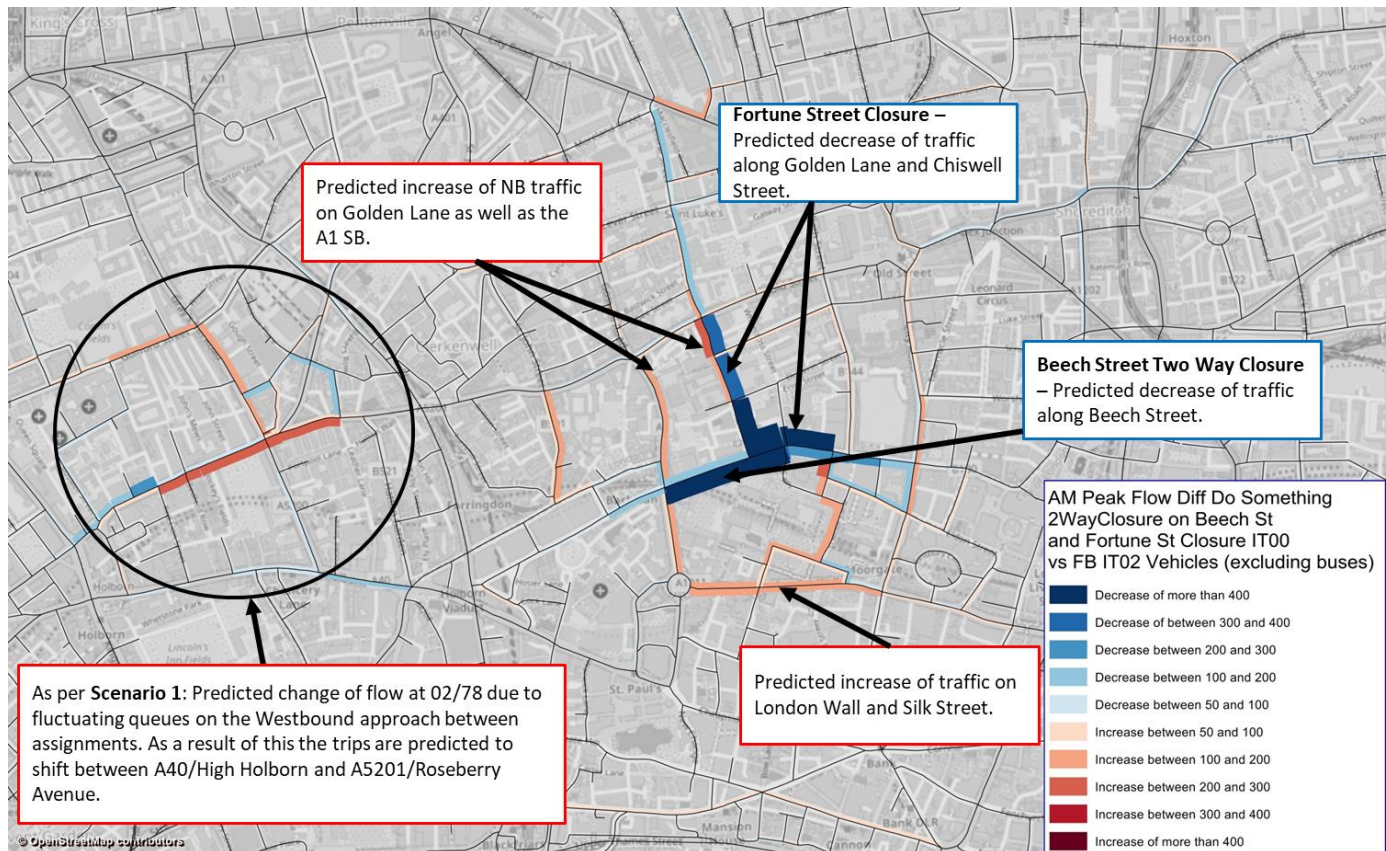
2.4.4 A summary of the flow reassignment for the PM peak is as follows:

- London Wall. Flow increase of 50-100 eastbound and 100-200 westbound between Rotunda and Wood Street.
- Wood Street. Flow increase of 100-200 northbound.
- Fore Street. Flow increase of 100-200 eastbound.
- Moor Lane. Flow increase of 100-200 northbound.
- Silk Street. Flow increase of 200-300 northbound.
- Fortune Street. Flow increase of 300-400 eastbound.
- Whitecross Street. Flow increase of 200-300 southbound south of Fortune Street.
- Bunhill Row. Flow increase of 100-200 northbound north of Dufferin Street.
- Banner Street. Flow increase of 50-100 westbound.
- Golden Lane. Flow increase of 100-200 northbound north of Banner Street.
- Old Street. Flow increase of 100-200 westbound west of Golden Lane.
- St John Street. Flow increase of 100-200 southbound.

2.5 Scenario 2

2.5.1 The ONE model outputs for Scenario 2 are shown in Figure 2.7 for the AM peak and Figure 2.8 for the PM peak. The outputs show the predicted flow difference between the 2021 Future Base model and the 2021 Future Base model with Beech Street closed. The text on the images are TfL's notes of explanation.

Figure 2.7: Scenario 2 ONE model flow difference output (AM peak)

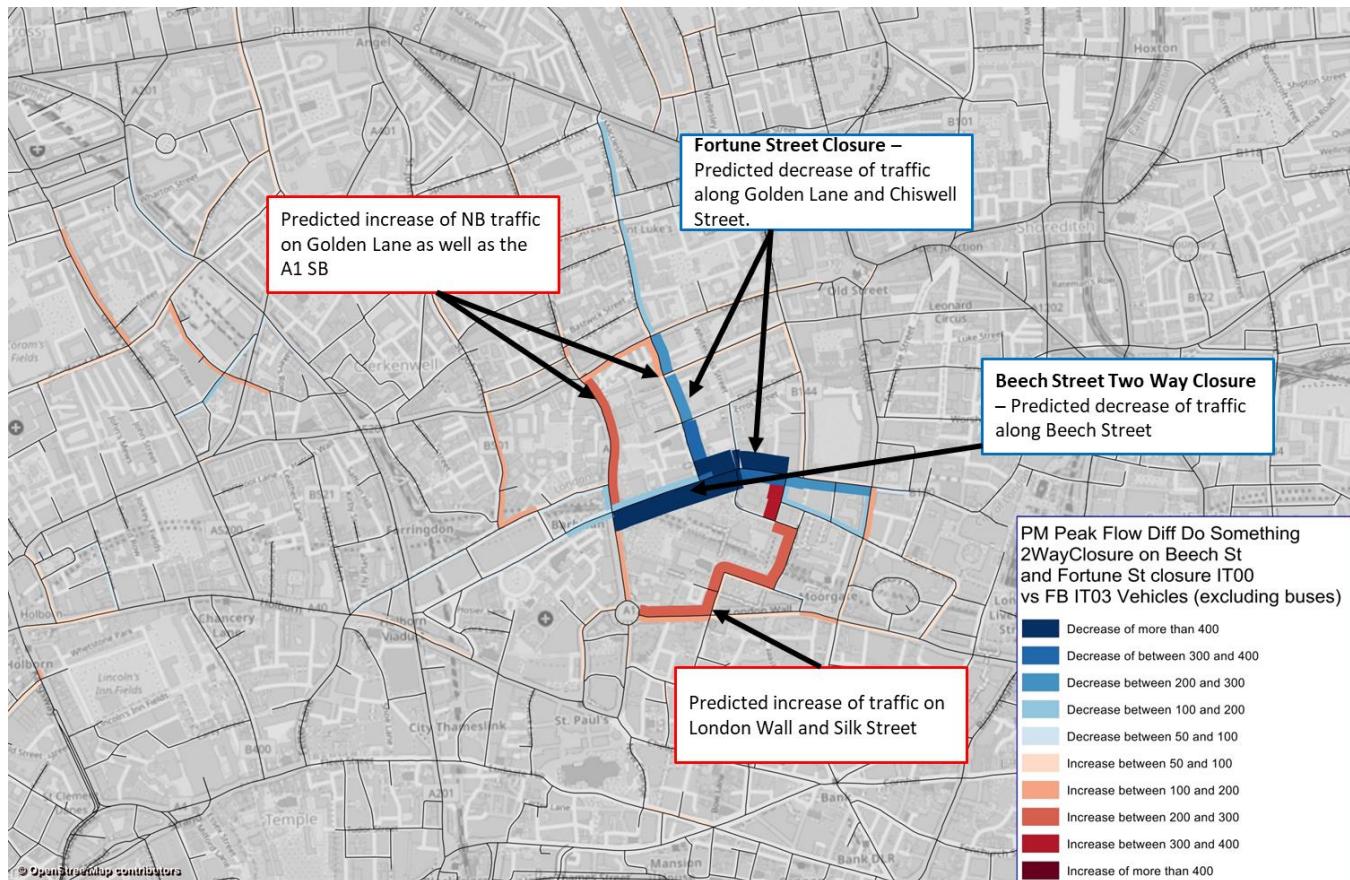


2.5.2 A summary of the flow reassignment for the M peak is as follows:

- London Wall. Flow increase of 100-200 eastbound and westbound between Rotunda and Moorgate.
- Wood Street. Flow increase of 100-200 northbound.
- Fore Street. Flow increase of 100-200 eastbound.
- Moor Lane. Flow increase of 100-200 northbound.
- Silk Street. Flow increase of 100-200 northbound.
- Milton Street. Flow increase of 200-300 northbound.
- Bunhill Row. Flow increase of 50-100 northbound.
- Banner Street. Flow increase of 50-100 westbound.
- Golden Lane. Flow increase of 200-300 northbound north of Banner Street.
- Old Street. Flow increase of 50-100 westbound west of Golden Lane.
- St John Street. Flow increase of 100-200 southbound.
- Aldersgate Street. Flow increase of 100-200 southbound.

2.5.3 Flow changes are also shown on the approaches to the Clerkenwell Road/ Rosebery Avenue/ Theobalds Rd/ Grays Inn Road junction (02/078). However, TfL has suggested that this may not be something that would occur in reality, particularly given the current capacity restraints at the junction.

Figure 2.8: Scenario 2 ONE model flow difference output (PM peak)



2.5.4 A summary of the flow reassignment for the PM peak is as follows:

- London Wall. Flow increase of 200-300 eastbound and 100-200 westbound between Rotunda and Wood Street.
- Wood Street. Flow increase of 200-300 northbound.
- Fore Street. Flow increase of 200-300 eastbound.
- Moor Lane. Flow increase of 200-300 northbound.
- Silk Street. Flow increase of 200-300 northbound.
- Milton Street. Flow increase of 300-400 northbound.
- Bunhill Row. Flow increase of 50-100 northbound.
- Banner Street. Flow increase of 50-100 westbound.
- Golden Lane. Flow increase of 100-200 northbound north of Banner Street.
- Old Street. Flow increase of 100-200 westbound west of Golden Lane.
- St John Street. Flow increase of 100-200 southbound.
- Aldersgate Street. Flow increase of 200-300 southbound.

3 TRAFFIC IMPACT ASSESSMENT

3.1 Methodology

- 3.1.1 The previous chapter set out the predicted traffic reassignment away from Beech Street based on the strategic modelling outputs. This chapter provides an initial assessment of the impact of this traffic reassignment using existing traffic models that were developed for other City of London schemes. This modelling has not been audited by TfL and thus the results are subject to change.
- 3.1.2 Only Scenario 2 has been tested as this is the worst case for traffic reassignment, and it is also the most likely scheme to be implemented.
- 3.1.3 The ONE model outputs show the total flow change for each street. However, they do not show the change in turning counts at each junction. These have been estimated using the desktop study of changes in vehicle movement, applying the traffic volumes from the ONE model outputs.

3.2 Aldersgate Street/ Beech Street/ Long Lane junction

- 3.2.1 It is predicted that there will be less traffic at the Aldersgate Street/ Beech Street/ Long Lane junction, due to the restriction on Beech Street, that also results in a reduction on Long Lane. The ONE model outputs show a flow increase southbound on Aldersgate Street, and a small flow increase northbound.
- 3.2.2 In order to mitigate the impact of the additional southbound traffic, Aldersgate Street requires a greater proportion of green signal time than it currently receives. A summary of the traffic capacity (degree of saturation) and green time is shown in Tables 3.1 and 3.2 for the AM and PM peaks respectively.

Table 3.1: Aldersgate Street/ Beech Street/ Long Lane junction impact summary (AM peak)

| Approach | Degree of saturation | | | Green time (seconds) | | |
|---------------------------|----------------------|----------|--------------------------|----------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Aldersgate Street (north) | 73% | 90% | 77% | 36 | 36 | 42 |
| Beech Street | 97% | 4% | 5% | 21 | 21 | 15 |
| Aldersgate Street (south) | 61% | 65% | 56% | 36 | 36 | 42 |
| Long Lane | 87% | 48% | 66% | 21 | 21 | 15 |

Table 3.2: Aldersgate Street/ Beech Street/ Long Lane junction impact summary (PM peak)

| Approach | Degree of saturation | | | Green time (seconds) | | |
|---------------------------|----------------------|----------|--------------------------|----------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Aldersgate Street (north) | 78% | 111% | 85% | 34 | 34 | 45 |
| Beech Street | 96% | 3% | 6% | 23 | 23 | 12 |
| Aldersgate Street (south) | 47% | 38% | 29% | 34 | 34 | 45 |
| Long Lane | 95% | 45% | 83% | 23 | 23 | 12 |

- 3.2.3 Tables 3.1 and 3.2 show that Aldersgate Street would be at 90% capacity in the AM peak and over capacity in the PM peak. However, with more green time (6s in AM peak and 11s in PM peak) it would operate within capacity. Beech Street and Long Lane can cope with having less green time due to the flow reduction on these links.

3.3 Rotunda

- 3.3.1 The traffic reassignment shows that there will be more traffic at the Rotunda on Montague Street eastbound and on Aldersgate Street southbound.
- 3.3.2 A summary of the traffic capacity (degree of saturation) and Mean Maximum Queue (MMQ) lengths is shown in Tables 3.3 and 3.4 for the AM and PM peaks respectively.

Table 3.3: Rotunda junction impact summary (AM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|---------------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Aldersgate Street (north) | 73% | 87% | N/A | 1.3 | 3.2 | N/A |
| London Wall | 42% | 61% | N/A | 0.4 | 0.8 | N/A |
| Montague Street | 70% | 70% | N/A | 8.6 | 8.6 | N/A |

Table 3.4: Rotunda junction impact summary (PM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|---------------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Aldersgate Street (north) | 50% | 68% | N/A | 0.5 | 3.1 | N/A |
| London Wall | 43% | 61% | N/A | 0.4 | 0.4 | N/A |
| Montague Street | 64% | 71% | N/A | 7.3 | 8.6 | N/A |

- 3.3.3 Tables 3.3 and 3.4 show that the degrees of saturation increase on Aldersgate Street southbound. This is because there is some traffic reassigned from Beech Street to Aldersgate Street and it is opposed by more traffic from Montague Street to London Wall (in PM peak only). The degree of saturation on Montague Street also increases due to a higher traffic flow in the PM peak. Overall the Rotunda operates within capacity with the proposed Beech Street scheme, which means no mitigation measures are required.
- 3.3.4 There are various complexities of the Rotunda junction, including Zebra crossings on entries and exits, which means that micro-simulation VISSIM modelling would help to provide further detail at this junction if required.

3.4 London Wall

- 3.4.1 Traffic is predicted to reassign from Beech Street London Wall eastbound and westbound. A summary of the traffic capacity (degree of saturation) and Mean Maximum Queue (MMQ) lengths is shown in Tables 3.5 and 3.6 for the AM and PM peaks respectively.
- 3.4.2 The traffic model used for this analysis is the TMAP approved proposed model developed for the Bank on Safety project. No updates have been made to the model other than increasing the traffic flow by the values set out in the traffic reassignment chapter.

