



## Port Health & Environmental Services Committee

**Date:** TUESDAY, 24 NOVEMBER 2020

**Time:** 11.00 am

**Venue:** VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:**

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

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### Accessing the virtual public meeting

**Members of the public can observe this virtual public meeting at the below link:**

<https://youtu.be/qEBHOrL1mK0>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

**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 Tuesday 22 September 2020.  
**For Decision**  
(Pages 1 - 12)
4. **OUTSTANDING ACTIONS**  
Report of the Town Clerk.  
**For Information**  
(Pages 13 - 16)
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. **HAZARDOUS WASTE UPDATE**  
The Assistant Director - Cleansing Operations and Street Environment to be heard.  
**For Information**
7. **AMENDMENTS TO THE COMMERCIAL ENVIRONMENTAL HEALTH SERVICE PLAN 2020-2021 WITH RESPECT TO FOOD SAFETY WORK**  
Report of the Director of Markets and Consumer Protection.  
**For Decision**  
(Pages 17 - 22)
8. **REVIEW OF PILOT AND FUTURE BRIDGE HOUSE ESTATES FUNDING FOR ENFORCEMENT ACTIVITY AGAINST ILLEGAL STREET TRADING ON AND BY THE BRIDGES**  
Report of the Director of Markets and Consumer Protection.  
**For Decision**  
(Pages 23 - 34)
9. **48TH CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT**  
Report of the Director of Markets and Consumer Protection.  
**For Decision**  
(Pages 35 - 48)

10. **RESETTING OF DEPARTMENTAL BUDGETS 2020/21**  
Report of the Chamberlain.  
  
**For Information**  
(Pages 49 - 60)
11. **DBE SENIOR OFFICER RESIGNATION**  
Report of the Director of the Built Environment.  
  
**For Information**  
(Pages 61 - 62)
12. **REPORT OF ACTION TAKEN**  
Report of the Town Clerk.  
  
**For Information**  
(Pages 63 - 64)
13. **QUESTION ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
15. **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.

## **Part 2 - Non-public Agenda**

16. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on Tuesday 22 September 2020.  
  
**For Decision**  
(Pages 65 - 66)
17. **PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS -PERIOD ENDING 30 SEPTEMBER 2020**  
Joint report of the Director of the Built Environment, Director of Markets and Consumer Protection and the Director of Open Spaces.  
  
**For Information**  
(Pages 67 - 76)
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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## **PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

**Tuesday, 22 September 2020**

**Minutes of the meeting of the Port Health & Environmental Services Committee held via Microsoft Teams at 11.00 am.**

### **Present**

#### **Members:**

Deputy Keith Bottomley (Chairman)  
Jeremy Simons (Deputy Chairman)  
Caroline Addy  
Alexander Barr  
Deputy John Bennett  
Peter Bennett  
Tijs Broeke  
John Chapman  
Deputy Peter Dunphy  
Mary Durcan  
Deputy Kevin Everett

Anne Fairweather  
Christopher Hill  
Deputy Wendy Hyde  
Deputy Jamie Ingham Clark  
Alderman Gregory Jones QC  
Shravan Joshi  
Vivienne Littlechild  
Deputy Joyce Nash  
Jason Pritchard  
Deputy Henry Pollard  
Deputy Robert Merrett

#### **In attendance:**

Alderman Alison Gowman  
John Edwards

#### **Officers:**

Carolyn Dwyer	Department of the Built Environment
Elisabeth Hannah	Department of the Built Environment
Richard Steele	Department of the Built Environment
Stuart Wright	Department of the Built Environment
Zahur Khan	Department of the Built Environment
Jim Graham	Department of the Built Environment
Frank Marchione	Comptroller & City Solicitors
Colin Buttery	Open Spaces Department
Gary Burks	Open Spaces Department
Gerry Kiefer	Open Spaces Department
James Gibson	Chamberlain's Department
Jenny Pitcairn	Chamberlain's Department
Gavin Stedman	Department of Markets & Consumer Protection
Jon Avern	Department of Markets & Consumer Protection
Rachel Pye	Department of Markets & Consumer Protection
Ruth Calderwood	Department of Markets & Consumer Protection
Kate Smith	Town Clerk
Rofikul Islam	Town Clerk
Gemma Stokely	Town Clerk
Polly Dunn	Town Clerk

1. **APOLOGIES**

Apologies for absence were received from Henrika Priest and Deputy Elizabeth Rogula.

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, 21 July 2020 be approved as a correct record.

4. **OUTSTANDING ACTIONS**

The Committee received a report of the Town Clerk setting out the current list of outstanding actions:

**Electric Vehicle Charging**

The Electric Vehicle Charging installation had been impacted by the pandemic but is expected to go live by December 2020. Members will be kept informed as this develops in the future.

**Garden Waste Recycling**

Members were informed that the Garden Waste Recycling pilot has now been deferred till January 2021.

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

The Chair noted that it is very disappointing that the residents at the Barbican Estate continue to face the ongoing noise and disturbance. The City of London has to accept that TfL has a number of challenges ahead of them at present, not least their funding position and given that TfL are now being asked to run more train services in order to provide social distancing on the trains. It was noted that the City of London is not in a position at present to press TfL to get the temporary speed restrictions put in place or to progress the longer-term solutions.

A Member noted the concerns expressed by the Chairman and accepted the fact that we are now navigating through challenging times and the rail noise will have to remain on the agenda for now. The Member thanked the Chairman and the Officers involved for their work on this matter.

The Chairman assured the Member that the Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate will remain firmly on the agenda.

5. **CLIMATE ACTION STRATEGY**

The Committee received a report of the Town Clerk on the Climate Action Strategy. The Chairman introduced the report and noted that the Climate Action

Strategy is important to the Committee and despite the pandemic and other challenges, the Committee's commitment to the Climate Action Strategy remains an important priority, as it is a key issue affecting the country and the world.

The Climate Action Strategy provides the City of London with an opportunity to act decisively with the Committee having previously supported the development of a comprehensive strategy and actions rather than simply declaring a climate emergency. The Chairman noted that the Climate Action Strategy is deliverable and affordable with measurable action sets. The Chairman, along with a number of Members, have been working with Officers to support the development of the strategy which is data driven and grounded in a solid evidence-based action.

The Chairman informed the Committee that the Climate Action Strategy sets a date of 2027 for net zero on the City Corporation's own emissions with implementation starting in April 2021; once the funding put in place for year one is released. Funding has been identified for the next 5-years as part of the medium term financial plan, with a budget to be agreed annually for the Climate Action Strategy. The strategy targets net zero on the full value chain by 2040.

The Chairman confirmed that if the Climate Action Strategy is agreed by the Court of the Common Council then the Committee will be pushing this forward and ensuring that the impacts are reported to the Committee.

The Head of Corporate Strategy & Performance informed the Committee of the actions in relation to this committee, which were improving the ability to ensure resilience in relation to pests and diseases and resilience to climate generally, making sure that the City of London works collaboratively and has all the data that it requires to drive the strategy forward, ensuring that climate considerations are embedded into the public health agenda, which will require refreshing the 2017 Health and Wellbeing Strategy to include climate implications.

The Chairman informed the Committee that a test and learn approach will be taken to resilience in the first place. We will be doing more of the carbon emissions work in the first 5 years.

A Member thanked and commended Officers and Members on the well thought out paper which had brought forward the high-level priorities. The Member asked to ensure that the strategy imbeds the legal considerations which need to be adopted into policies when it comes to delivering the statutory requirements. The Head of Corporate Strategy & Performance responded that there are a lot of other policies and statutory duties that are encompassed in this strategy. We have taken the approach of auditing this, which is being led by a team of dedicated officers and Members working on the matter. Officers are keen to build climate change into their work, with the Local Plan Policy being one of the more important areas. Going forward every decision coming through will have to ensure that it has climate change factored into the workplan.

This was followed by a Member who had inquired if the City of London was behind in terms of their work around climate change and if the finance for the strategy will follow through. The Head of Corporate Strategy & Performance responded that the City of London had declared in 2010 that climate change was important to the City of London and has leapfrogged into gathering all the scientific evidence. This puts the City of London in a leading position which will allow the City of London to influence others too. In terms of the question in relation to the funding, the Chairman confirmed that this will follow through given the work that has already been done.

The Chairman informed the Committee that the City of London will seek to play a leading role in London on the Climate Action Strategy, working with the GLA and London Councils.

The Chairman noted that the Climate Action Strategy paper will be presented to the Court of the Common Council on the 8<sup>th</sup> October for its endorsement so that the work on the Climate Action Strategy can commence, once approved by the Court of the Common Council.

**RESOLVED** – Members noted the report, the draft strategy at Appendix 1 and the actions set by committee at Appendix 2.

**6. DEPARTMENT OF THE BUILT ENVIRONMENT RISK MANAGEMENT - PERIODIC REPORT**

The Committee received a report of the Director of the Built Environment on the Department of the Built Environment Risk Management – Periodic Report.

The Chairman introduced the report to Members and drew the attention of Members to the drivers check risk and the reasons behind the Department of the Built Environment Risk Management – Periodic Report being on the Committees agenda is because the City Transport Policy is administered by the Cleansing Transport Team. This in turn came about because they manage the (now much diminished) fleet of refuse collection vehicles and therefore at least one member of that team is required to hold the Transport Operators Licence which covers all Large Goods Vehicles operated by the City. The Cleansing Transport Team are therefore the corporate subject matter experts.

The Assistant Director - Cleansing Operations and Street Environment updated the Committee that this is one of the Health and Safety team's policies, however the expertise remains with the Department of the Built Environment's Cleansing team who in turn provide the expert advice, information and manage compliance for the Corporate Health Team.

The report author highlighted the COVID-19 risks as it is important that the service level risks are sighted by the Committee.

The report author noted that a report from the Committee went to the Establishment Committee in January 2020 with reference to the lack of a single point record containing a database of all the employees and volunteers for the



City of London. He asked if the Committee wishes to take the request back to the Establishment Committee on the same subject.

A Member commented that there is a need to address the red risks, as the City does not want to discourage volunteering activities. The Committee was unequivocal on this and expected progress, action and a timed plan to mitigate the risk. It was agreed that Officers are to agree a reference to the Establishment Committee with the Chairman and Deputy Chairman of this Committee.

**RESOLVED** – that Members noted 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 and that a note be sent to the Establishment Committee regarding driver checks.

**7. PERIOD 1 (APRIL - JULY 2020) CEMETERY & CREMATORIUM BUSINESS PLAN PERFORMANCE UPDATE**

The Committee received a report of the Director of Open Spaces on the Period 1 (April – July 2020) Cemetery & Crematorium Business Plan Performance update.

A Member observed that the City of London continued to maintain an open cemetery (following guidance from the City's Legal team) when other cemeteries and crematorium grounds were closed. The City's large spacious chapels enabled the City to allow 20 people to attend a funeral safely when many crematoria were limiting numbers to 5 or 10 people. The Member in question commended the Departments work around this, during a very difficult time.

The Deputy Chairman of the Committee mentioned that the team had been providing a number of services in addition to what is required of them. He mentioned that the Lord Mayor was very impressed with the services during his visit to thank the staff in person.

A Member asked for a comment around the budgetary position of the Cemetery and Crematorium. The Department's Business Manager responded that the Department has had an increase of income, which resulted in the increase of expenditure too, such as bringing in extra staff to cover those who are unwell or shielding. It is expected to maintain the same level of income unless there is a second spike. The Department is anticipating that it may go over their budget, in the event of a second wave of COVID-19.

The Superintendent & Registrar commented that it is hard to clarify where the Department's financial position may be towards the end of the year as it had to reduce the number of cremations due to the number of cremators being available, as a result of the replacement project. At present the Department has only one working cremator and this maybe the case until the first week of November 2020.

The Chairman informed the Committee that he had raised with the HR Director the matter of formal recognitions for staff who have been working exceptionally hard during this difficult time. There are plans in place for formal recognition on the pandemic related work, as well as the Freedom of the City of London, where possible.

The Chairman asked a question following on from the Lord Mayor's visit, that if the City of London was able to live stream services for families who cannot join the funerals physically but can join the services online. The Superintendent & Registrar responded that at present the cemeteries are not in good positions with the cellular reception. This has been raised with IT services in the City of London and there has been an ongoing dialogue which resulted in a site visit for inspections.