Table 3.5: London Wall junctions impact summary (AM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|--------------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Wood Street (north) | 82% | 94% | N/A | 6 | 9 | N/A |
| London Wall (east) | 52% | 85% | N/A | 7 | 15 | N/A |
| Wood Street (south) | 93% | 93% | N/A | 10 | 10 | N/A |
| London Wall (west) | 66% | 96% | N/A | 10 | 22 | N/A |
| Moorgate (north) | 80% | 95% | N/A | 12 | 19 | N/A |
| London Wall (east) | 85% | 96% | N/A | 13 | 23 | N/A |
| Moorgate (south) | 65% | 65% | N/A | 9 | 9 | N/A |
| London Wall (west) | 62% | 77% | N/A | 10 | 13 | N/A |
| Blomfield Street | 27% | 27% | N/A | 2 | 2 | N/A |
| London Wall (east) | 78% | 87% | N/A | 13 | 18 | N/A |
| London Wall (west) | 21% | 28% | N/A | 5 | 7 | N/A |
| Old Broad Street (north) | 42% | 42% | N/A | 3 | 3 | N/A |
| Wormwood Street | 35% | 44% | N/A | 5 | 7 | N/A |
| Old Broad Street (south) | 68% | 68% | N/A | 5 | 5 | N/A |
| London Wall (west) | 30% | 41% | N/A | 3 | 4 | N/A |

Table 3.6: London Wall junctions impact summary (PM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|--------------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Wood Street (north) | 58% | 91% | N/A | 3 | 7 | N/A |
| London Wall (east) | 37% | 61% | N/A | 6 | 9 | N/A |
| Wood Street (south) | 92% | 92% | N/A | 10 | 10 | N/A |
| London Wall (west) | 90% | 98% | N/A | 17 | 24 | N/A |
| Moorgate (north) | 73% | 89% | N/A | 9 | 14 | N/A |
| London Wall (east) | 62% | 73% | N/A | 9 | 11 | N/A |
| Moorgate (south) | 58% | 58% | N/A | 7 | 7 | N/A |
| London Wall (west) | 71% | 85% | N/A | 12 | 17 | N/A |
| Blomfield Street | 42% | 56% | N/A | 3 | 5 | N/A |
| London Wall (east) | 38% | 38% | N/A | 4 | 4 | N/A |
| London Wall (west) | 49% | 60% | N/A | 11 | 13 | N/A |
| Old Broad Street (north) | 74% | 74% | N/A | 6 | 6 | N/A |
| Wormwood Street | 27% | 27% | N/A | 3 | 3 | N/A |
| Old Broad Street (south) | 80% | 80% | N/A | 9 | 9 | N/A |
| London Wall (west) | 78% | 93% | N/A | 8 | 12 | N/A |

- 3.4.3 The results in Tables 3.5 and 3.6 show that the degrees of saturation on London Wall eastbound and westbound would increase due to the traffic reassignment from Beech Street. However, all junctions would operate within capacity in the both peak hours.
- 3.4.4 The traffic flows on London Wall used in this model are ~600 PCUs eastbound and ~700 PCUs westbound. These are the predicted proposed flows taken from the traffic modelling undertaken for the Bank on Safety scheme. However, the traffic flows taken from the January 2018 survey (with the Bank on Safety scheme implemented for just over 6 months) showed flows on London Wall of ~450 PCUs eastbound and ~650 PCUs westbound. Therefore, the results presented can be considered a worst-case scenario.

3.5 Old Street

- 3.5.1 The strategic modelling predicts that traffic will reassign through the Clerkenwell Road/ Goswell Road/ Old Street junction and the Old Street/ Central Street/ Golden Lane junction. The impact of this is summarised in Tables 3.7-3.10.

Table 3.7: Goswell Road/ Old Street/ Clerkenwell Road junction impact summary (AM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|----------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Goswell Road (north) | 79% | 79% | 90% | 12.2 | 12.2 | 14.4 |
| Old Street | 87% | 102% | 90% | 12.3 | 24.7 | 14.9 |
| Goswell Road (south) | 80% | 80% | 89% | 10.5 | 10.5 | 12.5 |
| Clerkenwell Road | 82% | 82% | 75% | 12.8 | 12.8 | 11.7 |

Table 3.8: Goswell Road/ Old Street/ Clerkenwell Road junction impact summary (PM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|----------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Goswell Road (north) | 66% | 66% | 69% | 8.3 | 8.3 | 8.5 |
| Old Street | 79% | 99% | 95% | 10.5 | 22.7 | 19.0 |
| Goswell Road (south) | 93% | 93% | 95% | 15.2 | 15.2 | 17.2 |
| Clerkenwell Road | 93% | 93% | 90% | 20.1 | 20.1 | 18.8 |

- 3.5.2 The Clerkenwell Road/ Goswell Road/ Old Street junction can accommodate the predicted flow reassignment if the signal timings are altered in order to give more time to The Old Street westbound approach.

Table 3.9: Old Street/ Central Street/ Golden Lane junction impact summary (AM peak)

| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|------------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Central Street (north) | 65% | 65% | 61% | 5.0 | 5.0 | 4.6 |
| Old Street (east) | 98% | 98% | 99% | 20.8 | 20.8 | 14.1 |
| Golden Lane (south) | 41% | 122% | 91% | 3.5 | 48.4 | 14.0 |
| Old Street (west) | 50% | 50% | 56% | 6.7 | 6.7 | 6.1 |

Table 3.10: Old Street/ Central Street/ Golden Lane junction impact summary (PM peak)

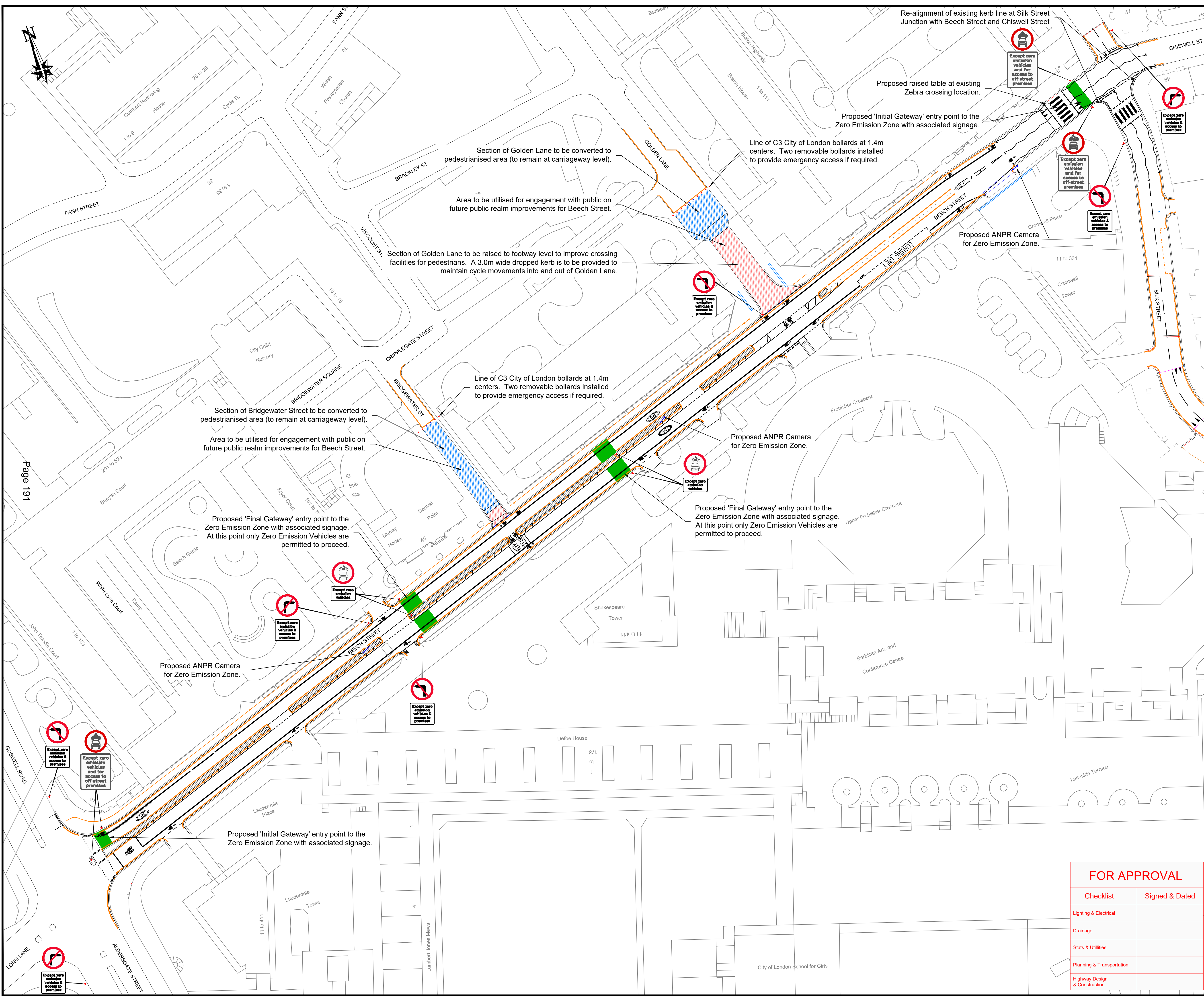
| Approach | Degree of saturation | | | Mean maximum Queue (PCUs) | | |
|------------------------|----------------------|----------|--------------------------|---------------------------|----------|--------------------------|
| | Base | Proposed | Proposed with mitigation | Base | Proposed | Proposed with mitigation |
| Central Street (north) | 50% | 62% | N/A | 3.4 | 3.8 | N/A |
| Old Street (east) | 77% | 77% | N/A | 14.7 | 14.7 | N/A |
| Golden Lane (south) | 33% | 89% | N/A | 2.7 | 10.0 | N/A |
| Old Street (west) | 85% | 85% | N/A | 14.6 | 14.6 | N/A |

- 3.5.3 In the AM peak, at the Old Street/ Central Street/ Golden Lane junction, the reassigned traffic could not be accommodated. It is not possible to alter the signal timings to give more time to Golden Lane and less time to Old Street because that would cause Old Street to operate over 100% capacity.
- 3.5.4 The junction would operate within capacity in the PM peak without any changes to the existing layout or signal timings.

4 CONCLUSIONS

4.1 Summary

- 4.1.1 This document presents the predicted traffic reassignment and consequent traffic impact as a result of restricting vehicle movement on Beech Street in both directions to Zero Emission Vehicles, cyclists and buses only.
- 4.1.2 The results of the preliminary traffic modelling demonstrate that there would some locations where there would be increased traffic flow, but this could be catered for with the existing junction arrangement or mitigated by changing the signal timings. The one exception is northbound on Golden Lane in the AM peak.
- 4.1.3 In general, the impact on network operation, and specifically bus journey times, is not expected to be significant.
- 4.1.4 The traffic impact results support the Healthy Streets assessment, which demonstrates the benefits of the scheme to pedestrians, air quality, noise, public realm, and safety.



Notes:
1. No information to be scaled from this drawing.

| Rev No. | Date | Description | By |
|----------|------|-------------|----|
| Revision | | | |

TITLE:
Beech Street

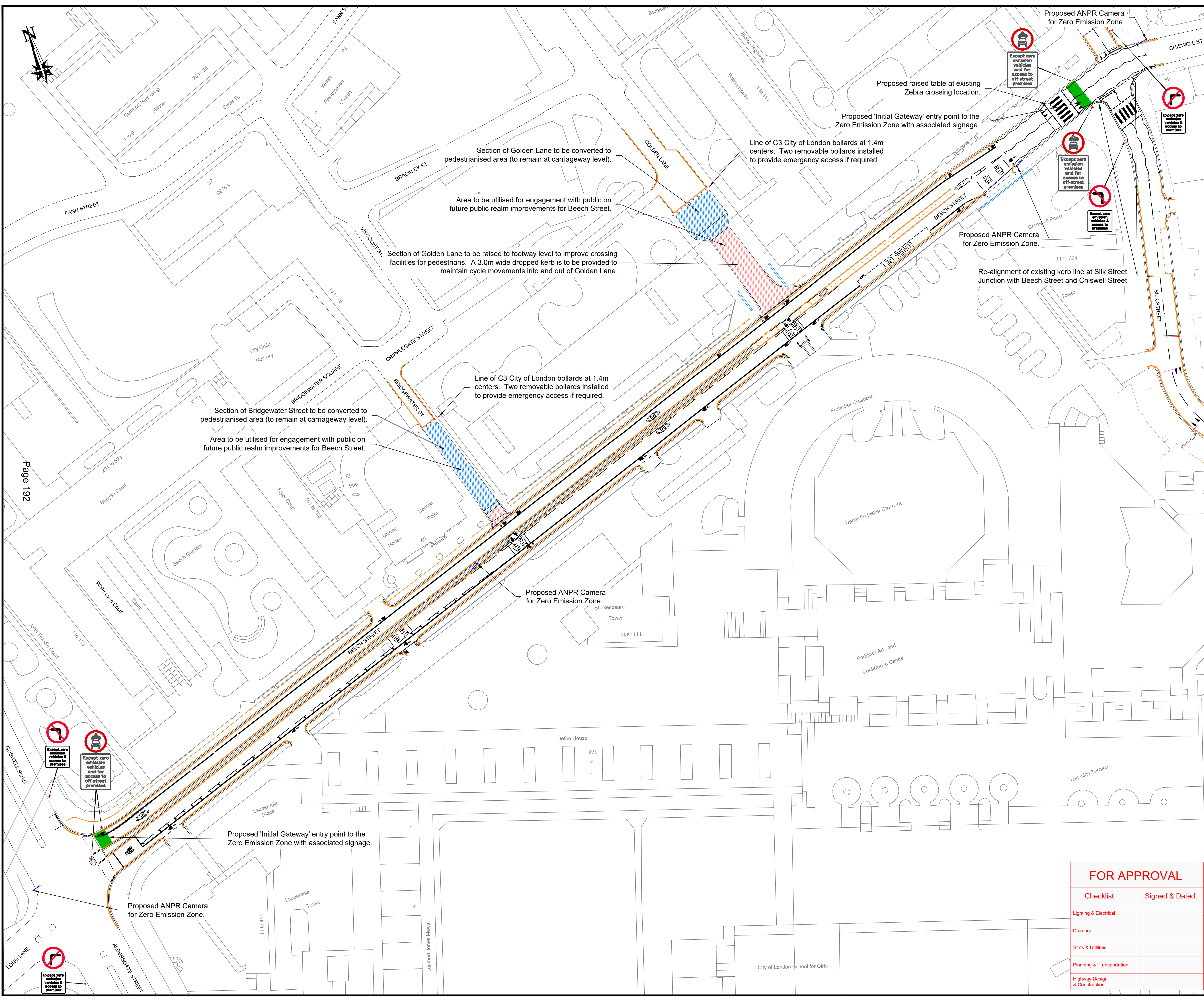
TITLE:
**General Overview Plan
(Option 1)**

CLIENT:
**HIGHWAY DESIGN
AND CONSTRUCTION**
DEPARTMENT OF THE BUILT ENVIRONMENT
PO Box 270
GUILDHALL
LONDON
EC2P 2EJ
TEL: 020 7606 3030



| FOR APPROVAL | |
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| Checklist | Signed & Dated |
| Lighting & Electrical | |
| Drainage | |
| Stats & Utilities | |
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| Highway Design & Construction | |

| | |
|--|--|
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Notes:
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| Rev No. | Date | Description | By |
|----------|------|-------------|----|
| Revision | | | |

TITLE:

Beech Street


TITLE:

General Overview Plan
(Option 2)

CLIENT:

HIGHWAY DESIGN
AND CONSTRUCTION

DEPARTMENT OF THE BUILT ENVIRONMENT
PO Box 270
GUILDHALL
LONDON
EC2P 2EJ
TEL: 020 7606 3030



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SHEET 1 of 1

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| Lighting & Electrical | |
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Scale 1:7

Dimensions (mm/m²):

Width: 600, Height: 600, Area: 0.28

Width: 833, Height: 984, Area: 0.82

x-Height: 62.5

Total area: 1.10 m²

Colours:

☐ black on white

NMV ex zero & access V2

Date printed: 09-08-19



Department
for Transport

Date: 02 September 2019

Number: GT50/027/0027-1

**Except zero
emission
vehicles
and for
access to
off-street
premises**

SignPlot v3.20

Corporation of London

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Beech Street

Zero emissions



Access and restrictions at all times

Street map

Zero and non zero emission vehicles



No through road except zero emission vehicles.

Any vehicle may use Beech Street to access the Barbican Centre, resident and private carparks.



No through road except for cyclists
Bridgewater Street and Golden Lane



Permitted movement for all vehicles



Closed for construction
Brackley Street: XX.XX.XX



Resident and private carparks



Beech Street

Zero emissions



Access and restrictions at all times

Area map

Including zone access



No through road except zero emission vehicles.

Any vehicle may use Beech Street to access the Barbican Centre, resident and private car parks.