The Superintendent & Registrar informed the Committee that once, the Department is in a position to provide quality reception, we may be able to provide such services but at present the service is not up to the level of expectation that the City of London would expect. The Chairman offered his political support on this and agreed to write to the Director of IT and the Chairman of the Digital Services Sub Committee. This was welcomed by the Superintendent & Registrar.

This was followed by a Member who stated that the Members of this Committee will be happy to support the notion of having the services live streamed, as we will be seeing further restriction and he hopes that the budget will be made available so that the City of London's digital services can be up to speed to allow live feed for bereaved families.

The Director of the Built Environment also agreed to take up the IT issues with the Chief Officers and offer her support where possible.

**RESOLVED** – that Members noted the performance of the Cemetery and Crematorium during this April to July 2020 reporting period.

**8. DEPARTMENT OF THE BUILT ENVIRONMENT (CLEANSING SERVICES) BUSINESS PLAN PROGRESS REPORT FOR PERIOD 1 (APRIL - JULY), 2020/21**

The Committee received a report of the Department of the Built Environment on the Department of the Built Environment (Cleansing Services) Business Plan Progress Report for Period 1 (April - July) 2020/21.

A Member commented that he observed from the news, that Suez is going into a merger with Veolia and if this will impact the City of London's KPI with Veolia. The Assistant Director - Cleansing Operations and Street Environment confirmed that he was informed that Veolia's is looking to merge with Suez, and the City of London will continue to monitor its local performance, he further advised that he did not anticipate any problems with the City's contract with Veolia or service delivery as a result of the merger.

This was followed by another Member who commented that they had tried to use the City of London's public toilets but faced difficulties due to not having a 50p coin and asked if there are any plans to go cashless. The Assistant Director - Cleansing Operations and Street Environment confirmed that there are cash points in all the City of London's public toilets but going cashless means that the Department will have to factor in additional budget.

The Deputy Chairman reminded the Committee that there is a need to strike a balance between going cashless and ensuring that the option to pay with cash is also available as not everyone may have access to the right IT accessibility.

The Chairman asked if the cashless payments on the City of London toilets can be explored given that mobile payments at Hampstead Heath are now provided with cashless solution. Additionally, he mentioned that in light of the COVID-19 it is observed that physical cash are not good to carry due to the infection risks involved and as such this case is worthy of a review.

**RESOLVED** – that Members;

- Noted the content of this report and the appendices; and
- received the report.

9. **MARKETS AND CONSUMER PROTECTION BUSINESS PLAN 2020/2021: PROGRESS REPORT (PERIOD 1)**

The Committee received a report of the Director of Markets and Consumer Protection on the Markets and Consumer Protection Business Plan 2020/2021: Progress Report (Period 1).

The Port Health and Public Protection Director introduced the report to the Committee and noted that the report covers the lockdown period and the easements that followed, consequently much of the recent work of the Service has been to assist businesses open and recover from the lockdown.

He noted that the Amber and Red KPIs relate to Port Health and the problems with receiving paperwork from other countries. This is a global issue that is affecting the UK and beyond. Consequently, procedures and processes have been developed with Defra and the Food Standards Agency to address the issue, such as accepting electronic copies of paperwork. This has sped up much of the process and will be in place until the current situation resolves back to some normality.

The Deputy Chairman asked why there seems to be an increase of NO<sub>2</sub> (Nitrogen dioxide) figures. This was followed by another question in terms of pest visibilities within the City of London.

The Port Health and Public Protection Director noted that there had been a slight increase in the last month in NO<sub>2</sub> levels, but it is not to the level experienced pre COVID. The Air Quality Team Manager also updated the Committee and mentioned that the NO<sub>2</sub> levels had decreased significantly during the COVID restrictions and the recent slight increase is due to increased traffic and the use of other combustion plant as the City becomes busier.

In terms of the pest visibilities within the City of London, this is potentially due to the lack of people and footfall within the City of London, which has led to the pests being disturbed less and/or foraging further. The Department continues to liaise with business owners, landlords, and other stakeholders in order to resolve any pest issues and asked Members to get in touch should they hear of any cases which need investigating.

The Deputy Chairman noted that on the South of the Millennium bridge, the illegal nut sellers are now back. The Assistant Director of Public Protection responded that the City of London is working with the National Food Crime Unit (NFCU), who got in touch with Officers from the City of London when they heard about the City's work on this. The City of London is now putting together a data intelligence pack on all known illegal traders in the City, which will be shared with appropriate partners. The pilot project on the illegal traders is coming to an end, and the Committee will be provided with a further update on this following a review.

**RESOLVED** – that Members noted the content of this report and the appendices

10. **PORT HEALTH & PUBLIC PROTECTION RISKS**

The Committee received a report of the Director of Markets and Consumer Protection on the Port Health & Public Protection Risks.

A Member noted that the target dates for a number of the risks are missed and advised that in order to mitigate the risks, we should include a target date. Officers agreed to include the target dates for the future report on this.

**RESOLVED** – that Members noted the report and the actions taken by the Department of Markets and Consumer Protection to monitor and manage effectively risks arising from its operations.

11. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Committee received a report of the Town Clerk on the report of action taken between meetings.

**RESOLVED** – that Members noted the report.

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

A Member asked if the City of London had any plans to regulate the use of drones within the City of London as the Member had received complaints in terms of a drone being flown in his constituency last night.

Officers agreed to take this away and investigate the matter further, as usually drones are only used within the City of London for a number of specific reasons, including policing and for building surveys.

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

### **Update on the impact of the UK leaving the EU (Brexit) on Port Health & Public Protection – Gavin Stedman**

The Port Health and Public Protection Director noted that a report was presented to the Committee in its sitting of July 2020, at which point the City of London knew that there would be a phased introduction of Border Controls from January 2021. However, at present we do not know the regime which we will follow at the end of the EU Transition Period (e.g., will EU imports be subject to the same checks as imports entering the UK from outside of the EU or will there be a 'lighter touch'. It is therefore challenging to predict future workloads at this time.

The Committee was informed that the City of London had made a funding bid to the Food Standards Agency with a request for £474K, but had received only £150K. Officers had gone back to the Food Standards Agency and had asked for other fund opportunities that may be available. Officers had also made a bid to Department for Environment, Food, and Rural Affairs for additional funding for the difference. The closing date for the Department for Environment, Food and Rural Affairs was the 13 September 2020 and a bid was submitted.

Members raised concerns about the lack of funds being made available. The Chairman assured the Committee that he is working with the Port Health and Public Protection Director to ensure that the funding gaps are addressed, and resources are put in place.

### **Clean Air Day 8 October 2020 - Ruth Calderwood.**

The Air Quality Manager informed the Committee that the Clean Air Day is confirmed for 8 October 2020. This will be the fourth consecutive year that this has been running for; organised by a charity called Global Action Plan. The day aims to raise awareness about clean air, its impacts on health and how communities can reduce air pollution levels locally. Due to COVID-19 the activities will be online; besides, the City of London plans to host an online business event as part of the clean city award scheme. At the event, the City will be launching a tool kit to reduce personal exposure to air pollution.

The day will be promoted on social media, whereby businesses, schools and local residents will be signposted to participate with online activities.

The Committee was further advised that the Air Quality Team is working in collaboration with the Cross River Partnership on the Clean Air Village project and had invited candidates to apply to become Members of the Air Quality Ambassador's programme. Successful candidates for the Ambassadorship of the Clean Air Village will be announced on the day. The Clean Air Village Ambassadors will be trained to become active voices in their local communities to help reduced air pollution.

As a result of the Clean Air Day, the City of London will be putting together a column in City Matters newspaper, which will focus on the improvements that the City had seen in the Square Mile.

The Chairman asked if the plans for the day can be communicated to the

Committee via the Clerk so that Members can share the plan with their own networks.

The Chairman noted a letter to Ruth Calderwood from Sadiq Khan, the Mayor of London. Ruth is the Chair of the London Air Quality Steering Group and a Trustee of Environmental Protection UK, a nationally renowned and respected organisation. The Chairman went onto reading the letter from the Mayor of London praising Ruth and her team's work.

#### **FORS GOLD Accreditation**

The Chairman informed the Committee that the City of London has again this year been accredited with FORS GOLD Award. FORS GOLD award is a very prestigious award, and the City of London aims to lead by example in many aspects. The Chairman congratulated the team involved in achieving the recognition.

#### **London Thames Fishery Research Experiment**

The Chairman informed the Committee that the London Thames Fishery Research Experiment would take place on the 17 October 2020, but it will be a significantly scaled-back event with limited participation. The City of London would be represented by the Chairman and Deputy Chairman of the Committee, subject to no further COVID-19 restrictions and that they can attend.

#### **14. EXCLUSION OF THE PUBLIC**

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

<b>Item No.</b>	<b>Paragraph(s) in Schedule 12A</b>
15	3
16	3 & 4
17	3 & 4

#### **15. NON-PUBLIC MINUTES**

**RESOLVED** - that the no public minutes of the meeting held on Tuesday, 21 July 2020 be approved as a correct record.

16. **FINANCIAL IMPLICATIONS OF COVID-19 ON THE CLEANSING SERVICE**  
The Committee received a report of the Director of Built Environment on the Financial Implications of COVID-19 on the Cleansing Service.
17. **PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS -PERIOD ENDING 30 JUNE 2020**  
The Committee received a joint report of the Director of the Built Environment, the Director of Markets and Consumer Protection, and the Director of Open Spaces.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no additional, urgent item of business for consideration in the non-public session.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no other urgent business.

**The meeting closed at 12.21.**

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Chairman

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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	<b>Electric Vehicle Charging</b>	Transportation and Public Realm Director	October 2020	<ul style="list-style-type: none"> <li>TfL contractors have completed installation of 6 EV rapid charge points with the successful concessionaire Chargemaster.</li> <li>TfL and their contractors have completed the installation of the High Voltage substation and the 6 charge points within Baynard House car park.</li> <li>Use of the charge points and formal go live is dependent on City Surveyors completing the installation of the new ventilation system. City Surveyors have now given a revised date of Summer 2021 due to delays accommodating further changes in Baynard House car park for another corporate occupier and the impact of COVID-19. Once tender responses are received (end of November) officers will press again on whether the programme can be accelerated.</li> </ul>
2.	27 November 2018	<b>Garden Waste Recycling</b>	Transportation and Public Realm Director	May 2020	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>Residents will initially be asked to register their interest in participating, those residents who register an interest will 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.</p> <p>Unfortunately, due to COVID19 and the risk the trial posed to staff and the public the trial was cancelled after one week, we propose to review the need for a trial in January 2021</p>
3.  Page 14	15 January 2019	<b>Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate</b>	Director of Markets and Consumer Protection	April 2021	<p>A number of LUL's current projects have been postponed due to the on-going uncertainty following the COVID-19 pandemic. The long-term financial package for TFL has now been agreed by government and is currently forecast to be worth around £1.8bn subject to actual levels of passenger revenue, this still leaves a funding shortfall of £160m.</p> <p>This directly affects the proposed rail noise mitigations under the Barbican Estate –</p> <ul style="list-style-type: none"> <li>• The new timetable has been deferred until March 2021 which in turn has deferred the introduction of a Temporary Speed Restriction (TSR).</li> <li>• The proposed mitigation works to the Brandon Mews points and crossing have also been put on hold.</li> </ul> <p>LUL's current priority is maximising the number of trains to enable social distancing.</p> <p>Officers will continue dialogue with TFL, a meeting with officers to discuss the wider implications of funding was held</p>

					<p>on the 9<sup>th</sup> November.</p> <p>Further updates will be provided when available.</p>
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<b>Committee:</b> Port Health & Environmental Services Committee	<b>Dated:</b> 24 November 2020
<b>Subject:</b> Amendments to the Commercial Environmental Health Service Plan 2020-2021 with respect to Food Safety work	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 6</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>Existing local risk budgets</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Jon Averbs, Director of Markets & Consumer Protection	<b>For Decision</b>
<b>Report author:</b> Tony Macklin, Assistant Director (Public Protection)	

## Summary

This report seeks to clarify the situation regarding the Food Hygiene Inspection aspects of the Commercial Environmental Health Team's Service Plan for 2020-2021 and the need to undertake high risk non-food work as a priority.

## Recommendations

Members are asked to:

1. Note the contents of this report.
2. Endorse the risk-based approach being advocated to:-
  - a) continue ensuring:
    - COVID guidance and legislation is being followed to make City businesses COVID-Secure;
    - cooling towers' water systems are continuing to be managed to prevent the spread of *Legionella sp* bacteria;
    - matters of evident concern arising out of the above are dealt with; and
    - we are able to assist the City & Hackney Public Health Team with the "track & trace" follow-up of City-related COVID cases

and

  - b) to deal with the highest risk City food businesses.
3. Communicate this decision to the Food Standards Agency.