No through road except for cyclists
Bridgewater Street and Golden Lane



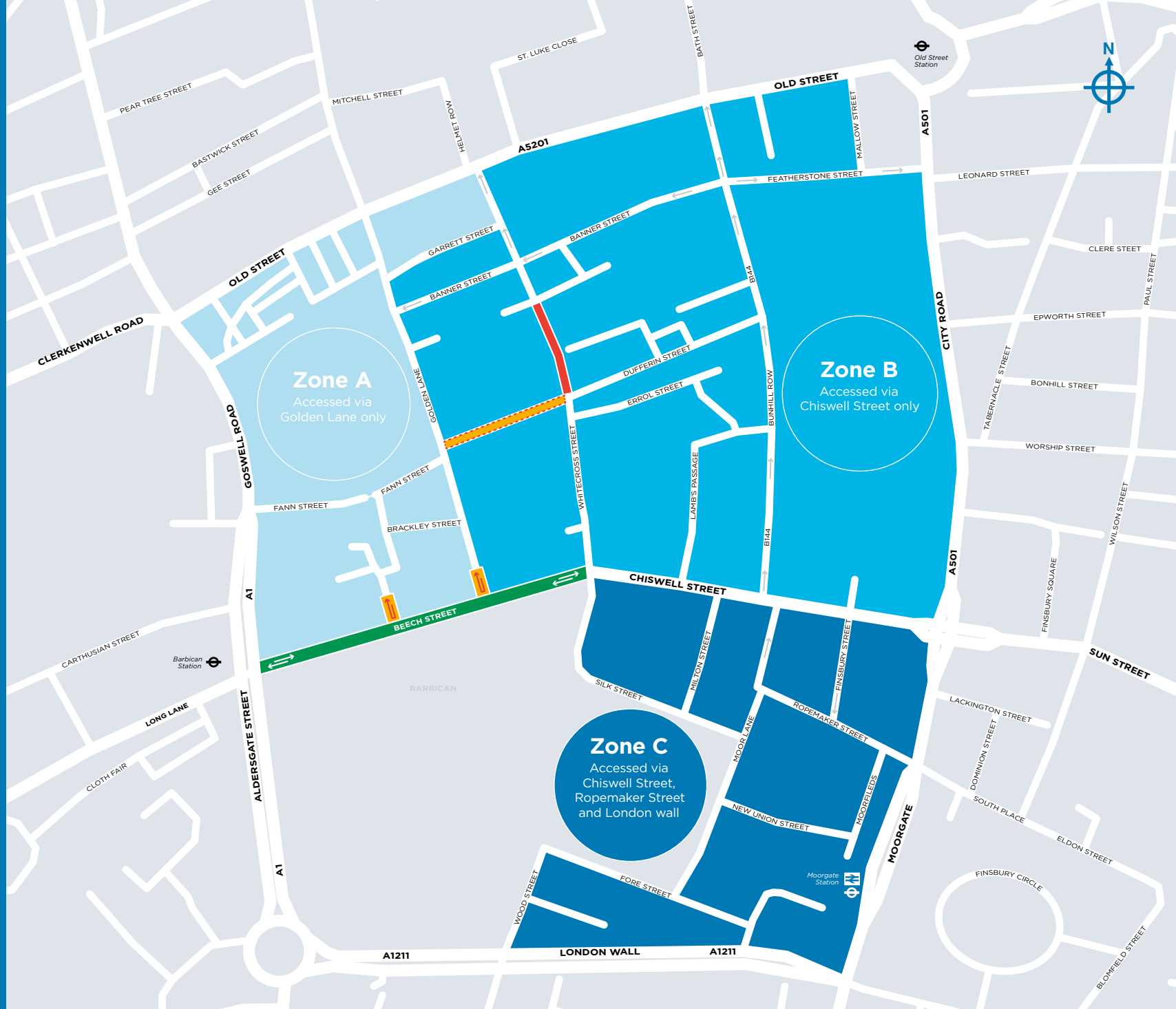
No through road
Fortune Street



Limited or no access
Whitecross Street Market



One-way only



Beech Street

Zero emissions



Access and restrictions at all times

Zone A

Access via: Golden Lane only



No through road except zero emission vehicles.

Any vehicle may use Beech Street to access the Barbican Centre, resident and private car parks.



No through road except for cyclists
Bridgewater Street and Golden Lane



Permitted movement for all vehicles



No through road
Fortune Street



Limited or no access
Whitecross Street Market



One-way only



Beech Street

Zero emissions



Access and restrictions at all times

Zone B

Access via: Chiswell Street only



No through road except zero emission vehicles.

Any vehicle may use Beech Street to access the Barbican Centre, resident and private car parks.



No through road except for cyclists
Bridgewater Street and Golden Lane



Permitted movement for all vehicles



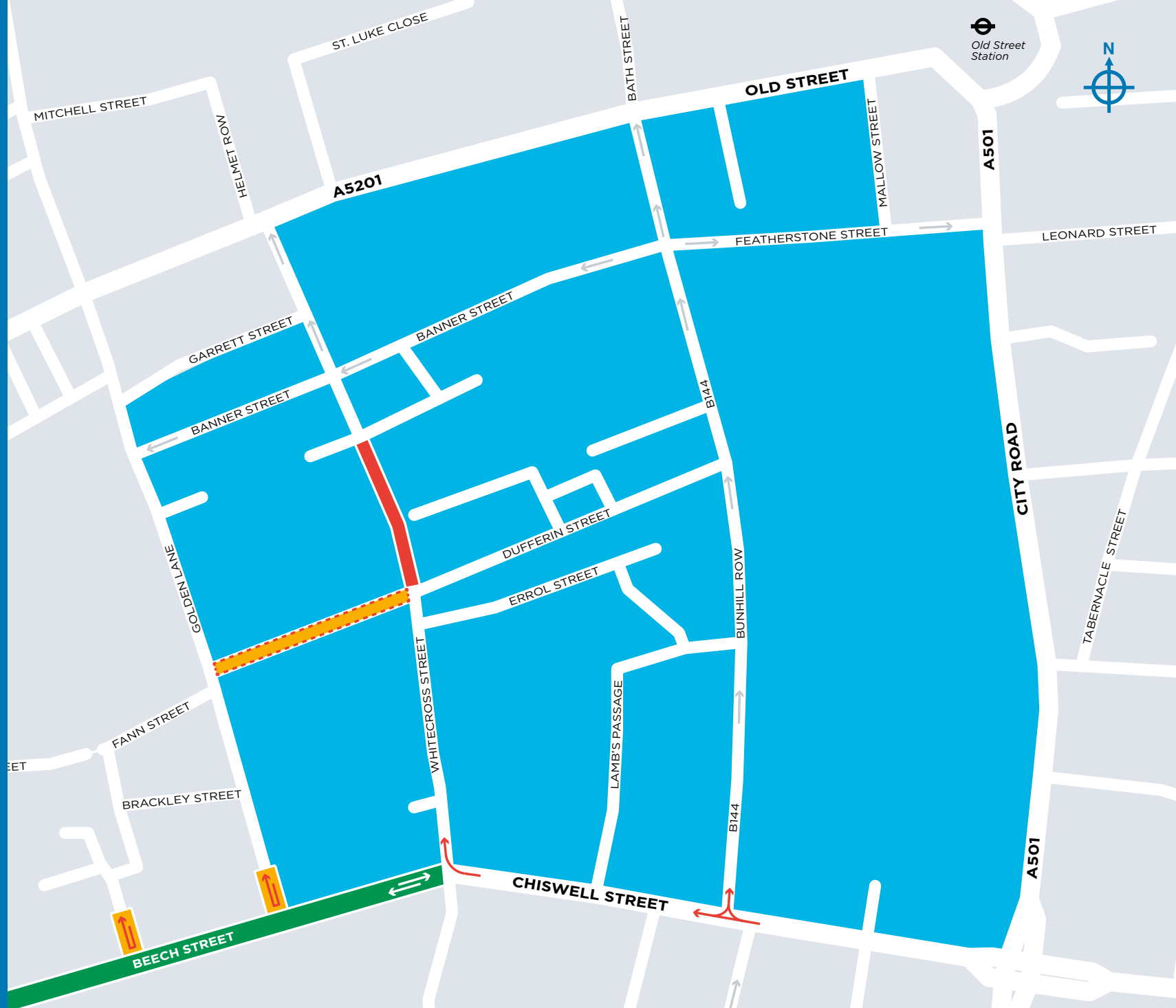
No through road
Fortune Street



Limited or no access
Whitecross Street Market



One-way only



Beech Street

Zero emissions



Access and restrictions at all times

Zone C

Access via:
Chiswell Street
Ropemaker Street
London Wall



No through road except zero emission vehicles.

Any vehicle may use Beech Street to access the Barbican Centre, resident and private carparks.



No through road except for cyclists
Bridgewater Street and Golden Lane



Permitted movement for all vehicles



No through road
Fortune Street



One-way only



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City of London Corporation

Beech Street Transport and Public Realm Improvements Equalities and Health Impact Assessment

Draft report

Prepared by LUC

November 2019



City of London Corporation

Beech Street Transport and Public Realm Improvements

Equalities and Health Impact Assessment

Project Number

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Chapter 1

Introduction

Overview

1.1 The City of London Corporation has commissioned LUC to undertake an Equalities Impact Assessment (EqIA) and Health Impact Assessment (HIA) of the proposed Interim Scheme (Phase 1) of the Beech Street Transport and Public Realm Improvements in the City of London (the 'City').

1.2 The proposals include the implementation of a two-way 'Zero Emission Street' along the length of Beech Street. The street will be controlled at either end and only zero emission compliant vehicles will be able to use the street as a through road. Access for residents, visitors and services to off street premises, such as the car parks for the Barbican Centre and Barbican Estate, will be retained for non-compliant vehicles.

1.3 The aim of the Interim Scheme is to bring positive changes to the Beech Street area, particularly in terms of improving air quality.

1.4 This EqIA and HIA includes research into the existing studies to establish the baseline and a detailed review of the 'Zero Emission Street' proposals. The assessments provide positive and negative impacts of the proposals in accordance with the study's aims and relevant legislation. Recommendations have been provided for what actions can be taken to avoid or mitigate any negative impact and to better advance health and equality.

1.5 We understand that the City of London Corporation is actively working with both Islington Council and Transport for London (TfL) in obtaining the necessary approvals to deliver this scheme. The outputs of both the EqIA and HIA will be key to the approvals process and will contribute to the transformation of Beech Street.

Equality

Equality is about ensuring that every individual has an equal opportunity to make the most of their lives and not experience discrimination because of who they are, where they come from, what they believe or whether they have a disability.

1.6 The **Equality Act**¹ came into effect in October 2010 and replaced the Disability Discrimination Act and other anti-discrimination legislation. It legally protects people from discrimination in the workplace and in wider society.

1.7 Section 149 of the Equality Act (2010) sets out the general equality duty:

“A public authority must, in the exercise of its functions, have due regard to the need to—

(a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;

(b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;

(c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.”

1.8 In relation to this project, the main equality considerations include eliminating discrimination as far as possible and advancing equality of opportunity for anyone using Beech Street as a through, or as a means to access other destinations in the area. This includes not only people with disabilities, but people of all ages, races, religions, genders and sexual orientations.

Health

The definition of health is “a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity.”²

1.9 The **Health and Social Care Act 2012**³ gave local authorities new duties and responsibilities for health improvement and protection and reducing health inequalities.

1.10 The Act requires every local authority to use the levers at its disposal to improve health and wellbeing.

1.11 To achieve this, public health teams have moved from the National Health Service (NHS) into local authorities and are working closely with planning officers to ensure local health issues are addressed. The planning process can help to promote the health and wellbeing of residents, workers and visitors in boroughs through its role in shaping the built and natural environment. Effective planning can create the conditions for healthy, active lifestyles and influence people's ability to follow healthy behaviours. It can also have positive impacts on reducing inequalities.

1.12 In terms of this project, the main health considerations relate to the conditions for residents, visitors and workers using the street. This includes topics such as active travel, healthy environment (e.g. improved air quality, minimised noise) and vibrant neighbourhoods.

¹ Equality Act (2010) www.legislation.gov.uk/ukpga/2010/15/contents

² World Health Organization (2019) www.who.int/about/who-we-are/frequently-asked-questions

³ Health and Social Care Act (2012)

www.legislation.gov.uk/ukpga/2012/7/contents/enacted

Chapter 2

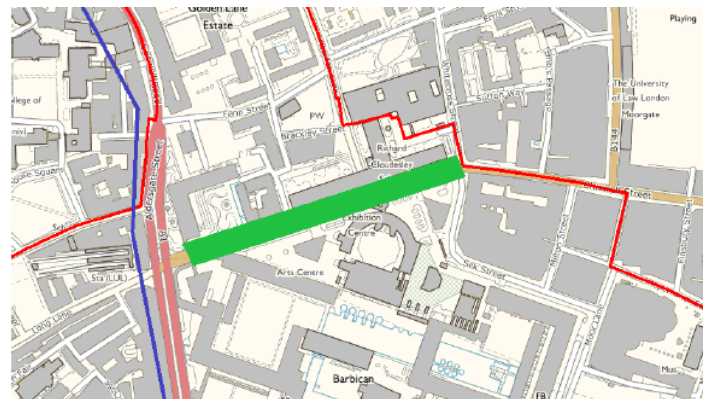
Interim Scheme (Phase 1): Project Description

Site Location

2.1 Beech Street (B100) is located in the City and comprises a covered roadway underneath the Barbican Estate. The road runs west-east from its junction with Aldersgate Street (A1) and Long Lane in the west to the junction with Whitecross Street, Silk Street and Chiswell Street in the east. The eastern junction marks the boundary between the City and Islington. Whitecross Street and Chiswell Street (north and east) are in Islington, while Beech Street and Silk Street (west and south) are in the City.

2.2 The Site Location Map is presented in Figure 2.1 below. Beech Street is highlighted in green.

Figure 2.1: Site Location Map



2.3 Beech Street spans across two City of London wards; Aldersgate Ward to the west and Cripplegate Ward to the east.

2.4 Beech Street currently provides key vehicular, cycle and pedestrian movement between Moorgate and Farringdon. Currently all traffic is unrestricted. To the west of the street lies Barbican Underground Station, located in Zone 1 on the Metropolitan, Circle and Hammersmith & City lines. Moorgate Station is also located within close proximity (0.5km). Within 1km of the site lies Farringdon Station to the west, St Paul's Underground Station to the south, Liverpool Street Station to the south-east and Old Street Station to the north-west. Farringdon and Liverpool Street will also be connected to the new Crossrail route. Two new ticket halls will be provided at Farringdon. The western end, located on the corner of

Farringdon Road and Cowcross Street, will provide access to and from the Thameslink ticket hall. The eastern end is bound by Charterhouse Street, Lindsey Street and Long Lane.

2.5 The site is also well connected by local bus routes, with the 153 electric bus service passing along Beech Street in both directions.

Context and Issues

2.6 Beech Street is an important access route for visitors to the Barbican Centre and forms part of the 'Culture Mile'. The Barbican Estate is a Grade II listed mixed-use development which was constructed between 1963 and 1982. The Estate and surrounding area contain the Barbican Arts Centre, Museum of London and Guildhall School of Music & Drama. The theatre and music events, art performances, bars and restaurants attract many people to the locality, including visitors and staff.

2.7 The Barbican Estate and surrounding area is densely populated. According to the 2011 Census, the Aldersgate Ward had 1,465 residents (113 people per hectare) and Cripplegate had 2,782 residents (97 people per hectare) which are higher densities than the London average of 52 people per hectare.

Figure 2.2: Photograph of Lauderdale Tower in the Barbican Estate



2.8 The dominant land use directly adjacent to Beech Street is characterised as residential and cultural, however other land uses include:

- Retail and office uses along Chiswell Street, Silk Street and Whitecross Street;
- Educational uses with the Guildhall School of Music & Drama located on Silk Street and Prior Weston Primary School on Whitecross Street;
- Primarily office uses along Aldersgate Street; and
- Retail and food outlets along Long Lane with Smithfield Market.

Figure 2.3: Photograph of the Barbican Estate



2.9 The covered roadway is characterised by narrow footpaths and high levels of motor vehicles, which is unwelcoming to pedestrians. Around 9,500 vehicles travel along Beech Street on an average weekday (over 24 hours); 6,500 on an average Saturday; and 5,700 on an average Sunday.

The main health issues are associated with high concentrations of Nitrogen Dioxide (NO₂) inside the covered roadway which are twice the required annual average daily limit (40 µg/m³).

Figure 2.4: Photograph of Beech Street



2.10 In October 2018 a Healthy Streets Assessment was carried out where the street was scored out of 100, based on ten criteria. The street scored 54% overall, with 'clean air' being the worst score. Other identified issues were 'noise', 'lack of places to stop and rest', and 'things to see and do'. The highest scoring indicators were 'easy to cross' and 'people feel safe', albeit the scores were not very high.

Proposals

2.11 The Interim Scheme (Phase 1) will include a two-way 'Zero Emission Street' along the length of Beech Street between its junctions with Aldersgate Street and Silk Street. The restrictions will be introduced in early 2020, through an experimental traffic order that is set to run for a maximum of 18 months.

2.12 Under current proposals, vehicles will need to comply with all three of the following:

- Emit maximum 75kg CO₂/km
- Minimum 20-mile zero emission range capability
- Compliant with Euro 6 equivalent NO_x emission standard.

2.13 The restrictions will be in place for all hours, every day (24 hours) and will be enforced using ANPR cameras.

2.14 Access to the Barbican car park (for both residents and visitors to the Barbican Centre), as well as for servicing and loading purposes, will be retained for non-compliant vehicles (as shown on Figure 2.5 below). The 153 electric bus service will also continue to run.

Figure 2.5: Photograph of Existing Access to one of the Barbican Resident Car Parks



2.15 As part of the scheme it is also proposed to close off the junctions with Golden Lane and Bridgewater Street (as pictured in Figure 2.6 below).

Figure 2.6: Photograph of Bridgewater Street / Beech Street Junction



Chapter 3

Methodology

Equalities Impact Assessment (EqIA)

3.1 As previously mentioned, the proposed changes to Beech Street need to eliminate discrimination as far as possible and advance equality of opportunity for anyone passing through Beech Street or using it to access other destinations.

3.2 The Equality Act 2010 establishes a number of groups with protected characteristics. The Act requires that when a new policy or strategy is proposed, the potential impacts on these groups are considered and that the outcomes of this assessment inform the policy or strategy.

3.3 In accordance with the Act and the Equality Analysis Template (included in **Appendix A**) provided by the City of London Corporation, the EqIA identifies potential impacts on different groups according to the following protected characteristics:

- Age
- Disability
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation and Gender Reassignment
- Marriage and Civil Partnership

3.4 A significant proportion of users will be non-residents who are using the street to travel to work or to access destinations within the vicinity. Therefore, the impacts on the wider public who regularly use the street have been assessed, not just the impact on local residents and workers.

3.5 Socio-demographic statistics from the 2011 Census⁴ (for the Aldersgate and Cripplegate wards), together with information from the baseline studies carried out by the City, have been used to carry out analysis of the impact of the proposals in relation to any duties under the Equality Act 2010

⁴ Census Data (2011) www.nomisweb.co.uk/census/2011

and Crime and Disorder Act 1998⁵. The assessment determines the proposal's impact on people with protected characteristics, in accordance with the aims of the EqIA. It also, where appropriate, provides recommendations for what actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations.

Health Impact Assessment (HIA)

3.6 The proposed changes will also need to create healthy conditions for residents, visitors and workers using the street.

3.7 In order to carry out the HIA, the Healthy Urban Planning Checklist⁶ has been used. This was developed by the London Health Urban Development Unit (HUDU). The most recent checklist was published in April 2017. It aims to promote healthy urban planning by ensuring that health and wellbeing implications of local plans and major planning applications are consistently taken into account.

3.8 The checklist is divided into the following four key themes:

1. Healthy housing
2. Active travel
3. Healthy environment
4. Vibrant neighbourhoods

3.9 Each theme contains a number of questions focused on a planning issue. Under each theme there are a number of related health and wellbeing issues, many of which are identified in local joint strategic needs assessments and health and wellbeing strategies, such as those related to:

- Obesity and diseases related to physical inactivity and poor diet
- Excess winter deaths
- Air and noise pollution
- Road safety
- Social isolation

3.10 The issues most relevant to the proposed changes to Beech Street include the following:

- Active Travel
 - Promoting Walking
 - Promoting Cycling

- Safety / Crime
- Connectivity
- Minimising Car Use

- Healthy Environment

- Air Quality
- Noise
- Open Space
- Play Space
- Biodiversity
- Flood Risk

- Vibrant Neighbourhoods

- Access to Services
- Public Buildings and Spaces

3.11 Key information sources for the assessment include the baseline technical data and qualitative assessments gathered by the City.

3.12 The assessment determines the proposal's impact on health. Where appropriate, recommendations are provided to avoid or mitigate any negative impacts.

⁵ Crime and Disorder Act (1998) www.legislation.gov.uk/ukpga/1998/37/contents

⁶ HUDU Healthy Urban Planning Checklist (2017) www.healthyrbandevelopment.nhs.uk/

Chapter 4

Equalities Impact Assessment

4.1 Baseline conditions have been established for each of the topics using the 2011 Census data, the Office of National Statistics (ONS) data, and studies carried out by the City of London Corporation.

4.2 The full Equality Analysis template has been completed and is included in **Appendix A** of this report. Key findings from the assessment have been outlined in this report.

Age

Baseline Information

4.3 According to the 2011 Census data, a large proportion of people who live in the local wards are between 30 and 59 years old, with the average age being 44. Approximately 25% of people are aged 60 or above.

4.4 Compared to the London average, the Aldersgate and Cripplegate wards have much lower percentages of residents aged 17 and younger. The number of residents aged over 65 are higher in these wards than the London averages.

Assessment

4.5 The proposals have the potential to negatively impact unequally across different age groups, particularly for the significant number of residents aged over 65 in the area, but also for very young children and their parents or carers.

4.6 Current baseline studies confirm that the pedestrian environment along Beech Street is uncomfortable and unwelcoming, with some hidden corners. There is a close proximity between pedestrians and traffic, and the pavement is narrow with several unmarked changes in levels and uneven surfaces. The Healthy Streets Assessment also identified there are a lack of places to stop and rest along the Street.

4.7 The proposed changes may restrict older people's mobility. Elderly people tend to rely on helpers because they may no longer be able to drive themselves (e.g. due to restricted eyesight or lack of confidence). If they currently use taxis or family/friends to get around, they may have to be

dropped-off at either end of Beech Street if the vehicle does not meet the requirements⁷ or seek an alternative route.

4.8 Given that the proposals are likely to increase pedestrian traffic, particularly at peak times, elderly people who need to rely on mobility aids (such as scooters and walking aids) may struggle, or be fearful, of the street.

4.9 Parents with buggies and infants/small children may also struggle for the same reasons. Manoeuvring buggies could be difficult, particularly at peak times.

4.10 Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers). This is likely to be most associated with residents in older age groups.

4.11 Also, a reduction in vehicle traffic is likely at certain times of the day to reduce the number of 'eyes on the street', and at other times may increase numbers of cyclists and/or pavement users. Vulnerable groups, such as those in old age, or those with young children may feel increased fear for personal safety due either to fear of crime walking through the street at quiet times, or through injury by the increased number of cyclists (including inattentive cyclists) when using and crossing the street. As well as a risk of personal injury, fear can lead to adverse health outcomes.

Disability

Baseline Information

4.12 The 2011 Census counted the number of single people in a household with a '*long-term health problem or disability*'. This is defined as something that limits a person's day-to-day activities, and has lasted, or is expected to last, at least 12 months. This includes problems that are related to old age.

4.13 The percentage of people with a long-term health problem or disability is 14.4% in the Aldersgate ward and 20% in the Cripplegate ward. Although this is less than the London average of 22.4%, this is still a considerable number of people (126 and 329) taking into consideration the dense population of the Beech Street area.

Assessment

4.14 The proposals have the potential to negatively impact in ways that may discriminate against people with disabilities, including residents and people using Beech Street.

4.15 People with a disability who need to rely on mobility aids (such as scooters and walking aids) may struggle, or be fearful, of the street without further mitigation should they have to rely more on public transport as a result of the changes. If they currently rely on taxis or family/friends to get around (e.g. because they may not be able to use or afford an adapted vehicle), they may have to be dropped-off at either end of Beech Street, if the vehicle does not meet the proposed requirements, or seek an alternative route.

4.16 Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers).

4.17 Reducing vehicle traffic is also likely at certain times of the day to reduce the number of 'eyes on the street', and at other times may increase numbers of cyclists and/or pavement users. Vulnerable groups, such as those with disabilities, may feel increased fear for personal safety due either to fear of crime walking through the street at quiet times, or through injury by the increased number of cyclists (including inattentive cyclists) when using and crossing the street. As well as a risk of personal injury, fear can lead to adverse health outcomes.

Pregnancy and Maternity

Baseline Information

4.18 Statistics on pregnancy were not collected as part of the 2011 Census, however the total the number of people aged between zero and four years old was 50 in the Aldersgate ward and 113 in the Cripplegate Ward. This suggests that there may be a significant number of expecting parents in the Barbican area.

Assessment

4.19 The proposals have the potential to negatively impact people in pregnancy and maternity including residents and people using the street.

4.20 The proposed changes may result in people using public transport options instead of taxis and other hired vehicles. In addition, the proposals are likely to increase pedestrian traffic, particularly at peak times. Therefore, the narrow, busy pavement during peak times is a particular concern and the safety of expecting mothers and parents with children should be considered in the proposals. Manoeuvring buggies could be difficult, particularly at peak times.

⁷ In June 2019, it was estimated that only 0.8% (20,000) of vehicles in London were electric. Of the 21,000 black taxis, only 8% (1,700) were electric.

4.21 Similarly to people of older age and with disabilities, issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken).

4.22 Additionally, there could be an increased fear for personal and child safety when using the street at quiet times. The vehicles currently offer natural surveillance and restricting access will reduce this. Expectant mothers, or parents with infants, may also fear injury by the increased number of cyclists (including inattentive cyclists) when using and crossing the street. As well as a risk of injury, fear can lead to adverse health outcomes.

Race

Baseline Information

4.23 According to the 2011 Census, a high proportion of people living in the Aldersgate and Cripplegate wards identify as 'white' in terms of ethnic group; 84.5% and 83.7% respectively compared to the London average of 59.8%.

4.24 Asian (mainly Indian and Chinese) backgrounds were the most frequently claimed ethnicity aside from white groups; 8.7% and 9.5% in Aldersgate and Cripplegate respectively. This is still lower than the London average of 18.5% however.

Assessment

4.25 As previously discussed, restricting vehicle traffic is likely to reduce the number of 'eyes on the street' at certain times of day and night. People from non-white groups are over-represented among shift, evening, night and early morning workers, when there is less pedestrian cycle or bus traffic.

4.26 People from non-white groups have been found to feel increased fear for personal safety, and are more frequently victims of crime, and so may be disproportionately adversely affected by the proposals. People from non-white backgrounds are disproportionately more represented in caring professions and could be adversely impacted, particularly when visiting the Barbican Estate at quieter times. As well as a risk of personal injury, fear can lead to adverse health outcomes.

Religion or Belief

Baseline Information

4.27 As shown in Table 4.1 below, the 2011 Census identified that the majority of people living around the Barbican Estate were either Christian (approximately 44%) or had no religion (approximately 37%). Jewish, Muslim and Hindu religions

were the most frequently claimed religions aside from Christianity or no religion. However, there were very low numbers compared to the London averages in most cases.

Table 4.1: Religion Statistics from the 2011 Census

| Religion | Aldersgate Ward | Cripplegate Ward | London Region |
|-------------|-----------------|------------------|---------------|
| Christian | 43.5% | 44.7% | 48.4% |
| Buddhist | 1.4% | 1.2% | 1% |
| Hindu | 2.7% | 1.8% | 5% |
| Jewish | 3.1% | 1.9% | 1.8% |
| Muslim | 1.2% | 2.2% | 12.4% |
| Sikh | 0% | 0.3% | 1.5% |
| No religion | 38.7% | 37.6% | 20.7% |

Assessment

4.28 Reducing vehicle traffic using the street is likely at certain times of day and night to reduce the number of 'eyes on the street'. People from some minority religious groups, have been found to feel increased fear for personal safety, and are more frequently victims of intimidation, and crime (for example those who show their religion through dress), and so may be disproportionately adversely affected by the proposals. As well as a risk of personal injury, fear can lead to adverse health outcomes.

Sex

Baseline Information

4.29 In both the Aldersgate and Cripplegate wards, the 2011 Census identified that approximately 52.4% and 53.2% of the population were males, respectively. Therefore, slightly more males live in the area than females.

Assessment

4.30 As discussed, the issue of reduced natural surveillance along the street through reduced vehicle traffic may increase crime and fear of crime. Women in particular may feel increased fear for personal safety, and so may be disproportionately adversely affected by proposals. Fear can lead to adverse health outcomes. This may result in women using other, less convenient connection routes, to avoid using the covered roadway.

4.31 Women are disproportionately more represented in caring professions and could be adversely impacted,

particularly when visiting the Barbican Estate at quieter times. As well as a risk of personal injury, fear can lead to adverse health outcomes.

Sexual Orientation and Gender Reassignment

Baseline Information

4.32 Statistics on sexual orientation and gender reassignment were not collected as part of the 2011 Census, however the ONS⁸ provides a figure that in 2017, 2.6% of people in London were likely to identify as lesbian, gay or bisexual.

Assessment

4.33 Again, reducing vehicle traffic using the street is likely to reduce the number of 'eyes on the street' at certain times of the day and night.

4.34 People within the LGBTQ (Lesbian, Gay, Bisexual, Transgender, Questioning) community have been found to feel increased fear for personal safety, and are more frequently victims of intimidation, and crime and so may be disproportionately adversely affected by proposals. As well as a risk of personal injury, fear can lead to adverse health outcomes.

movement for the less powerful groups, and these can be (and are) played out through acts of violence or threat of violence and harassment in public space.

4.39 Violence and intolerance are not socially acceptable and are unlawful in the UK, and therefore people who believe they may be victimised are more fearful where they feel unable to gain protection of others, or hidden from view.

Marriage and Civil Partnership

Baseline Information

4.35 According to the 2011 Census, a higher percentage of people living in the Aldersgate Ward were married or in a civil partnership (44%) compared to the London average of 37.4%. Cripplegate had a lower percentage of 34.4%, which coincides with their slightly younger population compared to Aldersgate.

Assessment

4.36 There is no research to indicate that marriage and civil partnership could be considered to impact the use or non-use of public space, however there is a large body of research to support claims regarding all the other groups mentioned.

4.37 The underlying theoretical position would be that there are no power dynamics operating in public space with regard to marital status, that might be enforced by for example violence or threat of violence.

4.38 There are power dynamics that operate in society to sustain other social 'hierarchies', which do constrain

⁸ Office for National Statistics (ONS) (2019) www.ons.gov.uk/

Chapter 5

Health Impact Assessment

5.1 According to the 2011 Census, between 85.4% and 88.6% of people living in the Aldersgate and Cripplegate wards identified themselves as having either 'very good health' or 'good health'. Less than 4.4% of people claimed to have either 'bad health' or 'very bad health'. This is slightly better than the London average of 83.6% with either 'very good health' or 'good health' and 4.9% having either 'bad health' or 'very bad health'.

5.2 The full Healthy Urban Planning Checklist has been completed and is included in **Appendix B** of this report.

Promoting Walking

Baseline Information

According to the latest baseline traffic data⁹, between the hours of 8am to 9am and 5pm to 6pm (which are the morning and evening peak periods), pedestrians make up over 60% of the composition of Beech Street, followed by cyclists which represent 18% of the number of movements on Beech Street.

5.3 During 2019, the overall pedestrian volumes in Beech Street decreased compared to volumes experienced in the years 2016 to 2018, where there was an increase, particularly between the years of 2016 to 2017.

5.4 It is anticipated that there will be little change in the number of pedestrians using Beech Street between the years of 2015 and 2026¹⁰, although this prediction does not consider the impact of the proposals.

5.5 Today, footways are provided either side of the carriageway and lie between the cycle path and the walls of the covered tunnel. Where a road or service area connects to Beech Street, the footway kerb drops therefore allowing those with limited mobility (e.g. wheelchair users and buggies) to easily navigate the change in pavement height. Some of the change in levels are unmarked and some of the footway surfaces are uneven. Both defects therefore create barriers to

⁹ City of London Borough Council (2019) Traffic and Movement. Traffic and pedestrian counts were recorded on 4 March 2019 to 10 March 2019 over a 24hour period.

¹⁰ This finding has been sourced from the Pedestrian Model which has been produced by the City of London Borough. The model is based on existing and

future spatial hierarchy, office distributions, attractiveness of routes and the location and passenger volume of Underground, National Rail and Crossrail stations.

accessibility, for example those pedestrians who are partially-sighted may not be aware of the edges of pavements, dropped curbs or uneven surfaces.

5.6 Although the footways were widened in 2014, the pavements are also perceived to be narrow in width making it difficult for pedestrians to pass, particularly during the peak periods. It is common for pedestrians to be close to the edge of the footway and even stepping into the carriageway.

5.7 However, the Pedestrian Comfort Levels (PCL)¹¹ which categorises the level of comfort based on the level of crowding pedestrians experience on the footway found that there is variation in footway widths.

All locations surveyed along Beech Street meet or exceed the minimum footway width requirement¹² of 1.5m

5.8 The PCL found that a proportion of the footways on Beech Street meet the A+ classification – the highest standard. These sections include the entire southern footway along Beech Street, the northern footway between Silk Street and Golden Lane and the eastern footways on Golden Lane and Bridgewater Street. In contrast, the western footways on Golden Lane and Bridgewater Street were found to be in category E – the lowest range and most uncomfortable level.

5.9 The PCL however does not consider the wider context of the footway and the blank frontages directly adjacent to the pavements. The lack of streetscaping detracts from the urban realm and the covered design of Beech Street, coupled with the level of traffic, creates a noisy and unpleasant walking environment.