## Main Report

### Background

1. On 21 March of this year, the UK including the City of London, effectively locked down with only a handful of food businesses offering take-away food, continuing to operate with the reminder of food businesses not re-opening until after 4 July.
2. During this period the Food Standards Agency (FSA) expectation was that local authorities would only be checking:
  - food businesses with a Food Hygiene Ratings of 0, 1 or 2 (the so called '*less than broadly compliant*') to:
    - *verify if they were trading; and*
    - *if they have started to operate delivery services and/or*
    - *had introduced new processes to enable them to diversify their menus.*
  - food businesses where an intervention was now due which included
    - *food hygiene interventions due in Category A and B food businesses (prescribed frequency of 6 and 12 months respectively)*
  - established businesses changing what they do, such as pubs providing takeaway food;
  - community groups who were preparing meals to frontline services and vulnerable groups;
  - new businesses where registration information provided raised concerns about a potential public health problem; and
  - following up on food or feed incidents notified to us.
3. In addition to the above, since the initial lockdown in March, the Service has had other non-Food high risk work to be undertake that includes:
  - a) ensuring various COVID guidance and legislation was being followed to make City businesses COVID-Secure;
  - b) cooling towers' water systems were continuing to be managed to prevent the spread of *Legionella sp* bacteria;
  - c) dealing with matters of evident concern arising out of the above;
  - d) assisting the City & Hackney Public Health Team with the "track & trace" follow-up of City COVID cases; and generally
  - e) supporting City businesses recover from the first lockdown

### Current Position

4. Currently, the latest expectation from the FSA is that local authorities will now expand their Food Hygiene Inspection programmes in accordance with the following risk categories.

### High Priority

5. Visits to food businesses where:
- a) the local authority has identified potential public health / consumer protection concerns through proactive surveillance – e.g. where such concerns are identified in relation to:-
    - *new businesses setting up; and/or*
    - *businesses that have reopened after prolonged closure; and/or*
    - *businesses changing what they do, such as pubs providing takeaway food*
  - b) food businesses subject to ongoing formal enforcement action
  - c) food businesses overdue/due an enforcement revisit - unless the local authority is content from prior remote interaction with the business that that non-compliances have been rectified

### Medium Priority

6. Visits to:
- a) all category A food businesses;
  - b) all category B food businesses;
  - c) all non-broadly compliant category C food businesses that are overdue / due an intervention;
  - d) food businesses that are awaiting a requested re-inspection under FHRS; and
  - e) food business where applying COVID-19 requirements - e.g. social distancing - might impact on food safety or the ability of the local authority to conduct a physical inspection

### Low priority

7. Visits to:-
- a) broadly compliant category C food businesses;
  - b) all category D food businesses; and
  - c) all category E food businesses where a visit is overdue /due
8. **Table 1** overleaf highlights the level of intervention required if the high, medium and low categories are applied to the profile of the City's Food Businesses.

<b>Food Law CoP Category</b>	<b>Overdue</b>	<b>Due (by 31<sup>st</sup> Jan 2021)</b>	<b>Total</b>	<b>40% FB open</b>	<b>50% FBs open</b>	<b>60% FBs open</b>	<b>70% FBs open</b>
<b>Unrated</b>	77	20	97	39	49	58	68
<b>A</b>	7	0	7	3	4	5	5
<b>B</b>	32	40	72	29	36	43	50
<b>C (non-compliant / FHRS 0-2)</b>	17	7	24	10	12	14	17
			<b>Sub-Total</b>	<b>80</b>	<b>101</b>	<b>119</b>	<b>140</b>
<b>C (broadly compliant / FHRS &gt;3)</b>	162	50	212	85	106	127	148
<b>D</b>	193	112	305	122	152	183	214
<b>E</b>	34	12	46	18	23	28	32
			<b>Total =</b>	<b>225</b>	<b>382</b>	<b>458</b>	<b>534</b>

**Table 1 (data correct as of 3<sup>rd</sup> November 2020)**

9. However, the second lockdown has effectively closed all but take-away food businesses in the City and whilst in theory the priorities above still apply, there are now far less premises to inspect in each category.
10. The FSA are conscious that all local authorities will have wider strategies for controlling the pandemic and that there are ongoing changes to the food sector as a result of COVID-19. This potentially increases the risks to food safety and public health protection and where resources are being redeployed to support contact tracing and other COVID-19 activities, they expect local authorities to risk-assess their approach in order to follow the guidance and advice.
11. The FSA are yet to issue further guidance covering the new, second lockdown period but as it is planned to last for only four weeks, they may well not. However, any extension to the lockdown will mean the same amount of inspections are required but in less time.

## **Proposal**

12. It is proposed that we remain flexible given the changing times and the unknown number of food businesses which may choose to close now, albeit only temporarily as the country is in a second lockdown, and we therefore recommend:-
  - a) Continuing to focus upon:
    - ensuring various COVID guidance and legislation are being followed to make City businesses COVID-Secure



- cooling towers' water systems are being managed to prevent the spread of *Legionella sp* bacteria;
- dealing with matters of evident concern arising out of the above (High Priority); and
- assisting the City & Hackney Public Health Team with the "track & trace" follow-up of City COVID cases.

and

- b) Only inspect all unregistered, overdue and known non-compliant food businesses that remain open and trading by 31 January (Medium Priority); and
  - c) Communicate this decision to the Food Standards Agency.
13. Should time and resources be available and food businesses remain open, we will seek inspect as many businesses as possible in the Medium and Low priorities. Nevertheless, the City Corporation's strategic priority remains that the City returns to trading normally as soon as is safely possible, and so our work with all City businesses on COVID Secure advice and enforcement has to focus upon this.

### **Corporate & Strategic Implications**

14. This proposal will support two of the main aims of the City Corporation's Corporate Plan 2018 to 2023:

#### ***Contribute to a flourishing society***

- a) People are safe and feel safe.

#### ***Support a thriving economy***

- 6. We have the world's best legal and regulatory framework and access to global markets.
15. There is a potential reputational risk if the City Corporation is named and shamed by the FSA and sanctions are applied. However, the proposals are risk-based and support City businesses during this unique and everchanging time.

### **Local Implications**

16. We could be storing up an excessive backlog for 2021-2022 dependent upon how long the UK remains in lockdown and how City food businesses react to it. Medium risk food businesses will still need to be picked up in the future which could also create an unbalanced inspection regime - e.g. lots to do one year and then few in the next.

## Conclusion

17. As the City Corporation's strategic priority remains that the City returns to trading normally as soon as is safely possible, so our work with all City businesses on COVID Secure advice and enforcement has to take priority and therefore we must adopt a risk-based approach continue to focus upon:
- a) ensuring various COVID guidance and legislation are being followed to make City businesses COVID-Secure
  - b) cooling towers' water systems are being managed to prevent the spread of *Legionella sp* bacteria;
  - c) dealing with matters of evident concern arising out of the above; and
  - d) assisting the City & Hackney Public Health Team with the "track & trace" follow-up of City COVID cases.
- and
- e) only inspect all our unregistered, overdue and known non-compliant food businesses that remain open and trading by 31 January.
18. Finally, the number of food businesses which remain open during the initial four weeks of the second lock will determine the numbers we can realistically inspect and any extension to the lockdown will mean the same amount of inspections are required but in less time going into 2021-2022.

## Appendices

None

## Background Papers:

[Commercial Environmental Health Team Service Plan 2020-2021](#)

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<b>Committees:</b>	<b>Date</b>
Resource Allocation Sub Committee – for decision	20 November 2020
Policy and Resources - for decision	19 November 2020
Planning and Transportation Committee – For Decision	17 November 2020
Culture Heritage and Libraries Committee – For Information	23 November 2020
Port Health and Environmental Services Committee – For Decision	24 November 2020
<b>Subject</b> Review of Pilot and Future Bridge House Estates Funding for Enforcement Activity against Illegal Street Trading on and by the Bridges	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 2, 12.</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>Yes</b>
<b>If so, how much?</b>	<b>£268k</b>
<b>What is the source of Funding?</b>	BHE Unrestricted Income Fund
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Yes</b>
<b>Report of</b> Jon Averbs, Director of Markets and Consumer Protection	<b>For decision</b>
<b>Report Author</b> Rachel Pye, Markets and Consumer Protection Department	

## Summary

The purpose of this report is to provide details of the review of the 2 year pilot of a new approach to enforcement against illegal street traders by the City Corporation as local authority on the five Thames bridges owned by Bridge House Estates (BHE) (charity registration number 1035628). These bridges (Tower, Southwark, Millennium, London, Blackfriars) link the City of London area (including Tower Bridge located in neighbouring London Borough of Tower Hamlets (LBTH)) to Southwark on the south-side of the river.

The report seeks approval -

- (a) to extend and maintain additional enforcement capability by the City Corporation as local authority to be directed against illegal street trading on and by the bridges and the public highways which cross them and to authorise the Comptroller and City Solicitor to complete any necessary agreement with Southwark in respect of enforcement by the City Corporation within Southwark's boundary; and

- (b) should it be considered to be in the best interests of Bridge House Estates and its beneficiaries, to those additional costs being met by the charity with a view to preserving and safeguarding the bridges (and those who use them) consistent with the City Corporation's duties and powers as charity trustee to expend the charity's funds on maintaining and supporting the bridges, including to meet reasonable and proportionate costs of policing them.

The enhanced funding bid seeks on-going funding for a two-year period for the existing Licensing Officer post which was funded during the pilot period, as well as for an additional temporary Licensing Officer post, both to be managed within the Markets and Consumer Protection Department alongside other local authority street-trading enforcement capability at a cost of £268k to be met by Bridge House Estates.

The posts are to be dedicated to carry out local authority enforcement activities on the bridges, particularly those bridges, parts of bridges and adjacent areas which are normally within the jurisdiction of neighbouring Local Authorities. A review of effectiveness will be carried out and reported annually; including to assess and establish any on-going justification for these costs continuing to be met by Bridge House Estates.

The neighbouring boroughs of Tower Hamlets and Southwark have now delegated authority to the City of London Corporation in its capacity as local authority for the City of London area to enforce against illegal street trading activity within their local authority boundaries, and arrangements are underway to increase the geographical area where this delegated authority might be exercised.

### **Recommendation(s)**

Acting collectively for the City of London Corporation as trustee of Bridge House Estates (charity registration number 1035628), should it be considered to be in the best interests of the charity and the charity's beneficiaries -

A. Members of the Resource Allocation Sub-Committee and the Policy and Resources Committee are asked to:

- Note the review of the effectiveness and outcomes of the two-year trial period of increased enforcement activity against illegal street trading on and around the five bridges owned, supported and maintained by Bridge House Estates.
- Agree to allocate £268k over two years from Bridge House Estates (subject to annual review) to meet the costs of enhanced local authority street trading enforcement capability on and around the bridges with a view to their support, safeguarding and preservation, and to the protection of the general public who use the bridges, subject to the approval of the Planning and Transportation Committee insofar as it has delegated responsibility for the City Corporation as trustee for "*all functions relating to the control, maintenance and repair of the five City river bridges*".

B. Members of the Planning and Transportation Committee are asked to: -

- Note the review of the effectiveness and outcomes of the two-year trial period of increased enforcement activity against illegal street trading on and around the five bridges owned, supported and maintained by Bridge House Estates.
- Agree to support enhanced local authority street trading enforcement capability on and around the bridges for a further two year period (subject to annual review) with a view to supporting, safeguarding and preserving the bridges and to the protection of the general public who use the bridges

C. The Port Health and Environmental Services Committee for the City Corporation as local authority, to agree: -

- that enhanced local authority street trading enforcement capability on and around Tower, Southwark, Millennium, London, Blackfriars Bridges should continue for a further two-year period (subject to annual review), subject to funding being agreed.
- Authorise the Comptroller and City Solicitor to complete any necessary agreement with Southwark in respect of the extended enforcement by the City Corporation in Southwark's area (the southern Millennium Bridge Approach)

## **Main Report**

### **Background**

1. Reports were presented to the Port Health and Environmental Services Committee (PHES) on 4 July and 21 November 2017 regarding the very long-standing issue of illegal street trading and the sale of peanuts from trollies mainly on and around the five bridges in or nearby the City of London area. The City Corporation, as well as being responsible for street trading enforcement as the local authority for the City of London, is also responsible as charity trustee of Bridge House Estates (charity registration number 1035628) (BHE) for the support and maintenance of the five bridges - Tower, Southwark, Millennium, London, Blackfriars.
2. Members and officers were concerned, both for the City Corporation as local authority and for the City Corporation as charity trustee of BHE, with the unacceptable risk that illegal traders on our bridges bring, as it is a security and safety concern to have mobile carts containing gas bottles and congestion on narrow pavements. There are also health issues as they attract pigeons and other vermin who deposit their droppings on the structure and pavement accelerating the deterioration and increasing the maintenance liability to the charity in maintaining the bridge structures, and to the City Corporation as street and highway authority (in its local authority capacity).
3. It was apparent that illegal traders are co-ordinated, opportunistic and swiftly adapt to patterns of enforcement necessitating evening and weekend operations as well as those undertaken in the normal working week.