5.10 In terms of crossings, there are several informal crossings along Beech Street. Between Aldersgate Street and Bridgewater Street (where the highest number of overall informal crossing movements occur) pedestrians align themselves along the kerb edge when entering the covered area and then cross the street at the first opportunity and make use of the central median.

Figure 5.1 Photograph of the Crossing at the Beech Street junction with Aldersgate Street and Long Lane



5.11 A similar pattern is found between Silk Street and Golden Lane, which had the second highest overall informal crossing movements. The least crossed area in Beech Street lies between Bridgewater Street and Golden Lane.

Assessment

5.12 Even though Beech Street meets the minimum footway width requirements, the current pedestrian environment is uncomfortable and unwelcoming. There is a close proximity between pedestrians and traffic; the air quality is poor; the pavement is considered too narrow during peak times; and there are said to be uneven surfaces along the street.

5.13 On the one hand, the proposed vehicular restrictions could promote walking along Beech Street, which is very positive. Pedestrians may feel safer as a result of less vehicles passing along the street and less chance of accidents and collisions.

5.14 Pedestrians will certainly feel more comfortable as a result of the improved air quality along the covered walkway. This could result in more people walking along the street, including those who may have previously avoided it.

5.15 On the other hand, the proposed vehicle restrictions could increase the fear of crime through the reduced number of 'eyes on the street', and therefore reduce the number of people walking along Beech Street. The proposals are likely to increase the number of cyclists and therefore pedestrians may feel fear of injury by a potentially greater number of inattentive cyclists.

¹¹ TfL Pedestrian Comfort Guidance for London: Guidance Document (2010) <http://content.tfl.gov.uk/pedestrian-comfort-guidance-technical-guide.pdf>

¹² Widths are defined as the amount of clear useable width that is required for pedestrians at each comfort level and is the width usable to pedestrians excluding street furniture and other barriers to movement.

Promoting Cycling

Baseline Information

5.16 In 2016 the cycle lanes along Beech Street were officially designated as a Quietway route, having been informal cycle lanes for over ten years. A mandatory cycle lane is provided on each side of the carriage way, allowing cyclists to follow the traffic flow. The cycle lanes are at times fragmented and broken up by the bus stop and loading bays.

Only a white line segregates the cycle lanes from the main carriageways and often motor vehicles stray into the cycle lanes.

Figure 5.2: Photograph of the Cycle Lanes along Beech Street



5.17 Advanced stop lines are located on the southern carriageway at the Beech Street and Aldersgate Street junction. These provisions give cyclists a safe place to stop and allow them to be positioned in front of other motorised traffic, so they have more time to pull off as the traffic lights change.

5.18 There is cycle parking provision in the following locations:

- Within residential car parks for Barbican residents;
- Within residential car parks on Brackley Street;
- Within the Barbican Centre car park accessed off Beech Street; and
- On-street cycle parking at Long Lane.

5.19 In addition to cycle infrastructure, several TfL Cycle Hire docking stations are located within close proximity to Beech Street; one is situated on Aldersgate Street (12 bicycles), another just off Golden Lane (15 bicycles) and another on Silk Street (12 bicycles).

Figure 5.3: Location Map of the nearest TfL Cycle Hire Docking Stations¹³



Assessment

5.20 The current cycling environment along Beech Street is considered fairly poor due to the narrow cycle lanes; lack of segregation between vehicles and cyclists; fragmented cycle lanes; and poor air quality.

5.21 The proposed vehicular restrictions are likely to promote cycling along the street. Cyclists will almost certainly feel safer as a result of fewer vehicles passing along the street as there will be a lower probability of accidents and collisions.

5.22 They will certainly feel more comfortable as a result of the improved air quality along the covered walkway. This could result in more people using the street, including those who may have previously avoided it.

5.23 On the other hand, the proposed vehicle restrictions could increase the fear of crime through the reduced number of 'eyes on the street', and therefore reduce the number of people cycling along Beech Street. Though the time taken to cycle along the street is less than the time taken to walk, and generally people feel less fearful of crime on a bicycle.

¹³ TfL Docking Stations (2019) <https://tfl.gov.uk/modes/cycling/santander-cycles/find-a-docking-station>

Safety

Baseline Information

5.24 As previously discussed, the current environment along Beech Street is considered fairly poor for both pedestrians and cyclists. In terms of safety, the narrow pavements and cycle lanes and lack of segregation between vehicles and cyclists is a concern.

5.25 The current speed limit along Beech Street is 20mph, with a 5mph limit in the car parks and loading bays.

5.26 According to the historic records, Beech Street has undergone a number of changes in recent years, including:

- 2014: Pedestrian enhancements were made at the Golden Lane and Whitecross Street/Silk Street junction by way of zebra crossings and widened footways. As part of this scheme, the carriageway outside the Barbican Centre entrance was raised to enhance the status of this entrance, as well as calm traffic.
- 2016: The cycle lanes along Beech Street were officially designated as a Quietway route, having been informal cycle lanes for over ten years.
- 2018: Lighting throughout the street was upgraded from luminaries to a light emitting diode (LED) system. A recent lighting survey was undertaken and found the recommended lux levels were exceeded.

Figure 5.4: Photograph of the Cycle Lanes and Lighting along Beech Street



Assessment

5.27 Although the proposals within Phase 1 do not include any traffic calming measures or any additional cycle crossings or routes, safety is likely to improve as a result of introducing the 'Zone Emission Street'. The restrictions on vehicles will, in the short term at least, result in fewer motor vehicles traveling along Beech Street and therefore decrease the likelihood of pedestrians and cyclists coming into contact with motor vehicles.

Crime

Baseline

5.28 According to the latest crime statistics¹⁴, between September 2018 and August 2019, 24 individual crimes have been recorded on or near Beech Street. These which consist of the following:

Table 5.1: Table of Recorded Crimes on or near Beech Street between September 2018 and August 2019

| Type of Crime | Number of Records |
|---|-------------------|
| Anti-social behaviour | 8 |
| Violence and sexual assault | 3 |
| Drugs (possession, supply and production) | 3 |
| Bicycle theft | 2 |
| Theft from the person | 2 |
| Other theft | 2 |
| Vehicle crime | 1 |
| Robbery | 1 |
| Possession of weapons | 1 |
| Other crime | 1 |

5.29 The results above are not considered abnormal compared to the rest of the City of London.

Assessment

5.30 The Healthy Streets Assessment score for 'people feel safe' on Beech Street was 56%. Although this was one of the highest scores, there is definitely room for improvement.

¹⁴ Police.UK Detailed statistics for Community Policing (2019)
<https://www.police.uk/city-of-london/cp/crime/stats/>

5.31 It should be noted that the street changes from 2014, particularly in terms of the lighting, will have helped to reduce crime and fear of crime.

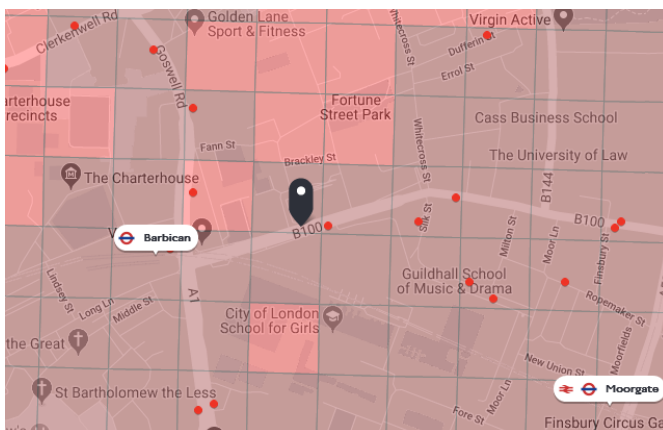
5.32 The new proposals however may lead to pedestrians feeling increased fear for personal safety due to fear of crime walking through the street at quiet times. This could be because of 'less eyes on the street' as a result of the reduced vehicle numbers.

Connectivity

Baseline Information

5.33 As previously mentioned, the street has excellent connections to public transport. The site's Transport for London Public Transport Accessibility Level (PTAL)¹⁵ is 6b which is the highest rating, as shown in Figure 5.5 below.

Figure 5.5: Transport for London's Public Transport Accessibility Level Map identifying Beech Street's Location



When compared to other streets in the City of London Borough, Beech Street is the second highest recorded pedestrian volumes for the morning and evening peak travel periods.

5.34 The southern footway of Beech Street is busier during the morning and interpeak periods compared to the northern footway. This finding is reversed during the evening peak period.

5.35 There is a high pedestrian flow heading eastward during the morning peak period from Aldersgate Street, where the Barbican Underground station is located and along Beech Street. This finding is also reversed during the evening peak period. Although pedestrian flows are consistent in both

directions during the interpeak period, data shows there is a higher number of pedestrians heading eastwards along Beech Street.

5.36 At either end of Beech Street lies a formal crossing. To the east at the Beech Street junction with Silk Street there is a zebra crossing which was installed in 2014, and to the west at the Beech Street junction with Aldersgate Street there is a signalised crossing.

5.37 At the Silk Street formal zebra crossing it was found that during all peak periods, northbound and southbound crossings were consistent, whereas during the interpeak period the northbound crossing was used substantially more when compared to the other survey periods.

5.38 To the west of Beech Street, at the Aldersgate signalised crossing, there was a contrast between morning and afternoon crossings. There were significantly more southbound movements occurring in the morning compared to any other surveyed time. While the northbound crossing experienced slightly higher movements when compared to any other survey period.

5.39 The cycle paths along Beech Street form part of TfL's Quietway system and were officially designated as "Quietway Q" in 2016. At a local level, Quietway Q provides a direct connection to cycle facilities on Aldersgate Street to the west and Quietway 11 off Chiswell Street at Moor Lane/Bunhill Row to the east. At a wider scale, Quietway Q links Cycle Superhighway 1 and Cycle Superhighway 6 to the east and west respectively.

5.40 Where Golden Lane and Bridgewater Street intersect Beech Street, protected cycling refuge crossing points have been provided in the raised central barrier (known as the central median). These allow cyclists travelling south along Bridgewater Street and Golden Lane to join Beech Street at these locations and make use of the same refuge points. Similarly, westbound cyclists can change direction by executing a right turn (northbound) via these protected cycling refuge crossing points.

5.41 During the morning and evening peak periods, data found that cyclists primarily travel westbound along Beech Street towards Aldersgate Street. At these times it was also observed that many cyclists travelled east of Gold Lane, while the number of cyclists decreased when travelling west of Golden Lane. This shows that Golden Lane is a primary cycle connection to Quietway Q.

¹⁵ TfL PTAL WebCAT Planning Tool (2019) <https://tfl.gov.uk/info-for/urban-planning-and-construction/planning-with-webcat/webcat>

5.42 Outside of these peak periods, there were less cyclists using Beech Street, and those that were present generally travelled westbound.

Assessment

5.43 Beech Street already provides direct and convenient movement between Moorgate and Farringdon and is situated within close proximity to the existing public transport network. The Interim Scheme will limit vehicle access along the street, however it is not proposed to make improvements to the public realm and internal routes.

5.44 In theory the proposals will increase the existing connectivity for pedestrians and cyclists in the area and it should encourage more people to use the route rather than avoid it.

Minimising Car Use

Baseline Information

5.45 According to the 2011 Census, a large percentage of people living in the Aldersgate and Cripplegate wards had no cars or vans in their households (between 59% and 69%). Between 27% and 33% of households had one car or van and between 4% and 8% had two or more.

5.46 The excellent public transport links, lack of available car parking spaces and affordability are likely to be the main reasons for people not having cars or vans.

Assessment

5.47 The proposals do not necessarily seek to reduce car use for residents. Access to the Barbican car parks (for both residents and visitors to the Barbican Centre), as well as for servicing purposes and loading will be retained for non-compliant vehicles.

5.48 That said, the proposals are likely to increase traffic on the surrounding roads and may therefore discourage car use (for non-compliant vehicles).

Air Quality

Baseline Information

5.49 In 2001, the City of London declared an Air Quality Management Area (AQMA) across the entire administration

area owing to high levels of Nitrogen Dioxide (NO₂) and Particulate Matter PM₁₀¹⁶ in the Square Mile.

5.50 Beech Street is a covered road. Most of the length of the road has a ceiling and different sections have walls on either one or both sides. The walls and ceiling can trap pollutants emitted by motorised vehicles travelling along Beech Street and prevent them from dispersing, resulting in elevated concentrations. Pollutants emitted from within the fully-enclosed sections will leave the road via the open sections.

Concentrations of NO₂ are measured at a monitoring site at the western end of Beech Street; the measured annual average daily NO₂ concentration in 2018 was 69 µg/m³, which exceeds the UK air quality limit value of 40 µg/m³.

5.51 The presence of these high level of pollutants can adversely impact pedestrians and cyclists using Beech Street as well as creating an uninviting environment.

Assessment

5.52 A dispersion model was carried out to quantify the potential impact of a two-way closure of Beech Street which permitted residential access for the year 2021. The model found that there will be significant reductions in NO₂ concentrations along the covered roadway and so there will be a reduction in air pollution and an improvement in air quality.

5.53 In contrast, there is expected to be an increase in NO₂ concentrations on the surrounding roads where non-compliant vehicles will be re-routed to avoid Beech Street.

Noise

Baseline Information

5.54 Noise surveys have been undertaken as part of the baseline studies carried out by the City of London Corporation. In almost all instances, the monitored noise levels exceeded the recommended levels due to the road traffic noise. The highest noise levels were during the daytime and exceeded recommended levels by 20 decibels.

5.55 All surveys found the noise readings to be between 60 and 70 decibels (dB) and the World Health Organisation (WHO) guidelines for community noise, as ascribed by the European Union¹⁷, suggests noise on or above 55dB can cause serious annoyance.

¹⁶ Department for Environment and Rural Affairs UK Air Information Resources (2019) https://uk-air.defra.gov.uk/aqma/details?aqma_ref=117

¹⁷ WHO Noise Guidelines for the European Region (2018) <http://www.euro.who.int/en/health-topics/environment-and->

Assessment

5.56 Although the proposals are not changing the physical space or environment of the project area, through the creation of a Zero Emission Street, the number of vehicles passing through Beech Street is expected to decrease as a result of the Zero Emission Street and therefore reduce noise impacts. In addition, vehicles passing through are likely to be quieter compared to petrol or diesel vehicles.

5.57 In contrast, there is expected to be an increase in noise levels on the surrounding roads where non-compliant vehicles will be re-routed to avoid Beech Street.

Open Space

Baseline Information

5.58 There is some (albeit limited) open space at no. 45 Beech Street (at Bridgewater St Junction).

Assessment

5.59 If the scheme proves successful, the experimental traffic order will become permanent before the 18 months is up and public realm enhancements introduced as part of Phase 1. Details of enhancement are unknown at this stage, but the scheme would potentially capitalise on available open-air space at no.45

Play Space

Baseline Information

5.60 The existing street does not provide any play space.

Assessment

5.61 The creation of play space is not included as part of the Phase 1 proposals.

Biodiversity

Baseline Information

5.62 In 2014, additional street trees were planted adjacent to the Guildhall School of Music & Drama and the carriageway outside the Barbican Centre.

5.63 Recently the Barbican's Sustainability Steering Group have been responsible for greening initiatives around the Barbican Estate, including the planting of drought-resistant planting and plants which promote better air quality.

Figure 5.6: Photograph of Greening Initiatives around the Barbican Estate



5.64 There are currently some trees and plants outside no.45.

Assessment

5.65 The Interim Scheme does not propose any improvements to biodiversity at this stage, however this is likely to be considered as part of the Phase 1 scheme. Details are not known at this stage.

Flood Risk

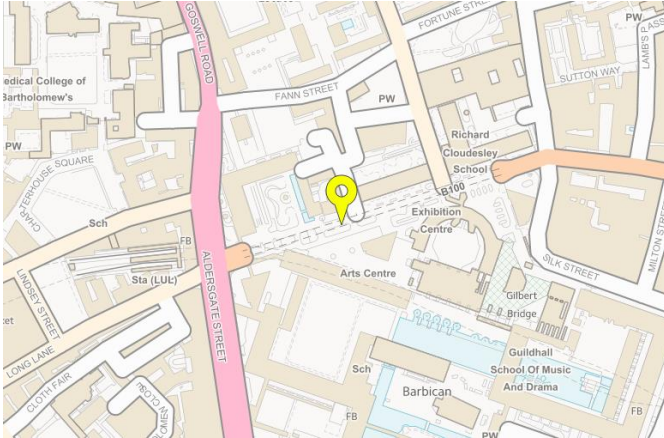
Baseline Information

5.66 According to the Environment Agency's Flood Map for Planning¹⁸ (shown in Figure 5.7 overleaf), the site lies in a low flood risk zone (Zone 1) which represents less than 1 in 1,000 annual probability of river or sea flooding.

health/noise/publications/2018/environmental-noise-guidelines-for-the-european-region-2018

¹⁸ Environment Agency Flood Map for Planning (2019) <https://flood-map-for-planning.service.gov.uk/>

Figure 5.7: Environment Agency's Flood Map for Planning identifying the location of Beech Street



5.67 Within the wider study area, Flood Zone 2 (land having between a 1 in 100 and 1 in 1,000 annual probability of river flooding) can be found to the south of Beech Street at the Barbican Water Gardens and to the north of Beech Street in Beech Gardens. Both of these areas however are water features and form part of the public realm.