4. City Corporation Officers until recently had no enforcement authority on the south side of Millennium and London Bridges and any part of Tower Bridge as they are outside of the City of London boundary, although the bridge structures are owned, funded and maintained by BHE. (Transport for London (TfL) is the highway authority for Tower Bridge, London Bridge and Blackfriars's Bridge. The City (north halves) and Southwark (south halves) are the highway authorities for Southwark Bridge and the Millennium Bridge. The lack of enforcement had reflected poorly on the image and reputation of the City of London.
5. PHES Committee resolved that several short- and longer-term actions should be proactively undertaken to manage and dissuade this type of activity: -
  - a. To adopt a targeted enforcement strategy for illegal traders within the City of London's boundaries.
  - b. To seek delegated authority from neighbouring Local Authorities to enforce within their boundaries on the bridges.
  - c. To seek appropriate funding to provide enhanced enforcement capability, specifically to appoint an enforcement officer to focus on the bridges and environs.
6. Illegal trading being carried out within the City of London boundaries was tackled successfully through enforcement by City Corporation local authority Licensing Team Officers and by stopping traders, seizing receptacles and by prosecutions. This all contributed towards the near elimination of illegal street trading within the City of London area.
7. To enable effective enforcement on the bridges, the Court of Common Council for the City Corporation as street trading enforcement authority resolved on 8 March 2018 to enter into delegation agreements with our neighbouring local authorities. Section 101 Agreements under the Local Government Act 1972 were negotiated and secured with the London Borough of Southwark on 23 May 2018, and the London Borough of Tower Hamlets (LBTH) on 2 April 2019, and relevant delegated powers of enforcement within those local authority areas passed to City Officers.
8. The City Corporation as trustee of BHE in meeting the charity's objects to maintain and support the five bridges, including to meet the reasonable costs of policing the bridges to this end, resolved in the best interests of the charity to help meet the costs of enhanced enforcement activity on and around the bridges. This funding was approved for the financial years 19/20 and 20/21.
9. A dedicated City Bridges Licensing Officer has been funded and in post since November 2018, commencing the pilot ahead of the BHE funding period to deal with the acute issues, and has been supported by existing resources in the Licensing Team to provide enforcement 7 days a week, including times of peak footfall (evenings and bank holidays). Where costs have not been met from BHE, they have been met from City Fund in the usual way for such enforcement activity.

10. A working group of Officers has been in place since 2017 to co-ordinate action across the three local authority areas of the City of London, Southwark and Tower Hamlets. Officers from these authorities are represented on the working group together with representatives from TfL and the City of London Police. The group shares intelligence and delivers co-ordinated operations across the bridges and environs.
11. This report therefore presents the evaluation of the outcomes of the 2-year enforcement pilot on the bridges and surrounds, and presents further options to be trialled for a further two-year period to deal with the ongoing issues of illegal trading.

### **Current Position**

12. From November 2018 to September 2020 the five bridges and their immediate environs receive daily inspections for illegal street trading activity:. The Thames Path between Blackfriars and Tower Bridge including Peters Hill and Old Billingsgate are included, as are some City of London locations occasionally frequented by traders, such as St Pauls Cathedral and Water Lane. The inspection times are programmed to align with peak trading times and are flexible to respond to trader activities and times of peak visitor activity such as weekends, evenings, special events and Bank Holidays.
13. **Appendix 1** shows the resulting detail of illegal street trading enforcement activity for the same time period, there has also been significant interventions for other undesirable activity that although not within the scope of the initial project have been addressed.
14. In summary, 26 selling receptacles seized (19 peanut, 5 hotdog, 2 ice cream receptacles), 365 informal warnings given on occasions where Police were not available to assist with seizure, where officers were assisting security staff on private land or outside of the delegated areas. 18 offences have been prosecuted (details in **appendix 2**), a number of these prosecutions have been supported by CCTV evidence. Officers have also disrupted 325 illegal gambling operations, 235 pickpockets and 370 buskers.
15. Notably, on the day of the Fishmongers Hall terror attack, the City Corporation Bridge Licencing Officer was present near the scene as events unfolded and was the first to notify Tower Bridge Control who triggered their incident management plan for Monument and the bridge before any formal notifications were received.
16. Relationships with other partners have been strengthened with operations and intelligence flowing between the National Food Crime Agency, City of London Police, Metropolitan Police, Tower Bridge Security, Her Majesty's Revenue and Customs, Border Force, TfL Traffic Enforcement, Better Bankside, Tower of London, Potters Field Management Trust, Tate Modern, LBTH and London Borough of Southwark.
17. City Corporation officers took part in an operation on New Year's Eve run by the Metropolitan Police targeting illegal street traders in and around the event footprint which aimed to disperse crowds more quickly and reduce congestion on

one of London's busiest evenings. Officers targeted the bridges and successfully removed traders from Blackfriars Bridge and assisted with seizures and storage of receptacles from across central London.

18. As a result of the persistent enforcement activity, the areas now able to be enforced by City Corporation Officers remain relatively clear of traders with displacement now affecting the areas immediately outside of the area with which the section 101 delegations operate, i.e. Bankside, the Tower and Tower Hill tube station. Altercations have been noted between traders as they compete for the limited pitches now available. Joint operations with City and LBTH officers have been conducted over the times of peak footfall such as Bank Holiday weekends to target these new trading areas.
19. Feedback from Tower Bridge management team, DBE's cleansing team, City Police and visitors to the bridges has been extremely positive and all have been grateful that this long running issue has finally been tackled effectively.
20. The traders have however adapted to the increased enforcement by improving their own communications and organisation. For example, if a City Corporation officer is undertaking a seizure on Millennium Bridge, a trader will take the opportunity on Tower Bridge knowing they have some time to trade prior to the officer returning.
21. In addition, at peak seasonal times the area attracts other undesirable elements such as gamblers and pickpockets, intelligence gathered is reported to the Police who have also targeted operations on these individuals and gangs resulting in successful Police prosecutions.
22. Both the London Borough of Southwark and LBTH have licensed ice cream and hot dog stalls around Tower Bridge and Bankside but even with this provision in place, the illegal traders are undeterred.
23. The Covid-19 lockdown resulted in no illegal traders over the period of no footfall, but they returned in July 2020 once footfall began to gradually increase again. The options presented propose that the funding for the continuation of enhanced enforcement capability for a further two-year period will commence in April 2021, which will coincide with the recovery following the second wave of Covid-19 pandemic.
24. The spend on inspection and enforcement funded by BHE from April 2019 to the end of March 2021 is summarised as follows:

• Licensing Officer	£100k
• Additional resources for operations	£5k
• Equipment (Bodycams)	<u>£2k</u>
	£127k
25. During the initial pilot period, significant additional support has been provided from existing City Fund resources within the Department of Markets and Consumer Protection's Local Risk Budget, as the initial funding estimate for the



pilot underestimated the level of unsocial hours required, and the further support needed for conducting operations and providing 7 day and holiday cover.

26. Joint funding options have also been explored with the neighbouring Local Authorities but there is no scope for this option to be taken forward at the present time.
27. Having regard to other service demands of the City Corporation and the enforcement team, and as the enforcement area under the delegation arrangement with our neighbouring Local Authorities extends into their areas, on balance it is not considered appropriate to fund the enhanced enforcement provisions on and in the environs of the bridges from City Fund.

### **Options**

28. There are three possible options available:

- a. Cease funding. If funding is not identified and enforcement activity by City Corporation officers reduces, evidence suggests the traders will immediately return to the bridges leading to the public safety and health risks identified above, and which will reflect poorly on the reputation of BHE as owners the bridges which are popular visitor destinations, or which otherwise provide a gateway for residents, workers and visitors into the City of London area.
- b. Extend the funding from BHE for a further 2 years from April 2021 and extend the contract of the existing enforcement officer at a cost of £134. This would not provide 7 day or holiday cover, support for operations or the ability to have 2 officers approach the bridges from each end and experience has shown that traders will simply move off and an element of illegal street trading is likely to continue on the bridges.
- c. Extend the funding from BHE for a further 2 years from April 2021, extend the contract of the existing enforcement officer and create a further temporary Licensing Officer post to maintain the current level of enforcement focused on the bridges and environs, including 7 days per week, unsocial hours and bank holidays at a cost of £268k. This level of enforcement capability, also having regard to the proposed extension of enforcement areas into our neighbouring Local Authority area in the Millennium Bridge Approach, is considered most likely to achieve the elimination of illegal street trading and other undesirable activity on and near the bridges.

### **Proposals**

29. Having regard to the duties of the City Corporation as trustee of BHE to support and maintain the bridges - which may include meeting reasonable and proportionate costs of policing the bridges with a view to protecting, preserving and safeguarding the structures and the safety of those who use them - officers consider that it is in the best interests of the charity to meet the proposed costs as set out in Option C, at paragraph 28 above.

30. This proposal is considered to be the most proportionate in the circumstances, and there are clear benefits to the charity and the general public served by the charity to be gained through an elimination of illegal street trading from the bridges and areas within close vicinity of the bridges by enhancing the current capability through the appointment of an additional officer. This will provide an effective, single point of contact to work closely with neighbouring Local Authorities, City Corporation Departments (Open Spaces, DBE, Town Clerk's, etc), and associated agencies such as the National Food Crime Unit, Border Force, the MET Police and City of London Police to achieve longer-term control.
31. As the proposed expenditure is directly linked to policing of the bridges and their close environs funding for these costs of £268k over two years from April 2021 is therefore sought from BHE.

### **Corporate & Strategic Implications**

32. This report incorporates the comments of both the Open Spaces Department which operates Tower Bridge, and DBE who consider and maintain the physical infrastructure of the bridges and insofar as relevant to our functions as a highway authority, the public highways and pedestrian areas which cross and adjoin the bridges.
33. This proposal will support two of the main aims of the City Corporation's Corporate Plan 2018 to 2023:
- 'contribute to a flourishing society' in ensuring people are and feel safe and,
  - 'shape outstanding environments' in that our spaces are secure, resilient and well maintained.
34. This proposal will support the key aim of the City's Visitor Strategy 2019 to 2023:
- To develop the City as a vibrant, attractive and welcoming destination for all, leveraging these attributes to showcase London as a world-leading place to visit and do business
35. A charity trustee has duties *inter alia* to meet its charitable objects for the public benefit, and to preserve charity property and take appropriate steps to safeguard those who have access to that property. A charity trustee should also have regard to the reputational implications for their charity associated with a failure to safeguard their charity, its property and its beneficiaries. In this case the proposed expenditure by BHE is in respect of enforcement on the bridges and areas within their close vicinity. It is considered by officers to be a proportionate means to safeguard the reputation of BHE and therefore to be in the charity's best interests. Prioritisation of this expenditure by BHE over other activities has been considered, with officers concluding that this does support the best interests of the charity noting that a further review period is to be built in.

## Implications

36. The anticipated cost of the enhanced enforcement capability for the bridges and immediate environs is £134k per year. It is proposed that funding is provided for a further 2 years from April 2021, and reviewed annually. The short breakdown of anticipated costs is as follows: -

• Licensing Officers x 2	£67k
	£134k
Cost over 2-year extension of project	£268k

37. The anticipated costs for this activity would be funded from the unrestricted income funds of BHE. As these costs are deemed to be associated with the primary objective of the charity (maintenance and support of the bridges), these would be met prior to considering the surplus available for charitable giving. The inclusion of the immediate environs is in the interest of BHE and its primary objective. It will ensure the bridges and their immediate environs are kept clear of obstruction and illegal activity.

## Conclusion

38. The 2-year pilot of a new approach to enforcing illegal street trading on the bridges and environs, extending into the Boroughs of Southwark and Tower Hamlets has proven to be immensely successful.