Assessment

5.68 The Interim Scheme is not likely to increase or decrease the risk of flooding in the Beech Street area.

Vibrant Neighbourhoods

Baseline Information

5.69 In 1996, to further enhance the pedestrian experience, colourful panelling was installed to cover the blank walls and materials used to minimise water leaks (as shown in Figure 5.8 below).

Figure 5.8: Photograph of the Existing Colourful Panelling along Beech Street



Assessment

5.70 Public realm improvements are not proposed as part of this Interim Scheme but instead will be introduced at Phase 1 however, details are not known at this stage.

Access to Services

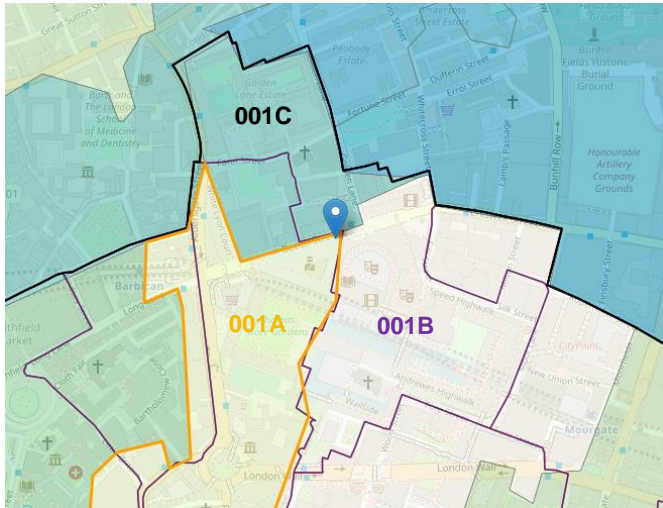
Baseline Information

5.71 The 2019 Index of Multiple Deprivation (IMD) uses nine domains¹⁹ to rank the deprivation in England, including the *Barriers to Housing and Services* domain. The City of London local authority ranked 208 of 317 local authorities in the country in 2019²⁰.

5.72 Each local authority area is divided into neighbourhoods, wards and then further subdivided into Lower-Layer Super Output Areas (LSOAs). There are six LSOAs within the City of London and Beech Street spans the boundary of three (as shown in Figure 5.9 overleaf).

¹⁹ Income; Employment; Health deprivation and Disability; Education Skills and Training; Barriers to Housing and Services; Crime; Living Environment; Income Deprivation Affecting Children Index; and, Income Deprivation Affecting Older People Index.

²⁰ DCLG Apps (2019) Indices of Deprivation: 2019 and 2015. http://dclgapps.communities.gov.uk/imd/iod_index.html#

Figure 5.9: Map of the LSOAs along Beech Street²¹

- **001A** is and includes the south section of Beech Street west of the eastern boundary of Shakespeare Tower.
- **001B** is situated within the Cripplegate Ward and contains the southern section of Beech Street between the eastern boundary of Shakespeare Tower and Golden Lane and then the entire area of Beech Street, east of Golden Lane and Silk Street.
- **001C** is also located within the Cripplegate Ward and covers the northern section of Beech Street between White Lyon Court and Golden Lane.

5.73 The *Barriers to Housing and Services* domain uses indicators that measure the physical and financial accessibility of housing and local services.

5.74 Applying only this domain to the three LSOAs on Beech Street, in 2019 LSOA 001B ranked 11,707 out of 32,844 LSOAs; where 1 is the most deprived LSOA. This is therefore amongst the 40% most deprived neighbourhoods in the country and the least deprived ward in the City.

5.75 Using the same time period and domain, LSOA 001A ranked 7,319 out of the 32,844 LSOAs meaning it lies within the 30% most deprived neighbourhoods in the country.

The most deprived LSOA along Beech Street is 001C (within Cripplegate Ward) as it ranks 2,157. This is amongst the 10% most deprived neighbourhoods in the country and the second most deprived neighbourhood in the City.

5.76 Between the years of 2015 (when the previous IMD study took place) and 2019, two LSOAs (001A and 001B) along Beech Street became more deprived and one LSOA (001C) became less deprived in relation to *Barriers to Housing and Services*.

5.77 The **Neaman GP Practice** is the nearest²² GP practice to Beech Street and although it is located outside of the wider study area, it lies approximately 150m southwest of Beech Street.

5.78 Results²³ from the GP patient survey²⁴ for this practice found that 79% of respondents described their overall experience of this GP practice as 'good'. This is slightly below the Local Care Commission Group and the national averages of 83%. A significant proportion (89%) of respondents found they have had enough support from local services or organisations in the last 12 months to help manage their long-term condition(s). This is greater compared to the Local Care Commission Group average of 84% and national average of 78%.

5.79 Similarly, a substantial number (97%) of respondents felt they were involved as much as they wanted to be in decisions about their care and treatment during their last general practice appointment and this exceeds the national and the Local Care Commission Group averages of 93%.

5.80 The survey however did reveal that only 61% of respondents found it easy to contact the GP practice by phone. 73% of respondents found the healthcare professional they saw or spoke to was good at giving them enough time during their last general practice appointment and 59% of respondents were satisfied with the general appointments available. These are all below the national and local care commissioning group responses.

5.81 The City of London Corporation has one maintained primary school, eight sponsored academies as part of the City of London Academies Trust, and two co-sponsored academies in neighbouring boroughs. It also supports three independent schools.

²¹ Adapted from DCLG Apps (2019) Indices of Deprivation: 2019 and 2015. http://dclgapps.communities.gov.uk/imd/iod_index.html#

²² As the crow flies and using the nearest point of Beech Street.

²³ Results were published on 11th July 2019 and are based on data collected between January and March 2019 where 363 surveys were sent out and 112 surveys were returned (a 31% completion rate).

²⁴ GP Patient Survey (2019) Results from the 2019 survey: The Neaman Practice. Available at: <https://gp-patient.co.uk/report?practicecode=F84640>

Assessment

5.82 The proposals are not seeking to change access arrangements to/from existing services as part of the Interim Scheme.

- Two trade exhibition halls; and
- Many more informal performance venues.

Assessment

5.85 The proposals will not change public buildings and spaces as part of the Interim Scheme.

Public Buildings and Spaces

Baseline Information

5.83 Beech Street lies wholly within the Barbican Estate. This development was constructed between 1963 and 1982 and is predominantly a residential estate that is situated above a raised pedestrian podium which in turn is set above ground-level car parking.

5.84 The following public buildings are located within the Beech Street and wider study area:

- **The Museum of London** was opened in 1976 and tells the history of London from its beginnings in 450,000 BC to the present day. Between 2013-18, four million people visited the museum²⁵ and the building is operating at capacity. The current site is located on a busy roundabout and is disconnected with the street, making the building difficult to access. In 2015 the Museum of London announced its intention to relocate to a new museum in Smithfield General Market, with a provisional opening date likely to be 2024²⁶.
- **The Guildhall School of Music and Drama** is funded and administered by the City of London²⁷. It is ranked as one of the top ten performing arts institutions in the world and is also the UK's leading provider of specialist music training at the under-18 level²⁸. The School moved to the Barbican in 1977 and was designated as a Grade II listed building in 2001.
- Barbican Centre (also known as the Arts Centre) was built between 1971-82 and comprises of:
 - The Barbican Hall with a capacity of 1,950 persons;
 - The Barbican Theatre with a capacity of 1,160 persons;
 - Three cinema screens where capacities range between 160 to 280 persons;
 - The Barbican Library;
 - Three restaurants;

²⁵ Museum of London (2018) Museum of London Strategic Plan 2018-2023. Available at: https://www.museumoflondon.org.uk/application/files/4215/2646/1105/Museum_of_London_Strategic_Plan_2018-2023.pdf

²⁶ Museum of London (2019) About Us – our organisation, our story: Available at: <https://www.museumoflondon.org.uk/about-us/our-organisation>

²⁷ Guildhall School of Music & Drama (2015) A Brief History. Available at: https://www.gsmd.ac.uk/about_the_school/about_us/history/

²⁸ Guildhall School of Music & Drama (2015) About the School. Available at: https://www.gsmd.ac.uk/about_the_school/

Chapter 6

Conclusions and Recommendations

Conclusions

6.1 Overall, the proposed Interim Scheme is expected to result in a positive change along Beech Street, particularly in terms of improved air quality, reduced noise pollution, increased walking and cycling and reduced likelihood of pedestrians and cyclists coming into contact with motor vehicles.

6.2 The Equalities Impact Assessment identified that the proposals could have the potential to negatively impact certain groups of people, particularly those aged over 65, with disabilities, with infants and/or in pregnancy and maternity.

6.3 Given the existing narrow and uncomfortable environment and the anticipated increase in pedestrian and bicycle traffic during peak times, this could affect those who use mobility aids or buggies. It could make manoeuvring more difficult and users could be more fearful of the street.

6.4 Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers).

6.5 In addition, the reduced traffic along Beech Street is likely to reduce the number of 'eyes on the street' at quieter times of the day and could therefore increase crime and fear of crime. This could have a negative impact on the above groups in addition to residents and users of Beech Street from non-white backgrounds, minority religious groups, females and/or people from the LGBTQ community.

6.6 The Health Impact Assessment identified that the proposals would result in an overall positive change compared to the existing baseline situation. The new proposals will promote walking and cycling; reduce the likelihood of pedestrians and cyclists coming into contact with motor vehicles; increase connectivity for pedestrians and cyclists; discourage car use; improve air quality; and decrease noise pollution.

6.7 The identified negative impacts included the potential for increased crime and fear of crime at certain times of the day, and increased traffic and NO₂ concentrations on the surrounding roads. At this stage, the Interim Scheme is not expected to affect the provision of open space and play space, biodiversity, flood risk, access to services and public buildings

and spaces. However, the provision of public realm enhancements, including more biodiversity and areas of open space, will be considered as part of the Phase 1 scheme.

Recommendations

6.8 The following measures are recommended to minimise the potential negative impacts of the Interim Scheme.

■ Short-term improvements to Beech Street and the surrounding area:

- Installation of designated drop-off areas at either end of Beech Street (e.g. for taxis).
- Enhanced segregation between cycle lanes and roadways (e.g. using coloured lanes or small bollards).
- Provision of (anti-homeless) benches to allow resting opportunities for elderly/disabled people, set back from the road. Possible locations could be to the front of the offices at 45 Beech Street and at the junctions to Bridgewater Street and Golden Lane.
- Measures to address the issue of 'hidden corners' (e.g. mirrors, CCTV and enhanced lighting in darker areas).
- Levelling improvements to the pavement to smooth-out any uneven surfaces as much as possible.
- Ensure all level changes are suitably marked.
- Ensure the street is well-maintained and continues to be well-lit.

■ Access arrangements:

- Consider direct access arrangements through the junctions at Golden Lane and Bridgewater Street for any vehicles belonging to essential medical support.
- Consider exemptions for non-compliant taxis when collecting/dropping off elderly and disabled residents of the Barbican Estate (within the two to three-minute time window).

■ Security arrangements:

- Consider the provision of wardens or other officers at certain times of day to support confidence of use for all groups.
- Install enhanced CCTV along Beech Street with appropriate signage.
- Continue to monitor crime incidents in and around the Beech Street area.

- Following implementation of the Interim Scheme, carry out a survey to investigate the fear of crime, particularly during quieter times of the day, and respond to any negative findings.

■ Signage:

- Provide clearer signage to promote the direct connectivity between Aldersgate Street and Silk Street, particularly for pedestrians (signage for cyclists already exists).
- Provide smaller signs to identify alternative routes in order to provide choice.
- Provide signage to reduce the speed of cyclists along the street.

■ Further monitoring:

- Following implementation of Phase 1, it is recommended to carry out further dispersion air quality and noise monitoring in order to assess the impact of the changes along Beech Street and the surrounding roads and respond to negative findings.

Appendix A

Equalities Analysis

EQUALITY ANALYSIS (EA) TEMPLATE

The Proposal *Click and hover over the questions to find more details on what is required*

Assessor name:

Dr Bridget Snaith CMLI
Kate Hodson BA (Hons), MA, MRTPI, AIEMA

Contact details:

LUC, 250 Waterloo Road, London, SE1 8RD

1. What is the Proposal?

The Interim Scheme (Phase 1) will include a two-way 'Zero Emission Street' along the length of Beech Street between its junctions with Aldersgate Street and Silk Street. The restrictions will be introduced in early 2020, through an experimental traffic order that is set to run for a maximum of 18 months.

Under current proposals, vehicles will need to comply with all three of the following:

- Emit maximum 75kg CO₂/km
- Minimum 20-mile zero emission range capability
- Compliant with Euro 6 equivalent NO_x emission standard.

The restrictions will be in place for all hours, every day (24 hours) and will be enforced using ANPR cameras.

Access to the Barbican car park (for both residents and visitors to the Barbican Centre), as well as for servicing and loading purposes, will be retained for non-compliant vehicles. The 153 electric bus service will also continue to run. As part of the scheme it is also proposed to close off the junctions with Golden Lane and Bridgewater Street.

What are the recommendations?

The key recommendations include the following:

- Consider short-term improvements such as drop-off areas, enhanced segregation between cycle lanes and roadways and levelling improvements.
- Consider direct access arrangements through the junctions at Golden Lane and Bridgewater Street for any vehicles belonging to essential medical support.
- Monitor crime and fear of crime and consider provision of wardens or other officers at certain times of day to support confidence of use for all groups.
- Consider improved signage and wayfinding of any alternative routes that provide choice.
- Ensure street is well maintained, well lit, and 'hidden corners' are addressed.

3. Who is affected by the Proposal? *Identify the main groups most likely to be directly or indirectly affected by the recommendations.*

The assessment identified that the proposals could have the potential to negatively impact certain groups of people, particularly those aged over 65, with disabilities, with infants and/or in pregnancy and maternity.

Given the existing narrow and uncomfortable environment and the anticipated increase in pedestrian and bicycle traffic during peak times, this could affect those who use mobility aids or buggies. It could make manoeuvring more difficult and users could be more fearful of the street. Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers). In addition, the reduced traffic along Beech Street is likely to reduce the number of 'eyes on the street' at quieter times of the day and could therefore increase crime and fear of crime. This could have a negative impact on the above groups in addition to residents and users of Beech Street from non-white backgrounds, minority religious groups, females and/or people from the LGBTQ community.

Key borough statistics:

The City has proportionately more people aged between 25 and 69 living in the Square Mile than Greater London. Conversely there are fewer young people. Approximately 955 children and young people under the age of 18 years live in the City. This is 11.8% of the total population in the area. Summaries of the City of London [age profiles from the 2011 Census can be found on our website](#)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Age

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

The impact of the proposals on residents will be greatest on those who are supported by non-electric vehicles currently parking, stopping or delivering in or from Beech Street, and residents within a 10-minute walk of Beech Street. According to the 2011 Census data, a large proportion of people who live in the local wards are between 30 and 59 years old, with the average age being 44. Approximately 25% of people are aged 60 or above. Compared to the London average, the Aldersgate and Cripplegate wards have much lower percentages of residents aged 17 and younger. The number of residents aged over 65 are higher in these wards than the London averages.

What is the proposal's impact on the equalities aims? *Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact***

The proposals have the potential to negatively impact unequally across different age groups, particularly for the significant number of residents aged over 65 in the area, but also for very young children and their parents or carers.

Current baseline studies confirm that the pedestrian environment along Beech Street is uncomfortable and unwelcoming, with some hidden corners. There is a close proximity between pedestrians and traffic, and the pavement is narrow with several unmarked changes in levels and uneven surfaces. The Healthy Streets Assessment also identified there are a lack of places to stop and rest along the Street.

The proposed changes may restrict older people's mobility. Elderly people tend to rely on helpers because they may no longer be able to drive themselves (e.g. due to restricted eyesight or lack of confidence). If they currently use taxis or family/friends to get around, they may have to be dropped-off at either end of Beech Street if the vehicle does not meet the requirements or seek an alternative route.

Given that the proposals are likely to increase pedestrian traffic, particularly

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To consider direct access arrangements through the junctions at Golden Lane and Bridgewater Street for any vehicles belonging to essential medical support.