39. With the City of London being promoted as a visitor destination the bridges are obviously an attraction for tourists as well as being used by local communities. The presence of illegal traders detracts from the enjoyment and experience of using the bridges, particularly as the City recovers from the longer-term economic effects of the pandemic. It also adversely impacts upon the security and safety of the bridges and the general public.

40. Officers have historically been frustrated by the boundary issues preventing enforcement on the bridges which extend into neighbouring local authority areas, as well as by the lack of regular enforcement action from neighbouring Local Authorities. Therefore, the delegation of enforcement powers from those Authorities during the pilot period have been welcomed and we are seeking to extend the areas for enforcement under the section 101 Agreements with them.

41. Therefore, to effectively enforce on the bridges and environs, it is recommended that the existing capability under the 2-year pilot is extended and expanded upon for a further 2 years from April 2021.

## Appendices

**Appendix 1:** Enforcement Activity November 2018 to September 2020

**Appendix 2:** Legal Proceedings outcomes

## **Background Papers**

- Illegal Street Trading Report – PHES 4 July 2017
- Illegal Street Trading Report – PHES 21 November 2017
- Illegal Street Trading -Item 20(B) – Court of Common Council 8 March 2018
- Funding for Enforcement Officer for City Bridges May 2018
- Update on Street Trading Enforcement for the City's Bridges May 2019

### **Rachel Pye**

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## Appendix 1 - Enforcement Activity November 2018 to September 2020

Enforcement activity November 2018 to September 2020	
Activity	Number
Informal warning	365
Seizure of peanut receptacles	19
Seizure of hotdog receptacles	5
Seizure and return of Ice Cream van	2
Informal Warning to Illegal Ice Cream seller	5
Prosecution (individual offences)	18
Number of individuals prosecuted	12
Prosecutions pending court dates	3
Illegal gambling operations disrupted	325
Number of occasions gambling matt and bowls seized	75
Number of ID of suspicious characters passed to COL Police	95
Warning given to cyclist on pavement at Tower Bridge and other bridges	65
Number of buskers asked to move or given warning	370
Pickpockets disrupted	235
Number of warning given to illegal trader on areas outside our ability to enforce	345
Number of times beggars moved on bridges	550
Number of times graffiti on Col bridges reported	16

## **Appendix 2 - Legal Proceedings outcomes**

27 November 2019, Conditional discharge for 6 months; Contribution to prosecution costs of £85 whereas £1385 was sought. Victim surcharge of £20. Forfeiture and destruction of the peanut trolley

15 Jan 2020: £183 fine (One charge), £1,018.00 costs, £30 Victim Surcharge.

15 Jan 2020: £450 fine (Three counts at £150 on each count), £1345 costs, £30 Victim Surcharge

15 Jan 2020: £1050 fine (Three counts, £300, £350 and £400 respectively) £40 victim surcharge, £1192 prosecution costs.

10 February 2020; £220 fine (One count, Illegal Pancake selling) £32 Victim Surcharge, £436 Costs.

10 February 2020; £220 fine (One count, Illegal Ice Cream selling) £32 Victim Surcharge, £436 Costs.

29 February 2020: Defendant selling Hot dogs had his case adjourned for a further date as the summons was returned.

20 February 2020 Defendant Public Order offence case heard at Hendon Magistrate Court for opposing Licensing officer to seize the trolley.

18 March 2020, Illegal trading case (picture frames) postponed and awaiting further date.

15 May 2020, Proceedings against a minor for illegal trading dropped due to his age and protocol from Director of Public Prosecution.

1<sup>st</sup> September 2020, case of illegal trader withdrawn at Westminster Magistrate court as the defendant could not be traced.

<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services Committee	24 November 2020
<b>Subject:</b> 48 <sup>th</sup> City of London Thames Fishery Research Experiment	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>11</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>Y</b>
<b>If so, how much?</b>	<b>£5,460</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Decision</b>
<b>Report author:</b> Gavin Stedman, Port Health & Public Protection Director	

## Summary

The purpose of this report is to inform your Committee of the outcome of the 48<sup>th</sup> City of London Thames Fishery Research Experiment which took place on Saturday 17 October 2020 along the foreshore of the River Thames, downriver from the Port Health Lower Thames Office in Denton, Gravesend.

## Recommendation(s)

Members are asked to:

- Note the content of this report;
- Review and approve the grant from City's Cash to partially fund the 2021 Experiment;
- Approve the 49<sup>th</sup> City of London Thames Fishery Research Experiment to take place in 2021 (date to be confirmed).

## Main Report

### Background

1. The Thames Fishery Research Experiment, which was first held in 1973, is an annual angling competition held along the foreshore of the River Thames, one and a half miles downriver from the Port Health River Division Office in Denton, Gravesend.

2. Your Committee has a long association with this event which is organised in collaboration with the Thames Angling Preservation Society and the Environment Agency.
3. In light of the current COVID-19 outbreak, we were unable to hold the event in its usual format this year. While this was disappointing, we were pleased to be able to proceed with a COVID-Secure, reduced-scale version which comprised the key element, i.e. the scientific research experiment.
4. The objective of the Experiment is to establish the environmental condition of the Thames through the number and size of fish species in evidence. Judging is based on the greatest variety of fish caught and a scoring system which rates fish according to scarcity and significance in the context of a cleaner river.
5. The Experiment encourages sustainability and conservation through the rules of the competition which require young and undersize fish to be returned immediately to the river once recorded.
6. The results of the Experiment provide valuable data to the Environment Agency, Thames Angling Preservation Society and members of the river community. It has the unique advantage of linking the recreational angling sector with conservation and scientific study. The event also encourages young people to take part in angling and develop an awareness and interest in the environmental condition of our rivers.

### **Current Position**

7. On Saturday 17 October 2020, 24 adult anglers representing six teams competed for the Lady Howard Trophy which was awarded to the team with the highest score. A detailed report on the day, including results, feedback from participants and photographs, is available at Appendix A to this report.
8. Prizes were also awarded for the largest/best fish and the best individual catch. In addition, the angler with the overall catch judged to most demonstrate the continuing health and improvement of the River Thames was presented with the Biodiversity Award, which is sponsored by the Worshipful Company of Water Conservators.
9. To ensure compliance with government COVID-Secure guidance, and the COVID-safe practices recommended by the Angling Trust, the format of this year's Experiment was as follows:
  - Six adult angling teams with 4 competitors each participated.
  - Each angler was pre-allocated a marked fishing peg/area which was sufficiently distanced from neighbouring anglers.
  - The competition was run on trust, with anglers recording details of their own catch.
  - Anglers and other attendees were asked to leave as soon as the fishing period was over. There was no judging, meal, or results ceremony.



- All results were determined during the week following the competition and the winners notified. Both the Fishmongers' Company and the Worshipful Company of Water Conservators assisted with judging the winners of their awards remotely (via email).
10. In contrast to the usual 150 attendees, this year, only 40 people were present. Attendees comprised:
- Keith Bottomley, Chairman of the PH&ES Committee
  - Jeremy Simons, Deputy Chairman of the PH&ES Committee
  - Jon Averbs, Director of Markets and Consumer Protection
  - Gavin Stedman, Port Health & Public Protection Director
  - Reg Butcher of the Thames Angling Preservation Society.
  - 7 CoL staff
  - 24 anglers
  - 4 stewards

## Results

11. 561 fish of 5 species were caught this year, 186 more than the previous year's total of 375 fish, and the highest total since 2015. The number of species represented in the catch was, however, lower last year's 7 species. Historical results data is shown in Appendix B to this report.
12. Details of the fish caught were recorded by stewards and points were awarded based on the recognised scoring system.

Species	Number Caught	Maximum Size	Minimum Size
Bass	4	27cm	12cm
Flounder	8	31cm	19cm
Plaice	1	33cm	-
Pouting	14	18cm	13cm
Whiting	534	35cm	16cm

## Feedback from stakeholders

13. Representatives of the Institute of Fisheries Management and the recreational angling community have provided feedback on the Thames Fishery Research Experiment and its results. They acknowledge its importance in terms of providing valuable information about the environmental condition of the River Thames and in supporting river users.

### The Institute of Fisheries Management

14. In 1992, the Environment Agency devised the modern Thames estuary fish survey programme, which became the national role model to meet the requirements of the Water Framework Directive. Historic data sets are

invaluable in the context of understanding how fish ecology functions in highly dynamic places such as estuaries.

15. Before that work began, the only historic data sets that existed in the Thames were from power station intakes, most now closed. The Thames Fishery Research Experiment, with its long and consistent history back to 1973, stood out as a best practice example.
16. The Institute promotes and encourages more sustainable fisheries management. This has to be based upon a sound evidence base. Estuaries are some of the most productive ecosystems on the planet, supporting major marine fish nursery grounds as well as acting as vital migration corridors for a broad range of life stages and species. However, they are also highly dynamic, with most fish moving continuously in response to rapidly changing flows, salinity, temperature and their own seasonal rhythms. Long term data sets are vital to our growing understanding. The Thames Fishery Research Experiment remains a best practice example for others to follow.

### **The recreational angling community**

17. The angling community's representative has commented as follows: 'The circumstances building up to this, the 48th Thames Fishery Research Experiment, have been unusual, unique and a huge challenge to organise in a safe and compliant way. The fact that the event was held at all was testament to the excellent planning skills, determination and drive of the organising team. The preparation was well thought out and the delivery on the day faultless.
18. Feedback from the anglers was extremely positive and full of praise on how smoothly things ran and how safe they felt.
19. Compared to a normal year, around one third of the usual number of anglers fished. This was in order to comply with social distancing requirements and the Angling Trust's fishing match guidelines during the COVID-19 pandemic.
20. This reduction in participants did not, however, stop the fish biting. In fact, although the number of species were down on recent years, we had one of the best returns in the last decade regarding numbers of fish. Individual returns were very high in numbers but dominated by the Whiting species.
21. By supporting the event this year, you have maintained the consistency required to ensure that the results from all 48 years of the experiment can be properly analysed and reported. Anglers appreciate that the whole purpose of the event is to help us all better understand the changes that have taken place in the health of this great river and this year's catch returns have been exceptional.'

## **Proposals**

22. The March 2016 Policy and Resources Committee agreed the transfer of funding commitments from Finance Grants Sub Committee to the relevant Committees for ongoing administration.
23. As a result of this transfer, your Committee is required to review and approve the annual grant from City's Cash to deliver the Thames Fishery Research Experiment. The amount of the grant for 2021/22 is yet to be confirmed as all budgets are currently under review, but it is likely to be subject to a 12% reduction.
24. I recommend that your Committee approves the continuation of funding from City's Cash towards this event, which provides valuable scientific information and supports the angling community. We hope that the 49<sup>th</sup> City of London Thames Fishery Research Experiment in 2021 will be able to return to its usual, full-scale format, which will require the full amount of the allocated grant.

## **Corporate & Strategic Implications**

25. The City of London Thames Fishery Research Experiment encourages sustainability and conservation through the rules of the competition which require young and undersize fish to be returned immediately to the river once recorded. Eels are not permitted to be taken away from the riverside due to the low numbers in the Thames and, in accordance with Marine Management Organisation rules, each angler may retain only one bass.
26. The continued support of your Committee has demonstrated the City's commitment to supporting communities.
27. Funding was provided through a grant of £5,460 from City's Cash. Financial contributions were not sought from other organisations this year, as we were unable to invite their representatives to attend.
28. Due the reduced scale of this year's experiment, the total cost was £3,650 which was £5,654 less than in 2019. As the full amount of the grant was not required this year, the unspent portion will be returned to City's Cash. These figures do not include staff costs or use of in-house resources.

## **Conclusions**

29. The 2020 City of London Thames Fishery Research Experiment was a successful event which was well supported. Although the full event could not take place this year, the Experiment itself again provided valuable data and information to associated organisations and the recreational angling community.
30. It is very much hoped that the 49<sup>th</sup> Experiment in 2021, if approved by your Committee, will return to its full-scale format and that we will be able to invite you all to attend, along with the usual participants and guests.

## **Appendices**

- Appendix A – Report on Thames Fishery Research Experiment 2020
- Appendix B – Results data 2011-2020

### **Gavin Stedman**

Port Health & Public Protection Director

Department of Markets and Consumer Protection

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# 48th Thames Fishery Research Experiment 2020

*17 October 2020*





## History

The Thames Fishery Research Experiment is an annual angling event held along the foreshore of the River Thames, one and a half miles downriver from the Port Health River Division Office in Denton, Gravesend.