To ensure the physical environment supports confidence in use for example the street is well maintained free of litter and graffiti, well lit, and any 'hidden corners' are addressed;

To consider ways to support considerate user behaviour, for example ways to encourage cyclists to be attentive to those seeking to use crossings;

To support confidence of use for all groups by for example provision of wardens or other officers at certain times of day;

To consider wayfinding that might provide choice of routes between public transport and community / public facilities serving people who feel / are vulnerable because of this protected characteristic; and

To monitor crime and fear of crime, accident statistics, and new movement patterns and respond to any negative findings.

Age

at peak times, elderly people who need to rely on mobility aids (such as scooters and walking aids) may struggle, or be fearful, of the street. Parents with buggies and infants/small children may also struggle for the same reasons. Manoeuvring buggies could be difficult, particularly at peak times. Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers). This is likely to be most associated with residents in older age groups. Also, a reduction in vehicle traffic is likely at certain times of the day to reduce the number of 'eyes on the street', and at other times may increase numbers of cyclists and/or pavement users. Vulnerable groups, such as those in old age, or those with young children may feel increased fear for personal safety due either to fear of crime walking through the street at quiet times, or through injury by the increased number of cyclists (including inattentive cyclists) when using and crossing the street. As well as a risk of personal injury, fear can lead to adverse health outcomes.

Disability

Double click here to add impact / Hide

Check box if NOT applicable ☐

Key borough statistics:

Day-to-day activities can be limited by disability or long term illness - In the City of London as a whole, 89% of the residents feel they have no limitations in their activities – this is higher than both in England and Wales (82%) and Greater London (86%). In the areas outside the main housing estates, around 95% of the residents responded that their activities were not limited. Extract from summary of the [2011 Census relating to resident population health for the City of London can be found on our website](#).

The 2011 Census identified that for the City of London's population:

- 4.4% (328) had a disability that limited their day-to-day activities a lot
- 7.1% (520) had a disability that limited their day-to-day activities a little.

Source: 2011 Census: [Long-term health problem or disability, local authorities in England and Wales](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under "additional equalities data".

[Double click here to show borough wide statistics / hide statistics](#)

Disability

Additional Equalities Data (Service level or Corporate) Include data analysis of the impact of the proposals

There are residents with disabilities and long-term illnesses who may suffer some disproportionate adverse effects due to changed local movement patterns. In addition, people with disabilities may visit or use Beech Street from outside the immediate area who may be disproportionately affected by changed movement patterns. The 2011 Census counted the number of single people in a household with a '*long-term health problem or disability*'. This is defined as something that limits a person's day-to-day activities, and has lasted, or is expected to last, at least 12 months. This includes problems that are related to old age. The percentage of people with a long-term health problem or disability is 14.4% in the Aldersgate ward and 20% in the Cripplegate ward. Although this is less than the London average of 22.4%, this is still a considerable number of people (126 and 329) taking into consideration the dense population of the Beech Street area.

Disability

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

The proposals have the potential to negatively impact in ways that may discriminate against people with disabilities, including residents and people using Beech Street.

People with a disability who need to rely on mobility aids (such as scooters and walking aids) may struggle, or be fearful, of the street without further mitigation should they have to rely more on public transport as a result of the changes. If they currently rely on taxis or family/friends to get around (e.g. because they may not be able to use or afford an adapted vehicle), they may have to be dropped-off at either end of Beech Street, if the vehicle does not meet the proposed requirements, or seek an alternative route.

Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers).

Reducing vehicle traffic is also likely at certain times of the day to reduce the number of 'eyes on the street', and at other times may increase numbers of cyclists and/or pavement users. Vulnerable groups, such as those with disabilities, may feel increased fear for personal safety due either to fear of crime walking through the street at quiet times, or through injury by the increased number of cyclists (including inattentive cyclists) when using and crossing the street. As well as a risk of personal injury, fear can lead to adverse health outcomes.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To consider direct access arrangements through the junctions at Golden Lane and Bridgewater Street for any vehicles belonging to essential medical support.

To monitor the supply of electric taxis, and availability for disabled residents or others with long-term illness and consider means of providing exemptions to meet the needs of this group;

To ensure the physical environment supports confidence in use, for example the street is well maintained free of litter and graffiti, well lit, and any 'hidden corners' are addressed;

To consider ways to support considerate user behaviour, and support confidence of use for all groups by, for example provision of wardens or other officers at certain times of day;

To consider wayfinding that might provide choice of routes between public transport and community facilities serving people with this protected characteristic for example health care facilities, and other public buildings;

To monitor crime and fear of crime, accident statistics, and new movement patterns and respond to any negative findings.

Pregnancy and Maternity [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

Key borough statistics:

Under the theme of population, the [ONS website](#) has a large number of data collections grouped under:

- [Conception and Fertility Rates](#)
- [Live Births and Still Births](#)
- [Maternities](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Pregnancy and Maternity

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals.*

Pregnancy and Maternity

Statistics on pregnancy were not collected as part of the 2011 Census, however the total the number of people aged between zero and four years old was 50 in the Aldersgate ward and 113 in the Cripplegate Ward. This suggests that there may be a significant number of expecting parents in the Barbican area.

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

The proposals have the potential to negatively impact people in pregnancy and maternity including residents and people using the street. The proposed changes may result in people using public transport options instead of taxis and other hired vehicles. In addition, the proposals are likely to increase pedestrian traffic, particularly at peak times. Therefore, the narrow, busy pavement during peak times is a particular concern and the safety of expecting mothers and parents with children should be considered in the proposals. Manoeuvring buggies could be difficult, particularly at peak times.

Similarly to people of older age and with disabilities, issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken).

Additionally, there could be an increased fear for personal and child safety when using the street at quiet times. The vehicles currently offer natural surveillance and restricting access will reduce this. Expectant mothers, or parents with infants, may also fear injury by the increased number of cyclists (including inattentive cyclists) when using and crossing the street. As well as a risk of injury, fear can lead to adverse health outcomes.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To ensure the physical environment supports confidence in use for example the street is well maintained free of litter and graffiti, well lit, and any 'hidden corners' are addressed;

To consider ways to support considerate user behaviour, and support confidence of use for all groups by, for example, provision of wardens or other officers at certain times of day;

To consider wayfinding that might provide choice of routes between public transport and community facilities serving people with this protected characteristic for example health care facilities, schools, and other public buildings;

To monitor crime and fear of crime, accident statistics, and new movement patterns and respond to any negative findings.

Race Double click here to add impact / Hide

Check box if NOT applicable ☐

Key Borough Statistics:

Our resident population is predominantly white. The largest minority ethnic groups of children and young people in the area are Asian/Bangladeshi and Mixed – Asian and White. The City has a relatively small Black population, less than London and England and Wales. Children and young people from minority ethnic groups account for 41.71% of all children living in the area, compared with 21.11% nationally.

White British residents comprise 57.5% of the total population, followed by White – Other at 19%.

The second largest ethnic group in the resident population is Asian, which totals 12.7% - this group is fairly evenly divided between Asian/Indian at 2.9%; Asian/Bangladeshi at 3.1%; Asian/Chinese at 3.6% and Asian/Other at 2.9%. The City of London has the highest percentage of Chinese people of any local authority in London and the second highest percentage in England and Wales. The City of London has a relatively small Black population comprising 2.6% of residents. This is considerably lower than the Greater London wide percentage of 13.3% and also smaller than the percentage for England and Wales of 3.3%.

[See ONS Census information](#) or [Greater London Authority projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below

Race

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

According to the 2011 Census, a high proportion of people living in the Aldersgate and Cripplegate wards identify as 'white' in terms of ethnic group; 84.5% and 83.7% respectively compared to the London average of 59.8%. Asian (mainly Indian and Chinese) backgrounds were the most frequently claimed ethnicity aside from white groups; 8.7% and 9.5% in Aldersgate and Cripplegate respectively. This is still lower than the London average of 18.5% however.

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

Restricting vehicle traffic is likely to reduce the number of 'eyes on the street' at certain times of day and night. People from non-white groups are over-represented among shift, evening, night and early morning workers, when there is less pedestrian cycle or bus traffic.

People from non-white groups have been found to feel increased fear for personal safety, and are more frequently victims of crime, and so may be disproportionately adversely affected by the proposals. People from non-white backgrounds are disproportionately more represented in caring professions and could be adversely impacted, particularly when visiting the Barbican Estate at quieter times. As well as a risk of personal injury, fear can lead to adverse health outcomes.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To ensure the physical environment supports confidence in use for example the street is well maintained free of litter and graffiti, well lit, and any 'hidden corners' are addressed;

To consider ways to support confidence of use for all groups by for example provision of wardens or other officers at certain times of day;

To consider wayfinding that might provide choice of routes;

To monitor crime and fear of crime, and respond to any negative findings;

To consider access permission for health support/carer vehicles.

Religion or Belief [Double click here to add impact / Hide](#)

[Check box if NOT applicable](#) ☐

Key borough statistics – sources include:

The ONS website has a number of data collections on [religion and belief](#), grouped under the theme of religion and identity.

[Religion in England and Wales provides a summary of the Census 2011 by ward level](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under "additional equalities data".

Religion or Belief

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

The 2011 Census identified that the majority of people living around the Barbican Estate were either Christian (approximately 44%) or had no religion (approximately 37%). Jewish, Muslim and Hindu religions were the most frequently claimed religions aside from Christianity or no religion. However, there were very low numbers compared to the London averages in most cases.

Religion or Belief

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

Reducing vehicle traffic using the street is likely at certain times of day and night to reduce the number of 'eyes on the street'. People from some minority religious groups, have been found to feel increased fear for personal safety, and are more frequently victims of intimidation, and crime (for example those who show their religion through dress), and so may be disproportionately adversely affected by the proposals. As well as a risk of personal injury, fear can lead to adverse health outcomes.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To ensure the physical environment supports confidence in use for example the street is well maintained free of litter and graffiti, well lit, and any 'hidden corners' are addressed;
To consider ways to support confidence of use for all groups by for example provision of wardens or other officers at certain times of day;
To consider wayfinding that might provide choice of routes;
To monitor crime and fear of crime and respond to any negative findings.

Sex Double click here to add impact / Hide

Check box if NOT applicable ☐

Key borough statistics:

At the time of the [2011 Census the usual resident population of the City of London](#) could be broken up into:

- 4,091 males (55.5%)
- 3,284 females (44.5%)

A number of demographics and projections for demographics can be found on the [Greater London Authority website in the London DataStore](#). The site details statistics for the City of London and other London authorities at a ward level:

- [Population projections](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under "additional equalities data".

Double click here to show borough wide statistics / hide statistics

Sex

Additional Equalities Data (Service level or Corporate) Include data analysis of the impact of the proposals

In both the Aldersgate and Cripplegate wards, the 2011 Census identified that approximately 52.4% and 53.2% of the population were males, respectively. Therefore, slightly more males live in the area than females.

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

Reducing vehicle traffic using the street is likely at certain times of day / night to reduce the number of 'eyes on the street'.
Women have been found to feel increased fear for personal safety, and so may be disproportionately adversely affected by proposals.
Fear can lead to adverse health outcomes.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To ensure the physical environment supports confidence in use for example the street is well maintained free of litter and graffiti, well lit, and any 'hidden corners' are addressed;
To consider ways to support confidence of use for all groups by, for example, provision of wardens or other officers at certain times of day;

| | |
|-----|---|
| Sex | |
| | <p>To consider wayfinding that might provide choice of routes;</p> <p>To monitor crime and fear of crime, and respond to any negative findings;</p> <p>To consider access permission for health support/carer vehicles.</p> |

Sexual Orientation and Gender Reassignment [Double click here to add impact / Hide](#)

Check box if NOT applicable ☐

Key borough statistics – suggested sources include:

- [Sexual Identity in the UK – ONS 2014](#)
- [Measuring Sexual Identity – ONS](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Sexual Orientation and Gender Reassignment

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

Statistics on sexual orientation and gender reassignment were not collected as part of the 2011 Census, however the ONS provides a figure that in 2017, 2.6% of people in London were likely to identify as lesbian, gay or bisexual.

What is the proposal's impact on the equalities aims? Look for **direct impact** but also evidence of **disproportionate impact** i.e. where a decision affects a protected group more than the general population, including **indirect impact**

Reducing vehicle traffic using the street is likely at certain times of day / night to reduce the number of ‘eyes on the street’.

People LGBTQ have been found to feel increased fear for personal safety, and are more frequently victims of intimidation, and crime and so may be disproportionately adversely affected by proposals.

As well as a risk of personal injury, fear can lead to adverse health outcomes.

What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?

To ensure the physical environment supports confidence in use for example the street is well maintained free of litter and graffiti, well lit, and any ‘hidden corners’ are addressed;

To consider ways to support confidence of use for all groups by, for example, provision of wardens or other officers at certain times of day;

To consider wayfinding that might provide choice of routes;

To monitor crime and fear of crime, and respond to any negative findings.

Marriage and Civil Partnership [Double click here to add impact / Hide](#)

Check box if NOT applicable ☒

Key borough statistics - sources include:

- [The 2011 Census contain data broken up by local authority on marital and civil partnership status](#)

NB: These statistics provide general data for these protected characteristics. You need to ensure you have sufficient data about those affected by the proposals – see below under “additional equalities data”.

[Double click here to show borough wide statistics / hide statistics](#)

Marriage and Civil Partnership

Additional Equalities Data (Service level or Corporate) *Include data analysis of the impact of the proposals*

| | |
|--|--|
| Marriage and Civil Partnership | |
| N/A | |
| <p>What is the proposal's impact on the equalities aims? <i>Look for direct impact but also evidence of disproportionate impact i.e. where a decision affects a protected group more than the general population, including indirect impact</i></p> <p>N/A</p> | <p>What actions can be taken to avoid or mitigate any negative impact or to better advance equality and foster good relations?</p> <p>N/A</p> |

Additional Impacts on Advancing Equality & Fostering Good Relations [Double click here to add impact / Hide](#) [Check box if NOT applicable](#) ☒

| | |
|---|--|
| <p>This section seeks to identify what additional steps can be taken to promote these aims or to mitigate any adverse impact. Analysis should be based on the data you have collected above for the protected characteristics covered by these aims. In addition to the sources of information highlighted above – you may also want to consider using:</p> <ul style="list-style-type: none"> Equality monitoring data in relation to take-up and satisfaction of the service | <ul style="list-style-type: none"> Equality related employment data where relevant Generic or targeted consultation results or research that is available locally, London-wide or nationally Complaints and feedback from different groups. |
|---|--|

[Double click here to show borough wide statistics / hide statistics](#)

| | |
|---|---|
| Additional Impacts on Advancing Equality & Fostering Good Relations | |
| Additional Equalities Data (Service level or Corporate) | |
| <p>Are there any additional benefits or risks of the proposals on advancing equality and fostering good relations not considered above?</p> <p>N/A</p> | <p>What actions can be taken to avoid or mitigate any negative impact on advancing equality or fostering good relations not considered above? Provide details of how effective the mitigation will be and how it will be monitored.</p> <p>N/A</p> |

Conclusion and Reporting Guidance

Set out your conclusions below using the EA of the protected characteristics and submit to your Director for approval.

If you have identified any negative impacts, please attach your action plan to the EA which addresses any negative impacts identified when submitting for approval.

If you have identified any positive impacts for any equality groups, please explain how these are in line with the equality aims.

Review your EA and action plan as necessary through the development and at the end of your proposal/project and beyond.

Retain your EA as it may be requested by Members or as an FOI request. As a minimum, refer to any completed EA in background papers on reports, but also include any appropriate references to the EA in the body of the report or as an appendix.

This analysis has concluded that...

...the proposals could have the potential to negatively impact certain groups of people, particularly those aged over 65, with disabilities, with infants and/or in pregnancy and maternity. Given the existing narrow and uncomfortable environment and the anticipated increase in pedestrian and bicycle traffic during peak times, this could affect those who use mobility aids or buggies. It could make manoeuvring more difficult and users could be more fearful of the street. Issues could also arise should access for essential support be limited by the blocked-off roads and alternative routes have to be taken (e.g. vehicles belonging to district nurses, doctors and carers).

In addition, the reduced traffic along Beech Street is likely to reduce the number of 'eyes on the street' at quieter times of the day and could therefore increase crime and fear of crime. This could have a negative impact on the above groups in addition to residents and users of Beech Street from non-white backgrounds, minority religious groups, females and/or people from the LGBTQ community.

Outcome of analysis - check the one that applies

☐ Outcome 1

No change required where the assessment has not identified any potential for discrimination or adverse impact and all opportunities to advance equality have been taken.

☒ Outcome 2

Adjustments to remove barriers identified by the assessment or to better advance equality. Are you satisfied that the proposed adjustments will remove the barriers identified?

☐ Outcome 3

Continue despite having identified some potential adverse impacts or missed opportunities to advance equality. In this case, the justification should be included in the assessment and should in line with the duty have 'due regard'. For the most important relevant policies, compelling reasons will be needed. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.