The experiment takes the form of a competition, in which more than 70 anglers from eight adult teams and two school teams, compete for several team and individual prizes.

The first experiment took place in February 1967 when it was organised by the Thames Angling Preservation Society. There were over 500 participants and 578 fish were caught. The experiment was repeated in 1970 and 1971.

In 1972, the City of London agreed to fund the experiment and organise it in conjunction with the Thames Angling Preservation Society. It became an annual event and is now in its 48th year.

Also in 1972, the then Lord Mayor, Sir Edward Howard, donated the main prize – “The Lady Howard” trophy. The Howard family continue to support the event and Sir David, also a former Lord Mayor, and Lady Howard attend each year.

Nowadays, we work in partnership with several other organisations too, including the Environment Agency; the Port of London Authority; the Fishmongers’ and Water Conservators’ Companies; the Thames Estuary Partnership; Thames21; and the Institute of Fisheries Management. Thames Water and DP World have also supported the event.

## Objective and benefits

The objective of the experiment is to establish the environmental condition of the Thames through the variety, number and size of fish species caught. The scoring system rates the catch according to scarcity and significance in the context of a cleaner river and, of course, the majority of fish caught during the event are returned to the river. Over the years, the experiment has proven that the Thames remains the cleanest river in Northern Europe.

The Experiment encourages sustainability and conservation. The competition rules comply with advice and guidance issued by the Angling Trust and stewards oversee the anglers to make sure the rules are followed. Participants are advised about the proper handling of fish to minimise mortality and all young and undersize fish are returned to the river immediately once they have been recorded.

The results provide valuable data and information to organisations such as the Environment Agency, the Thames Angling Preservation Society and members of the river community.

The event has the unique advantage of linking the river’s recreational angling community with sustainability and conservation. It is also an opportunity for the younger participants of the school teams to learn from experienced anglers and hopefully be encouraged to develop a long-term interest in fishing.

The Experiment brings together a diverse range of individuals and organisations who all have one thing in common: a passion for the conservation of the River Thames and the sustainability of the species which live in it.

**Reg Butcher (pictured) of the Thames Angling Preservation Society has played a key role in organising the Experiment since its inception and is a well known and respected figure amongst all who take part. Speaking about the 2020 Experiment, Reg said:**



*“This is the 48th time of running the Thames Fishing Experiment. At the first one in 1972, there were 12 anglers and each was given two cans of beer, and a packet of sandwiches. Two years later, we began to have a marquee and lunch at the end of the angling competition. We can’t do that this year because of COVID, but the City has still managed to run the Experiment so there is no break, and I find that is a wonderful achievement.*

*The City’s staff have done a wonderful job, and have worked very hard to keep people safe. The Chairman and Deputy Chairman attended today too which I thought was a magnificent thing to do.*

*Although this Experiment is less than half the size of normal years, it’s good to see that the River is still very healthy and there’s plenty of life going on. I had a look at the water myself and find it’s still as clean as ever.”*

## COVID-19 and the 2020 Experiment

The Experiment, i.e. the angling competition is usually followed by a formal, three course meal and presentation ceremony in a marquee for approximately 150 people. Attendees include anglers, Committee Members and other CoL dignitaries, plus representatives from partner organisations and livery companies.

Due to the COVID-19 outbreak, we were unable to go ahead with the event in its usual format this year. However, in view of the scientific importance of the experiment, it was pleasing that we were able to hold the angling and data collection element of the day, albeit in a reduced-scale format.

To ensure compliance with government COVID-secure guidance, and the COVID-safe practices recommended by the Angling Trust, this year's Experiment entailed:

- The participation of six adult angling teams with 4 competitors each.
- Each angler was pre-allocated a marked fishing area sufficiently distanced from neighbouring anglers.
- Anglers recorded details of their own catch.
- A one-way system was put in place around the main site, with staggered entry and socially distanced queuing to and from the car park, registration desk and facilities, all of which were outdoors.
- Simple takeaway catering (breakfast rolls and hot drinks) from an outdoor service kiosk was provided for the anglers upon arrival.
- Anglers and stewards were asked to leave at the end of the angling period.
- There was no judging, prize-giving or meal this year. Instead, results were determined during the week following the competition and the winners notified.
- Both the Fishmongers' Company and the Worshipful Company of Water Conservators assisted with judging the winners of their awards remotely (via email).
- In addition to the anglers and four stewards, the only other attendees were the Chairman and Deputy Chairman of the City of London's Port Health & Environmental Services Committee, Reg Butcher, and a small number of City of London staff.



**Keith Bottomley**

**Chairman of the Port Health & Environmental Services Committee**

*"Delighted that the 48th Thames Fishery Research Experiment was able to go ahead this year and equally delighted to be there on the day, which saw near perfect conditions.*

*I was very keen that the event did go ahead. Not least to ensure continuity of the research into the health of the river but also because the event is so loved and valued by the anglers.*

*The event was superbly organised as ever but this year with much greater challenges and restrictions. Well done and thank you to the organising team especially to Joanne Hill.*

*See you in 2021!"*

**Jeremy Simons**  
**Deputy Chairman of the Port Health & Environmental Services Committee**

*"It was great to see the enthusiasm of all the anglers this year – they had an excellent catch (and return), with five species present.*

*The healthiness and biodiversity of the River continues to improve year by year, with greater opportunities to enjoy the outdoors at a time when so many other activities are curtailed.*

*We are all very grateful it was possible for the event to be held this year and thank Jo and her colleagues for all they did to make it happen."*



# Results and Winners 2020

**TOTAL CATCH: 561 fish consisting of 5 species.**

Species	Total caught	Largest specimen
Bass	4	27cm
Flounder	8	31cm
Plaice	1	33cm
Pouting	14	18cm
Whiting	534	35cm

**THE LADY HOWARD TROPHY** is awarded to the team which gained the highest number of points in the Adult Competition.

In 3rd place with 510 points and a catch of 102 fish, was the Charles Stanley Angling Team.

In 2nd place with 575 points and a catch of 113 fish, was the Essex Angling Team.

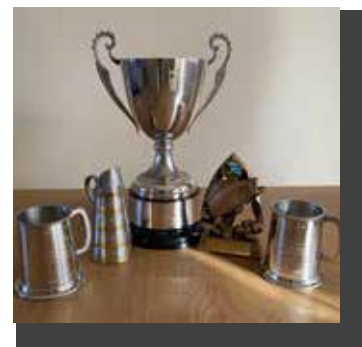
In 1st place with 750 points and a catch of 142 fish, consisting of 133 Whiting, 4 Pouting, 3 Bass, 1 Flounder and 1 Plaice, was the Kent Angling Team.



The trophies and prizes including the Lady Howard Trophy (above)

The award for **BEST INDIVIDUAL CATCH** goes to the angler with the highest individual score. The winner was Ben Cloke of the Kent Angling Team with 250 points.

**THE BIODIVERSITY AWARD** is supported by the Worshipful Company of Water Conservators for the catch which most demonstrates the continuing healthiness and improvement of the River Thames. This year's winning catch (22 Whiting, 3 Bass, 1 Plaice and 1 Flounder) was that of Jason Mann of the Kent Angling Team.



**THE FISHMONGERS' CUP** is awarded to the angler judged to have caught the largest or best single fish. The best single fish was judged to have been a 33cm Plaice caught by Jason Mann of the Kent Angling Team.

Mick Sharp is a long-time member of the Essex Angling Team and helps with the organisation of the angling competition. On behalf of the anglers, Mick has kindly provided some comments on this year's experiment and results:

*"The circumstances building up the this, the 48th Thames Fishery Research Experiment, have been unusual, unique and a huge challenge to organise in a safe and compliant way. The fact that the event was held at all was testament to the excellent planning skills, determination and drive of the organising team. The preparation was well thought out and the delivery on the day faultless.*

*Feedback from the anglers was extremely positive and full of praise on how smoothly things ran and how safe they felt.*

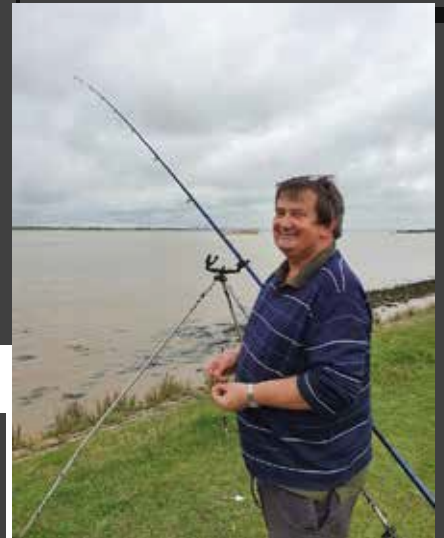
*Due to the COVID outbreak, only around one third of the usual number of anglers fished. This ensured appropriate social distancing and compliance with the Angling Trust's guidelines for holding fishing matches during the pandemic.*

*However, this unusual arrangement did not stop the fish biting. In fact, although the number of species were down on recent years, we had one of the best returns in the last decade regarding numbers of fish. Individual returns were very high in numbers but dominated by the Whiting species.*

*By supporting the Experiment this year the City has maintained the consistency required to ensure that the results from all 48 years can be properly analysed and reported. Anglers appreciate that the whole purpose of the competition is to help us all better understand the changes that have taken place in the health of this great river and this year's catch returns have been exceptional.*

*So, on behalf of the anglers, I offer a big thank you to all of the sponsors, supporters and organisers for having the faith in putting on the Experiment in difficult times."*







**The City of London Thames Fishery Research Experiment is organised by the City of London in conjunction with the Thames Angling Preservation Society and the Environment Agency.**

### **Contributors to the 2020 Experiment**

**Jon Averbs (Director of Markets and Consumer Protection) and Gavin Stedman (Port Health & Public Protection Director) and their staff from the City of London.**

**Reg Butcher of the Thames Angling Preservation Society; Mick Sharp of the Essex Angling Team, and their colleagues, who contributed their wealth of experience and expertise to the arrangement of the angling competition. Their continued enthusiasm and commitment is vital to the success of this event.**

**Kat Tye, Jeremy Matthews and Vicki Gravestock of the Environment Agency who assisted as stewards.**

**Gavin O'Donnell, Fisheries Programme Manager, of The Fishmongers' Company who judged (remotely) the winner of the Fishmongers' Cup.**

**Rob Casey, Master of the Worshipful Company of Water Conservators, who judged (remotely) the winner of the Biodiversity Award.**

**First aid providers, SE Medical, whose attendance to the safety and wellbeing of participants is very much appreciated.**

### **The Angling Teams**

**Charles Stanley Angling Team  
City of London Invitation Angling Team  
Essex Angling Team  
Kent Angling Team  
Port of London Authority Angling Team  
Thamesiders Angling Team**

**For further information, please contact:**

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**48<sup>th</sup> City of London Thames Fishery Research Experiment  
Summary of Results**

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<b>Year</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
<b>Date</b>	8 Oct	27 Oct	19 Oct	20 Sept	10 Oct	15 Oct	21 Oct	22 Sept	12 Oct	17 Oct
<b>Total anglers</b>	76	76	76	76	76	76	74	72	71	24
<b>Winning team</b>	Essex	Public Services	Essex	Kent	Kent	Essex	Essex	Essex & Kent (Tie)	Essex	Kent
<b>Bass</b>			2			6	14	20	6	4
<b>Cod or Codling</b>		1			8					
<b>Crab</b>									5	
<b>Dab</b>		3			2		1			
<b>Dogfish</b>	1									
<b>Eel</b>	1		3	8	2	17	1	7	8	
<b>Flounder</b>	8	24	21	63	14	20	9	5	35	8
<b>Pouting</b>	1	2		23	17	5			128	14
<b>Plaice</b>	1			1						1
<b>Rockling</b>				1						
<b>Sandeel</b>	2									
<b>Smelt</b>				3						
<b>Sole</b>	9		1	3	4	1	2	1	6	
<b>Whiting</b>	629	520	72	19	537	86	68	28	187	534
<b>Total fish</b>	<b>652</b>	<b>550</b>	<b>99</b>	<b>121</b>	<b>584</b>	<b>135</b>	<b>95</b>	<b>51</b>	<b>375</b>	<b>561</b>
<b>Total species</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>7</b>	<b>5</b>

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<b>Committee(s):</b> Finance – For Decision Court of Common Council – For Decision  Barbican Centre Board – For Information Community & Children’s Service – For Information Culture Heritage & Libraries – For Information Epping Forest & Commons – For Information Establishment Committee – For Information Hampstead Heath, Highgate Wood & Queens - For Information Licensing – For Information Open Spaces – For Information Planning & Transportation - For Information Port Health – For Information	<b>Date(s):</b> 13 October 2020 3 December 2020  18 November 2020 6 November 2020 23 November 2020 16 November 2020 29 <sup>th</sup> October 2020  25 November 2020 14 October 2020 2 December 2020 27 <sup>th</sup> October 2020 24 <sup>th</sup> November 2020
<b>Subject:</b> Resetting of departmental Budgets 2020/21	<b>Public</b>
<b>Report of:</b> Chamberlain	<b>For Decision/Information</b>
<b>Report author:</b> Julie Smith	

## Summary

At Resource Allocation Sub Committee on 18<sup>th</sup> September 2020 Members considered and approved recommendations for budget adjustments of £15.6m , following a request at their July Committee for an in-year re-budgeting exercise to assist in repairing the damage to the City’s budgets arising from the COVID-19 pandemic. This was seen as a vital step in ensuring that we put our finances on a sustainable footing for the Medium Term.