☐ **Outcome 4**

Stop and rethink when an assessment shows actual or potential unlawful discrimination.

| | | | | | |
|--------------------------------|--|--------------|--|--------------|--|
| Signed off by Director: | | Name: | | Date: | |
|--------------------------------|--|--------------|--|--------------|--|

Appendix B

Healthy Urban Planning Checklist

| Theme 1: Healthy Housing | | | | |
|--------------------------|--|-----------------------------------|---|--|
| Issue | Key questions | Yes /No / Not relevant Comment | Policy requirements and standards | Why is it important |
| a. Healthy design | Does the proposal meet all the standards for daylight, sound insulation, private space and accessible and adaptable dwellings? | | <p>London Plan Policy 5.2 Minimising carbon dioxide emissions and Housing SPG Standard 35: zero carbon residential buildings from 2016 and non-domestic buildings from 2019.</p> <p>Housing SPG Standard 29 on dual aspect and Standard 32 on daylight and sunlight.</p> <p>Housing SPG Standard 4 on communal open space, supported by London Plan Policy 2.18, Standards 1 and 2 on defining good places, and Standard 3 on public open space.</p> <p>Housing SPG Standards 26 and 27 on minimum provision of private (amenity) open space.</p> <p>London Plan Policy 3.8 Housing choice and Housing SPG Standard 11 on access require 90% of new homes meet Building Regulation M4(2) 'accessible and adaptable dwellings'.</p> <p>Sound insulation and noise - London Plan Policy 7.15 and Housing SPG Standard 30 on noise.</p> <p>Housing SPG Standards 8 and 9 on entrance and approach.</p> | <p>Satisfying these standards can help meet carbon dioxide emissions targets.</p> <p>Good daylight can improve the quality of life and reduce the need for energy to light the home.</p> <p>The provision of an inclusive outdoor space, which is at least partially private, can improve the quality of life.</p> <p>Improved sound insulation can reduce noise disturbance and complaints from neighbours.</p> |

| Theme 1: Healthy Housing | | | | |
|--------------------------|--|-----------------------------------|--|--|
| Issue | Key questions | Yes /No / Not relevant Comment | Policy requirements and standards | Why is it important |
| b. Accessible housing | <p>Does the proposal provide accessible homes for older or disabled people?</p> <p>Does the proposal ensure that every non-ground floor dwelling is accessible by a lift that can accommodate an ambulance trolley?</p> | | <p>London Plan Policy 3.8 and Housing SPG Standard 11 on access require 10 per cent all new housing to be designed to be wheelchair accessible or easily adaptable such that they meet Building Regulation M4(3) 'wheelchair user dwellings'.</p> <p>Housing SPG Standards 15 and 16 relate to the provision of lifts. Good practice standard - the provision of an ISO standard 13 person lift in a configuration which can accommodate a trolley bed (see Department of Health Technical Memorandum 08-02: Lifts).</p> | <p>Accessible and easily adaptable homes can meet the changing needs of current and future occupants.</p> <p>One of the main methods of transportation of immobile patients is by trolley bed. Non-ground floor dwellings should be accessible by a lift that can accommodate an ambulance trolley.</p> |
| c. Healthy living | <p>Does the proposal provide dwellings with adequate internal space, including sufficient storage space and separate kitchen and living spaces?</p> <p>Does the proposal encourage the use of stairs by ensuring that they are well located, attractive and welcoming?</p> | | <p>London Plan Policy 3.5 (Table 3.3 - minimum space standards for new dwellings) and Housing SPG Standard 24 on dwelling space standards.</p> <p>Housing SPG Standard 25 - dwellings should accommodate the furniture, access and activity space requirements relating to the declared level of occupancy.</p> <p>Also, Housing SPG Standard 28 on privacy and Standard 31 on ceiling heights.</p> <p>Housing SPG Standards 12 to 16 relate to shared internal circulation, cores and lifts.</p> | <p>Sufficient space is needed to allow for the preparation and consumption of food away from the living room to avoid the 'TV dinner' effect.</p> <p>Rather than having lifts at the front and staircases at the back of buildings, it is preferable to have them located at the front to encourage people that can to use them.</p> |

| Theme 1: Healthy Housing | | | | |
|----------------------------------|--|-----------------------------------|--|---|
| Issue | Key questions | Yes /No / Not relevant Comment | Policy requirements and standards | Why is it important |
| d. Housing mix and affordability | Does the proposal provide affordable family sized homes? | | <p>London Plan Policy 3.8 Housing choice.</p> <p>London Plan Policy 3.11 Affordable housing targets seeks to maximise affordable housing provision and to ensure an average of at least 17,000 more affordable homes per year in London over the term of the London Plan. 60% of the affordable housing provision should be for social and affordable rent and 40% for intermediate rent or sale.</p> <p>The Mayor's Homes for Londoners: Affordable Homes Programme 2016-21 is a £3bn fund to help start building at least 90,000 affordable homes by 2021.</p> | <p>The provision of affordable housing can create mixed and socially inclusive communities. The provision of affordable family sized homes can have a positive impact on the physical and mental health of those living in overcrowded, unsuitable or temporary accommodation.</p> <p>Both affordable and private housing should be designed to a high standard ('tenure blind').</p> |

| Theme 2: Active Travel | | | | |
|----------------------------------|--|------------------------------------|---|---|
| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| a. Promoting walking and cycling | Does the proposal promote cycling and walking through measures in a travel plan, including adequate cycle parking and cycle storage? | | London Plan Policy 6.3 (C) Travel plans London Plan Policy 6.9 Cycling. London Plan Policy 6.10 Walking. London Plan - Parking Addendum to Chapter 6 on cycle parking : Table 6.3 Cycle parking minimum standards. Housing SPG Standards 20 and 21 on cycle storage. | A travel plan can address the environmental and health impacts of development by promoting sustainable transport, including walking and cycling. Cycle parking and storage in residential dwellings can encourage cycle participation. |
| b. Safety | Does the proposal include traffic management and calming measures and safe and well lit pedestrian and cycle crossings and routes? | | London Plan Policy 6.9 Cycling. London Plan Policy 6.10 Walking. | Traffic management and calming measures and safe crossings can reduce road accidents involving cyclists and pedestrians and increase levels of walking and cycling. |
| c. Connectivity | Does the proposal connect public realm and internal routes to local and strategic cycle and walking networks and public transport? | | London Plan Policy 6.9 Cycling - Map 6.2 Cycle superhighways . London Plan Policy 6.10 Walking - Map 6.3 Walk London Network . Green Infrastructure: The All London Green Grid SPG (March 2012). Transport for London Legible London . Transport for London Bus Service Planning Guidelines . | Developments should prioritise the access needs of cyclists and pedestrians. Routes should be safe, direct and convenient and barriers and gated communities should be avoided. Developments should be accessible by public transport. |

| Theme 2: Active Travel | | | | |
|------------------------|--|------------------------------------|---|--|
| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| d. Minimising car use | Does the proposal seek to minimise car use by reducing car parking provision, supported by the controlled parking zones, car free development and car clubs? | | London Plan Policy 6.13 Parking - Table 6.2 Car parking standards (Parking addendum to chapter 6). Housing SPG Standards 17 to 19 on car parking provision. | Space for pedestrians and cyclists should be given priority over commercial and private vehicles. Maximum car parking levels allows for provision to be reduced as far as practicable. Car clubs can be effective in reducing car use and parking demand at new residential developments. |

| Theme 3: Healthy Environment | | | | |
|------------------------------|--|------------------------------------|--|--|
| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| a. Construction | Does the proposal minimise construction impacts such as dust, noise, vibration and odours? | | <p>London Plan Policy 5.3 Sustainable design and construction.</p> <p>London Plan Policy 5.18 Construction, excavation and demolition waste.</p> <p>The Control of Dust and Emissions During Construction and Demolition SPG (July 2014).</p> <p>Housing SPG Standard 34 on environmental performance.</p> | <p>Construction sites can have a negative impact on an area and can be perceived to be unsafe. Construction activity can cause disturbance and stress, which can have an adverse effect on physical and mental health.</p> <p>Mechanisms should be put in place to control hours of construction, vehicle movements and pollution.</p> <p>Community engagement before and during construction can help alleviate fears and concerns.</p> |
| b. Air quality | Does the proposal minimise air pollution caused by traffic and energy facilities? | | <p>London Plan Policy 7.14 Improving air quality.</p> <p>At least 'air quality neutral' - Housing SPG Standard 33 on air quality.</p> <p>London Plan Policy 5.10 Urban greening.</p> <p>London Plan Policy 5.3 Sustainable design and construction.</p> | <p>The long-term impact of poor air quality has been linked to life-shortening lung and heart conditions, cancer and diabetes.</p> |

| Theme 3: Healthy Environment | | | | |
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| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| c. Noise | Does the proposal minimise the impact of noise caused by traffic and commercial uses through insulation, site layout and landscaping? | | <p>London Plan Policy 7.15 Reducing and managing noise, improving and enhancing the acoustic environment and promoting appropriate soundscapes.</p> <p>Limit the transmission of noise to sound sensitive rooms - Housing SPG Standard 30 on noise.</p> | Reducing noise pollution helps improve the quality of urban life. |
| d. Open space | <p>Does the proposal retain or replace existing open space and in areas of deficiency, provide new open or natural space, or improve access to existing spaces?</p> <p>Does the proposal set out how new open space will be managed and maintained?</p> | | <p>London Plan Policy 7.1 Lifetime neighbourhoods.</p> <p>London Plan Policy 7.18 Protecting open space and addressing deficiency, Table 7.2 Public open space categorisation.</p> <p>London Plan Policy 7.19 Biodiversity and access to nature.</p> <p>Housing SPG Standards 3 and 4 on communal and public open space.</p> | <p>Access to open space has a positive impact on health and wellbeing. Living close to areas of green space, parks, woodland and other open space can improve physical and mental health regardless of social background.</p> <p>To maintain the quality and usability of open spaces an effective management and maintenance regime should be put in place.</p> |

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| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| e. Play space | Does the proposal provide a range of play spaces for children and young people? | | <p>London Plan Policy 3.6 Children and young people's play and informal recreation facilities.</p> <p>Shaping Neighbourhoods: Play and Informal Recreation SPG (Sept 2012) - quantity Benchmark Standard of a minimum of 10 square metres per child regardless of age (4.24) and accessibility to play space Benchmark Standard (Table 4.4).</p> <p>Housing SPG Standard 5 on play space.</p> | <p>Regular participation in physical activity among children and young people is vital for healthy growth and development.</p> <p>The location of play spaces should be accessible by walking and cycling routes that are suitable for children to use.</p> |
| f. Biodiversity | Does the proposal contribute to nature conservation and biodiversity? | | <p>London Plan Policy 7.19 Biodiversity and access to nature. Table 7.3 - London regional Biodiversity Action Plan habitat targets for 2020.</p> <p>Housing SPG Standard 40 on ecology.</p> | <p>Access to nature and biodiversity contributes to mental health and wellbeing.</p> <p>New development can improve existing, or create new, habitats or use design solutions (green roofs, living walls) to enhance biodiversity.</p> |
| g. Local food growing | Does the proposal provide opportunities for food growing, for example by providing allotments, private and community gardens and green roofs? | | <p>London Plan Policy 5.10 Urban greening.</p> <p>London Plan Policy 7.22 Land for food.</p> <p>London Plan Policy 5.11 Green roofs and development site environs.</p> | <p>Providing space for local food growing helps promote more active lifestyles, better diets and social benefits.</p> |

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| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| h. Flood risk | Does the proposal reduce surface water flood risk through sustainable urban drainage techniques, including storing rainwater, use of permeable surfaces and green roofs? | | <p>London Plan Policy 5.3 Sustainable design and construction.</p> <p>London Plan Policy 5.11 Green roofs and development site environs.</p> <p>London Plan Policy 5.13 Sustainable drainage.</p> <p>Flooding and drainage - Housing SPG Standards 38 and 39.</p> | <p>Flooding can result in risks to physical and mental health. The stress of being flooded and cleaning up can have a significant impact on mental health and wellbeing.</p> <p>It is likely that increasing development densities and building coverage coupled with more frequent extreme weather events will increase urban flood risk.</p> |
| i. Overheating | Does the design of buildings and spaces avoid internal and external overheating, through use of passive cooling techniques and urban greening? | | <p>London Plan Policy 5.3 Sustainable design and construction.</p> <p>London Plan Policy 5.9 Overheating and cooling.</p> <p>London Plan Policy 5.10 Urban greening.</p> <p>London Plan Policy 5.11 Green roofs and development site environs.</p> <p>Overheating - Housing SPG Standards 36.</p> | <p>Climate change with higher average summer temperatures is likely to intensify the urban heat island effect and result in discomfort and excess summer deaths amongst vulnerable people.</p> <p>Urban greening - tree planting, green roofs and walls and soft landscaping can help prevent summer overheating.</p> |

| Theme 4: Vibrant Neighbourhoods | | | | |
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| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| a. Health services | Has the impact on healthcare services been addressed? | | London Plan Policy 3.17 Health and social care facilities. NHS London Healthy Urban Development Unit Planning Contributions Tool (the HUDU Model). Social Infrastructure SPG (2015). | Poor access and quality of healthcare services exacerbates ill health, making effective treatment more difficult. The provision of support services and advice on healthy living can prevent ill health. |
| b. Education | Has the impact on primary, secondary and post-19 education been addressed? | | London Plan Policy 3.18 Education facilities. | Access to a range of primary, secondary and post-19 education improves self-esteem, job opportunities and earning capacity. |
| c. Access to social infrastructure | Does the proposal contribute to new social infrastructure provision that is accessible, affordable and timely? Have opportunities for multi-use and the co-location of services been explored? | | London Plan Policy 3.16 Protection and enhancement of social infrastructure. London Plan Policy 7.1 Lifetime neighbourhoods. Social Infrastructure SPG (2015). | Good access to local services is a key element of a lifetime neighbourhood and additional services will be required to support new development. Not doing so will place pressure on existing services. Future social infrastructure requirements are set out in Borough infrastructure plans and developments will be expected to contribute towards additional services and facilities. |

| Theme 4: Vibrant Neighbourhoods | | | | |
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| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| d. Local employment and healthy workplaces | <p>Does the proposal include commercial uses and provide opportunities for local employment and training, including temporary construction and permanent 'end-use' jobs?</p> <p>Does the proposal promote the health and wellbeing of future employees by achieving BREEAM health and wellbeing credits?</p> | | <p>London Plan Policy 4.12 Improving opportunities for all and London Plan Policy 8.2 Planning obligations.</p> <p>London Plan Policy 7.1 Lifetime neighbourhoods.</p> <p>Workplace environment - BREEAM health and wellbeing credits.</p> | <p>Unemployment generally leads to poverty, illness and a reduction in personal and social esteem. Employment can aid recovery from physical and mental illnesses.</p> <p>Creating healthier workplaces can reduce ill health and employee sickness absence.</p> |
| e. Access to local food shops | <p>Does the proposal provide opportunities for local food shops?</p> <p>Does the proposal avoid an over concentration or clustering of hot food takeaways in the local area?</p> | | <p>London Plan Policy 4.7 Retail and town centre development.</p> <p>London Plan Policy 4.8 Supporting a successful and diverse retail sector.</p> <p>London Plan Policy 4.9 Small shops.</p> <p>London Plan Policy 7.1 Lifetime neighbourhoods.</p> | <p>A proliferation of hot food takeaways and other outlets selling fast food can harm the vitality and viability of local centres and undermine attempts to promote the consumption of healthy food, particularly in areas close to schools.</p> |

| Theme 4: Vibrant Neighbourhoods | | | | |
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| Issue | Key questions | Yes / No / Not relevant Comment | Policy requirements and standards | Why is it important |
| f. Public realm | <p>Does the design of the public realm maximise opportunities for social interaction and connect the proposal with neighbouring communities?</p> <p>Does the proposal allow people with mobility problems or a disability to access buildings and places?</p> | | <p>London Plan Policy 7.1 Lifetime neighbourhoods.</p> <p>London Plan Policy 7.2 An inclusive environment.</p> <p>London Plan Policy 7.5 Public realm.</p> <p>Shaping Neighbourhoods. Accessible London: Achieving and Inclusive Environment SPG (Oct 2014).</p> <p>Housing SPG Standard 10 on active frontages.</p> | <p>The public realm has an important role to play in promoting walking and cycling, activity and social interaction. It also affects people's sense of place, security and belonging. It is a key component of a lifetime neighbourhood.</p> <p>Shelter, landscaping, street lighting and seating can make spaces attractive and inviting.</p> <p>Implementing inclusive design principles effectively creates an accessible environment, in particular for disabled and older people.</p> |

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of the Local Government Act 1972.

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