Members of Finance Committee are asked to recommend to the Court of Common Council the budget adjustments outlined in this report totalling £15.2m to some departmental local risk budgets, (including a reduction of £400K to the original proposal to Resource Allocation Sub Committee for Open Spaces), to address the deficit in lost income due to the COVID-19 pandemic, and set realistic budgets that Chief officers can be held to this financial year (2020/21).

Members of the relevant Service Committees are asked to note the recommended budget adjustments which, subject to the agreement of the Court of Common Council in December, will be reflected in their detailed Revised Estimates 2020/21 and proposed Budget Estimates 2021/22 reports for their approval.

The mitigating steps leading up to the recommended budget adjustments include a thorough year end budget forecast exercise as at the end of July, informed by bi lateral meetings between the Chamberlain and Chief Officers, reaching a common understanding of the need for tight budgeting. This tight budgeting has resulted in

expenditure savings in local risk budgets of £21.3m, partially offsetting an income deficit of (£39.2m). This process was followed by Member lead bilaterals in September with those service areas most impacted by COVID.

The impact of COVID-19 stands at around (£28.4m) across all risks and funds of which (£17.9m) relates to Chief Officers local risk budgets. We are hopeful of recovering an estimated £13.6m from the Government's compensation for lost fees and charges of 75p in the pound net of associated expenditure reductions which will be used to offset the appropriate budget adjustments. The remaining City Fund COVID deficit would then need to be covered by scaling back the planned addition to the major projects reserve.

Further steps proposed are to maintain recruitment controls, including the use of Consultants, aligned to the roll out of the Target Operating Model (TOM) and continuing to press for further savings where possible to preserve the reserves position. Any residual COVID deficit will then be covered, in the case of City Fund, through an offsetting reduction in the Reserve.

## **Recommendation(s)**

Members of Finance Committee are asked to:

- Note the steps already taken by officers to reduce the financial impact of the COVID-19 pandemic.
- Recommend to the Court of Common the adjusted departmental budgets totalling £15.2m outlined in this report, including a reduction of £400K to the original proposal to Resource Allocation Sub Committee for Open Spaces explained at paragraph 9.
- .
- Approve proposals to continue working with departments to identify further savings where possible.
- Approve continuation of recruitment controls aligned to the TOM which may give further savings in the year.
- As Service Committee, note the increase in budget of £1,084K for the Remembrancer

Members of the following Service Committees are asked to note the recommended budget adjustments as outlined below: -

- Barbican Centre Board: Increase of £12,452K
- Community & Children's services: Increase of £184K for Director of Community & Children's Services
- Culture Heritage & Libraries Committee – Increase of £392K for Open Spaces (Monument).

- Establishment Committee: Increase of £420K for Comptroller & City Solicitor
- Licensing Committee: £156K for Markets & Consumer Protection
- Open Spaces/Epping Forest & Commons/Hampstead Heath, Highgate Wood & Queens Committees: Increase of £66K.
- Planning and Transportation: Increase of £310K for Director of Built Environment
- Port Health:
  - Increase of £301K for Markets & Consumer Protection
  - Reduction of £148K in respect of Open Spaces (City of London Cemetery) due to increase in forecast income

## **Main Report**

### **Background**

1. On 18<sup>th</sup> September 2020 Members of Resource Allocation Sub Committee considered and approved recommendations for budget adjustments totalling £15.6m following their instruction to officers at their meeting in July, to carry out a re-budgeting exercise in the Autumn to assist in repairing the unprecedented damage to the City's budgets arising from the COVID-19 pandemic. This was seen as a vital step in ensuring that we put our finances on a sustainable footing for the Medium Term.
2. The following mitigating actions have been undertaken: -
  - Restriction of carry forwards from 2019/20 to protect the reserves position;
  - Recruitment controls; requiring a business case to recruit agreed by the Town Clerk
  - A review of high value contracts with City Procurement to see where any possible savings could be achieved and on-going monitoring to ensure value for money
  - An in-depth departmental re-forecasting exercise undertaken as at the end of July, crystallising expenditure reductions to limit COVID impact;

- Collaborative bilateral meetings between the Chamberlain and Chief Officers took place resulting in a common understanding of the need for continued tight budgeting;
- Member bilaterals (Chair/Deputy Chairman of RA Sub) with some Service Committee Chairmen and Chief Officers.
- A review of the Cyclical Works Programme (CWP) with the City Surveyor as unlikely to complete a significant amount of work in year due to suspension during the lockdown period; and
- Seeking government funding where possible through compensation on lost fees and charges of 75p in the pound on City Fund income.

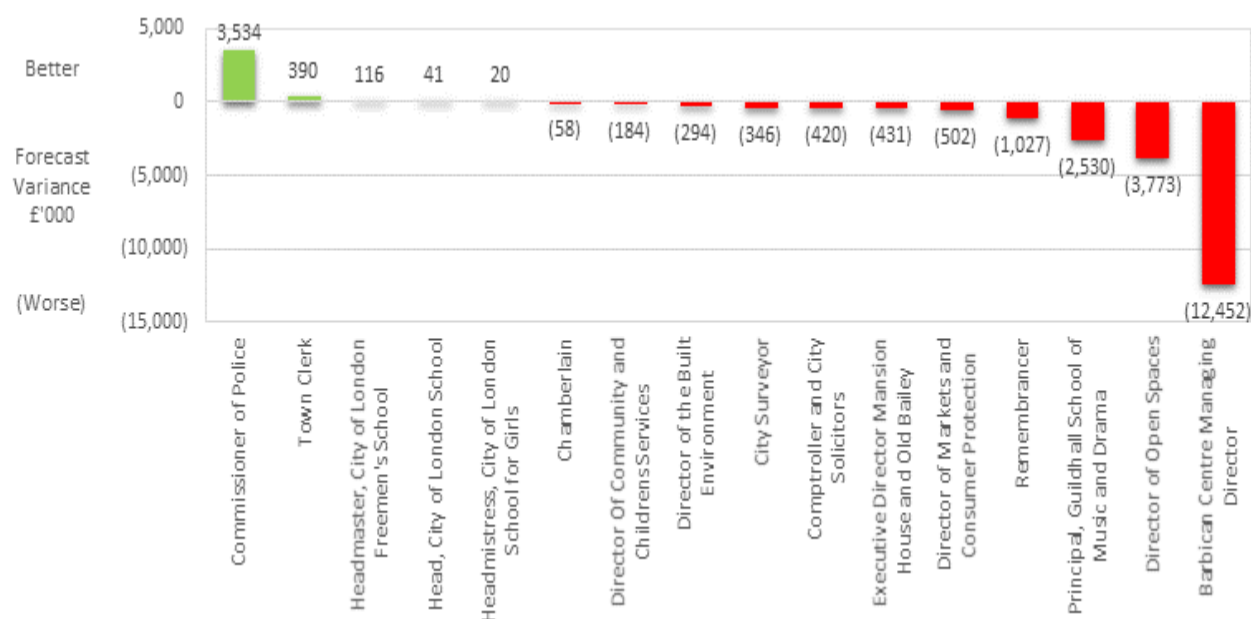
### Current Position

3. Despite the mitigating actions being taken, we face, as a result of COVID-19, a major challenge to the health of our finances. The forecast deficit at the end of July currently stood at (£28.4m) across the funds before government compensation for income lost from fees and charges. The breakdown by fund across both central and local risk is (£16.8m) City Fund, (£7.0m) City's Cash and (£4.6m) Bridge House Estates.
4. For Chief officers' cash limited budgets, a year-end forecast over spend of (£17.9m) is forecast against a budget of (£247.9m) (7.2%).
5. The table below shows the high-level year end forecast position for Chief Officer's local risk budgets by fund:

£'000	Original budget 2020/21	Latest budget 202/21 (including carry forwards)	Forecast as at end of July	Variance
City Fund (CF) (excl. Police)	(72,503)	(74,668)	(87,919)	(13,251)
City's Cash (CC)	(43,679)	(43,967)	(48,206)	(4,239)
Bridge House Estates (BHE)	(6,186)	(6,186)	(8,741)	(2,555)
Guildhall Administration (GA)	(37,938)	(38,206)	(39,611)	(1,405)
<b>Total (excluding Police)</b>	<b>(160,306)</b>	<b>(163,027)</b>	<b>(184,477)</b>	<b>(21,450)</b>
Police	(84,884)	(84,884)	(81,350)	3,534
<b>Grand Total</b>	<b>(245,190)</b>	<b>(247,911)</b>	<b>(265,827)</b>	<b>(17,916)</b>



6. The forecast position comprises a reduction in income of (£39.2m) on an income budget of £294m, partially offset by an underspend of £21.3m on budgeted expenditure of (£542.1m); demonstrating the action taken by Chief Officers to reduce expenditure to limit the impact as far as possible of reductions in income.
7. Chief Officers' variances against net local risk budgets are shown in the chart below. The detailed breakdown by Chief Officer by Fund is shown at Appendix 1.



8. The most heavily impacted is the Barbican Centre; forecasting an overall overspend of (£12.5m) at year end. This comprises a shortfall of (£22.0m) on income due to the centre being closed, and limited activity being forecast for the remainder of the financial year due to social distancing measures. Expenditure has however, been reduced by £9.6m due to activity reductions and a hold on all non-essential expenditure. **It is proposed to reset the budget envelope from (£17,389) to (£29,841)**
9. Open Spaces is forecasting an overspend of (£3.7m) broken down as follows: -
  - (£3.1m) BHE due to income shortfalls relation to Tower Bridge. It is proposed that the Tower Bridge shortfall is covered by a reduction in transfer to BHE reserves at year end.
  - (£858k) City's Cash forecast income deficit on City's Cash. Following a Senior Member lead bilateral meeting with the Director of Open Spaces and the Chamberlain, and subsequent discussion at Resource Allocation Sub Committee on 18<sup>th</sup> September it, was concluded that there was scope to reduce expenditure and increase income further at Epping Forest. **it is therefore proposed to reduce the Open Spaces budget adjustment by £400K and reset the latest approved budget from (£11,852) to (£12,310) to cover the Monument income shortfall of £392K; the balance of £66K for income shortfalls at other Open Spaces** It is recognised that there is pressure on Epping Forest budgets which we will

continue to focus on, with an understanding this might lead to a year end overspend.

- £148k City Fund forecast under spend of £148K is due to additional income from the City of London Cemetery activity. **It is proposed to rest this budget from £564k to £712k to be utilised towards the additional costs to City Fund.**
10. GSMD is forecast to be (£2.5m) worse than budget reflecting lost income from short courses, letting student accommodation and space to external providers during summer term, removing bar and catering income and reduced fees from under-18 provision. Further losses may arise depending on the number of students returning for the new academic year. In addition, GSMD will incur additional costs for space, equipment and staffing to support socially distanced onsite as well as online teaching. The City is a joint funder with the Office for Students and there is an agreement not to reduce the City's contribution to continue to secure Higher Education Statistics Agency (HESA) Funding. It is anticipated that GSMD continue to call on their reserves; the same approach as for the City's Independent Schools (see paragraph 19).
  11. Remembrancer has a forecast deficit due to loss in income of (£1.0m) due to no private event hire taking place at Guildhall since the start of the financial year. Three of the four most lucrative months in the year - May, June, September and November - will achieve nil or very nearly nil income. **It is proposed to reset the budget from £274k to (£810k) to cover the loss of income.**
  12. The Director of Markets and Consumer Protection is forecasting an overspend of (£502k), mainly on City Fund activity (£457K) due to increased costs at the Ports in preparation for Brexit and loss of income at the Animal Reception Centre. The balance on City's Cash relates to lost income from car parking charges at Billingsgate and Smithfield Markets. **It is proposed to reset City Fund budget from (£2,240k) to (£2,697k) to cover the income deficit.**
  13. Mansion House and Old Bailey forecast overspend of (£431K) includes recovery of an overspend of (£248K) from 2019/20. At the bilateral meeting with the Executive Director further expenditure savings were discussed, **therefore no budget reset is proposed at this time.**
  14. The Comptroller and City Solicitor is forecasting an external income deficit of (£420K) due to a lack of property deals. **It is proposed to reset the budget from (£845k) to (£1,265k) to cover the income shortfall.**
  15. The City Surveyor is forecasting a net overspend across the funds of (£346K), this includes a carry forward of (£320K) from 2019/20. **It is not proposed to reset the budget for 2020/21 at this time.**
  16. The Director of the Built Environment (DBE) forecast an overspend of (£310K), mainly relates to a forecast income shortfall of (£2.5m), most significantly within off-street parking, traffic management, public conveniences, drains & sewers and building control services. However, expenditure reductions of some £2.3m through

reduction in highways repairs and maintenance, early removal of Automated public conveniences and contract savings have reduced the impact considerably. **It is proposed to reset the budget from (£20,243K) to (£20,553K) to cover the net deficit.**

17. The Director of Community and Children's services is forecasting an overspend of (£184K), the largest pressure is on rough sleepers and homelessness budget due to COVID-19, at an estimated cost of (£1.4m) until 31<sup>st</sup> March 2021. The majority of the extra costs are being absorbed by a current underspend on adults/older people social care. Income levels are estimated to be around 30% once services reopen. **It is proposed to reset the Director's budget from (£12,791K) to (£12,975K) to address the shortfall.**
18. The Chamberlain is forecasting a net overspend across the funds of (£58K). This is due to various additional essential unbudgeted expenditure, including additional staff resource for essential financial modelling work. There is also income loss in Freedom ceremonies due to the COVID 19 pandemic. **It is not proposed to reset the Chamberlain's budget at this time.**
19. The Independent Schools are managing within their reserves as shown by their breakeven position. No budget resets are therefore proposed.
20. The Town Clerks overall forecast position is a net underspend of £350K. However, this includes additional P&R income of £990k expected in relation to COVID related grants to reimburse expenditure for works undertaken by the Strategic COVID Group, which is offset by income shortfalls in Cultural Heritage. **It is not proposed, therefore, to reset the Town Clerk's budgets.**
21. The Commissioner of Police is currently forecasting an underspend of £3.5m. It is proposed to continue to monitor the Police position, recognising that any underspend will be directed to repayment of the Action Fraud loan to the City Corporation.

## **Proposals**

22. It is proposed that Finance Committee Members recommend to the Court of Council that local risk budgets are reset for the following departments as summarised in the table below: -

£'000

Department	From	To	(Increase) /Reduction	Fund
Barbican Centre	(17,389)	(29,841)	(12,452)	CF
Open Spaces	(11,852)	(12,310)	(458)	CC
Open Spaces	564	712	148	CF
Remembrancer	274	(810)	(1,084)	GA
Markets & Consumer Protection	(2,240)	(2,697)	(457)	CF
Comptroller & City Solicitor	(845)	(1,265)	(420)	GA
DBE	(20,243)	(20,553)	(310)	CF
Community & Children's services	(12,791)	(12,975)	(184)	CF
Total	(64,522)	(79,739)	(15,217)	

23. Where Chief Officers local risk budgets are not recommended for adjustment, but significant efforts have been made to mitigate the position/deliver savings, it is proposed discussions take place at year end regarding handling of any overspend positions.
24. Our current estimates indicate support from the Government for lost fees and charges on City Fund income could be in the region of £13.6m. The first claim from April until end of July was submitted at the end of September. The income recovered will be used to offset the appropriate budget adjustments proposed.
25. It is also proposed to continue with the current recruitment constraint, including the use of Consultants, aligned to the rollout of the Target Operating Model to secure further savings by the end of the financial year.
26. Further savings will also continue to be explored with departments to reduce the overall impact on the reserves position.
27. The budget in the Medium-Term Financial Plan (MTFP) for the CWP in 2020/21 is £22.8m. The latest forecast estimate for works anticipated to be completed is £10.7m. A report is being prepared by the City Surveyor outlining proposals for a revised annual programme from 2021/22.

## Financial Implications

28. The overall 2020/21 City Fund starting position would have added £27.3m to reserves to contribute to the future financing of the major projects.
29. The proposed COVID adjustments to Chief Officers local risk budgets total £15.2m (£14m City Fund and £1.2m City's Cash). The £14m City Fund adjustment can be

met by scaling back the addition to the major projects reserve to £13.3m. The City Cash adjustment of £1.2m can be funded but will impact the net asset position.

## **Conclusion**

30. Despite the mitigating actions being taken, we face, as a result of COVID-19, a major challenge to the health of our finances. Proposals to reset budgets for Chief Officers most impacted by loss of local risk income will provide realistic budgets for them to be held to.

## **Appendices**

- Appendix 1 – Chief Officers local risk end of year forecast at end of July 2020 by fund

## **Background Papers**

- Briefing 2 – Financial impact of COVID 19 – Finance Committee 19 May 2020
- Resetting of Budgets 2020/21 – Resource Allocation Sub Committee 18 September 2020.

## **Julie Smith**

Acting Deputy Director of Financial Services

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Chief Officer Cash Limited Budgets by Fund					
Original Budget  £'000	Chief Officer	Full Year Forecast as at 31 July 2020			
		Latest Budget	Forecast	Variance Better / (Worse)	
		£'000	£'000	£'000	%
	<b>City Fund</b>				
(1,755)	Chamberlain	(1,755)	(1,420)	335	19%
(5,117)	City Surveyor	(5,240)	(5,109)	131	2%
(11,168)	Director of Community and Children's Services	(12,791)	(12,975)	(184)	(1%)
(2,199)	Director of Markets and Consumer Protection	(2,240)	(2,697)	(457)	(20%)
564	Director of Open Spaces	564	712	148	26%
(20,196)	Director of the Built Environment	(20,243)	(20,553)	(310)	(2%)
(402)	Executive Director Mansion House and Old Bailey	(242)	(531)	(289)	(120%)
(17,165)	Managing Director, Barbican Centre	(17,389)	(29,841)	(12,452)	(72%)
(15,065)	Town Clerk	(15,332)	(15,504)	(172)	(1%)
<b>(72,503)</b>	<b>Total City Fund (excluding Police)</b>	<b>(74,668)</b>	<b>(87,919)</b>	<b>(13,251)</b>	<b>(18%)</b>
	<b>City's Cash</b>				0%
(99)	Chamberlain	(99)	(174)	(75)	0% (76%)
(16,228)	City Surveyor	(16,143)	(16,972)	(829)	(5%)
(1,052)	Director of Community and Children's Services	(1,122)	(1,122)	0	0%
(1,365)	Director of Markets and Consumer Protection	(1,668)	(1,713)	(45)	(3%)
(11,822)	Director of Open Spaces	(11,852)	(12,710)	(858)	(7%)
(3,334)	Executive Director Mansion House and Old Bailey	(3,246)	(3,388)	(142)	(4%)
(1,217)	Head, City of London Boy's School	(1,217)	(1,176)	41	3%
118	Headmaster, City of London Freeman's School	118	234	116	98%
(275)	Headmistress, City of London School for Girls	(275)	(255)	20	7%
(6,799)	Principal, Guildhall School of Music and Drama	(6,799)	(9,329)	(2,530)	(37%)
(1,391)	Remembrancer	(1,391)	(1,334)	57	4%
(215)	Town Clerk	(273)	(268)	5	2%
<b>(43,679)</b>	<b>Total City's Cash</b>	<b>(43,967)</b>	<b>(48,206)</b>	<b>(4,239)</b>	<b>(10%)</b>
	<b>Bridge House Estates</b>				0%
(45)	Chamberlain	(45)	(45)	0	0% (0%)
(2,703)	City Surveyor	(2,703)	(2,690)	13	0%
(243)	Director of Open Spaces	(243)	(3,306)	(3,063)	(1,260%)
(275)	Director of the Built Environment	(275)	(259)	16	6%
(2,920)	Town Clerk	(2,920)	(2,441)	479	16%
<b>(6,186)</b>	<b>Total Bridge House Estates</b>	<b>(6,186)</b>	<b>(8,741)</b>	<b>(2,555)</b>	<b>(41%)</b>
	<b>Guildhall Administration</b>				0%
(22,165)	Chamberlain	(22,358)	(22,676)	(318)	(1%) (0%)
(8,666)	City Surveyor	(8,686)	(8,347)	339	4%
(845)	Comptroller and City Solicitor	(845)	(1,265)	(420)	(50%)
274	Remembrancer	274	(810)	(1,084)	(395%)
(6,536)	Town Clerk	(6,591)	(6,513)	78	1%
<b>(37,938)</b>	<b>Total Guildhall Administration</b>	<b>(38,206)</b>	<b>(39,611)</b>	<b>(1,405)</b>	<b>(4%)</b>
<b>(160,306)</b>	<b>Grand Total (excluding Police)</b>	<b>(163,027)</b>	<b>(184,477)</b>	<b>(21,450)</b>	<b>(13%)</b>
(84,884)	Commissioner of Police (City Fund)	(84,884)	(81,350)	3,534	4%
<b>(245,190)</b>	<b>Grand Total</b>	<b>(247,911)</b>	<b>(265,827)</b>	<b>(17,916)</b>	<b>(7%)</b>

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<b>Committee(s)</b>	<b>Dated:</b>
Planning & Transportation Port Health & Environmental Services	17/11/2020 24/11/2020
<b>Subject:</b> DBE Senior Officer Resignation	<b>Public</b>
<b>Report of:</b> Director of the Built Environment	<b>For Information</b>
<b>Report author:</b> Carolyn Dwyer	

## Summary

Reporting on the resignation of a senior officer within the Department of the Built Environment and the interim management arrangements that have been put into place while the new Target Operating Model (TOM) is implemented.

## Recommendation

Members are asked to:

- Note the report.

## Main Report

### Background

1. As Members of the Committee are aware, the Director of Transportation & Public Realm resigned recently.

### Current Position

2. The City is currently moving towards the implementation of its new TOM which could impact on the remit of the post.
3. Following discussions and steer from the Chair of Planning & Transportation and in agreement with the Chairman of Port Health & Environmental Services, the Director of the Built Environment will take over interim management of the Transportation & Public Realm Division.

### Corporate & Strategic Implications

4. The position is responsible for a service that makes significant contributions to delivering corporate outcomes and the interim management arrangements will maintain delivery while the new TOM is being implemented.

### Appendices

- None

### Carolyn Dwyer

Director of the Built Environment

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<b>Committee(s)</b>	<b>Dated:</b>
Port Health and Environmental Services Committee	24 November 2020
<b>Subject:</b> Report of Action Taken Between Meetings	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>N/A</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Rofikul Islam, Town Clerk's Department	

## Summary

This report advises Members of a Delegated Authority taken by the Town Clerk, in consultation with the Chairman and Deputy Chairman, since the last meeting of the Committee, in accordance with Standing Order No. 41(b)

## Recommendation

Members are asked to note the report.

## Main Report

**BACKGROUND:** Chief Officers and designated post holders within the City of London Corporation are required to implement various legislation under the authority of delegated powers. The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020 were made on 17 September 2020 and came fully into force on 24 September 2020.

The Regulations require designated venues to collect certain contact details mainly from customer, visitors and staff, store this information for 21 days, and share it with NHS Test and Trace or local public health officials, if requested. This will enable NHS Test and Trace and local public health officials to contact people who may have been exposed to Coronavirus and give them appropriate public health advice to help stop the further spread of the virus.

**RECOMMENDATIONS:** That the Town Clerk, in consultation with the Chairman and Deputy Chairman give authority to act in respect of The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020, insofar as they relate to the City of London Corporation's areas of jurisdiction, and to authorise officers of the Department of Markets & Consumer Protection to act under the aforementioned provisions.

**Appendices**

- None

**Rofikul Islam**

Committee and Member Services Officer  
Town Clerks

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