



Hampstead Heath Consultative Committee

Date: MONDAY, 9 MARCH 2020

Time: 7.00 pm

Venue: PARLIAMENT HILL CONFERENCE ROOM, PARLIAMENT HILL STAFF YARD, PARLIAMENT HILL FIELDS, HAMPSTEAD HEATH, NW5 1QR

Members: Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chair)
Ray Booth (Barnet Mencap)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Etheridge (South End Green Association)
Mathew Frith (London Wildlife Trust)
Cindy Galvin (Heath Hands)
Colin Gregory (Hampstead Garden Suburb Residents' Association)
Michael Hammerson (Highgate Society)
Dr Gaye Henson (Marylebone Birdwatching Society)
Sharlene McGee (Leonard Cheshire Disability)
Helen Payne (Friends of Kenwood)
Thomas Radice (Heath and Hampstead Society)
Harunur Rashid (Black and Minority Ethnic Communities representative)
Susan Rose (Highgate Conservation Area Advisory Committee)
Steve Ripley (Ramblers' Association)
Ellin Stein (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee)
Richard Sumray (London Council for Recreation and Sport)
Simon Taylor (Hampstead Rugby Club)
David Walton (Representative of Clubs using facilities on the Heath)
John Weston (Hampstead Conservation Area Advisory Committee)
Simon Williams (Vale of Health Society)

Enquiries: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

**Members and Officers are invited to dinner in the Parliament Hill Café
at the rising of the meeting**

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Public Agenda

1. **APOLOGIES**

2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**

3. **MINUTES**

To agree the draft public minutes and summary of the meeting held on 27 January 2020.

For Decision
(Pages 1 - 10)

4. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE MINUTES**

To receive the draft public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee meeting held on 22 January 2020.

For Information
(Pages 11 - 14)

5. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 15 - 16)

6. **HAMPSTEAD HEATH SWIMMING REVIEW 2020**

Report of the Director of Open Spaces.

For Discussion
(Pages 17 - 26)

- a) Appendix 1 - City of London Corporation Position Paper (Pages 27 - 58)
- b) Appendix 2 - Swimming forum notes - 11 February 2020 (Pages 59 - 64)
- c) Appendix 3 - Projects Identified during the Swimming Review 2020 (Pages 65 - 68)
- d) Appendix 4 - Benchmarking Data (Pages 69 - 70)
- e) Appendix 5 - Test of Relevance Equality Analysis Swimming Review 2020 (Pages 71 - 74)

7. **QUESTIONS**

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

9. **DATE OF NEXT MEETING**

The date of the next meeting is 20 April 2020 at 7.00 pm.

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE **Monday, 27 January 2020**

Minutes of the meeting of the Hampstead Heath Consultative Committee held at Parliament Hill Conference Room, Parliament Hill Staff Yard, Parliament Hill Fields, Hampstead Heath, NW5 1QR on Monday 27 January 2020 at 7.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chair)
Ray Booth (Barnet Mencap)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Etheridge (South End Green Association)
Colin Gregory (Hampstead Garden Suburb Residents' Association)
Michael Hammerson (Highgate Society)
Dr Gaye Henson (Marylebone Birdwatching Society)
Helen Payne (Friends of Kenwood)
Thomas Radice (Heath and Hampstead Society)
Susan Rose (Highgate Conservation Area Advisory Committee)
Ellin Stein (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee)
Simon Taylor (Hampstead Rugby Club)
David Walton (Representative of Clubs using facilities on the Heath)
John Weston (Hampstead Conservation Area Advisory Committee)
Simon Williams (Vale of Health Society)

Officers:

Colin Buttery	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Declan Gallagher	- Operational Services Manager
Richard Gentry	- Constabulary and Queen's Park Manager
Paul Maskell	- Leisure and Events Manager
Yvette Hughes	- Business Manager
Kate Radusin	- PA to Superintendent of Hampstead Heath
Kate Smith	- Head of Corporate Strategy and Performance
Leanne Murphy	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Mathew Frith, Cindy Galvin (represented by Dr Merlin Fox), Harunur Rashid, Steve Ripley, Richard Sumray and Sharlene McGee.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were none.

3. **MINUTES**

The public minutes of the meeting held on 14 October 2019 were approved as a correct record subject to additional wording being added to a point made by a Member to provide clarity.

4. **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE MINUTES**

The public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee (HHHWQPC) meeting held on 13 November 2019 were received.

5. **OUTSTANDING ACTIONS**

Members noted the various outstanding actions and the update provided thereon.

With regards to action 1, Members were advised that the Superintendent had followed up with the Head of the Communities for Camden and regarding suggestions for a representative for local schools.

6. **SUPERINTENDENT'S UPDATE**

Members considered an update report of the Superintendent and the following points were made:

Management Framework

- With regards to Appendix 1, Members were advised that shaded items referred to new projects within the updated Annual Work Programme. Members were invited to provide feedback to the Superintendent via email.
- A Member (Highgate Society) inquired whether there was consideration over the conditions for hedgehogs and the improvement of ecological corridors to sustain wildlife on the Heath. The Member felt that Local Authorities and landowners should be engaged on this issue to maximise the value of spaces for wildlife. The Superintendent informed Members that the City Corporation monitored and submitted representations against local planning applications. There was also ongoing monitoring work and an outreach programme led by the Heath's Conservation Team and Ecologist including local allotments, neighbouring landowners, golf courses, etc.
- In response to a query (Clubs using facilities on the Heath) concerning the poor condition of the cricket pitch, Members were advised that the cricket squares and grass/turfing had been affected by the particularly wet autumn and winter and improvement works would take place in the spring when the weather and ground conditions improved.

City Surveyors Cyclical Work Programme

- The Superintendent updated Members that a major investment had been secured to refurbish the public toilets at Parliament Hill. The works were

scheduled to take 12-weeks. In addition, the public toilets in the Traditional Playground would also be refurbished.

East Heath Car Park (A DP5)

- Members were advised that funding had been secured for this project and tendering for the work had commenced. Resurfacing work was due to commence following the Whitsun Fair.

Planning

- **North Fairground Site 2017/4346/P.** Members were advised that the planning appeal was dismissed by the Inspector. The Superintendent thanked the Heath & Hampstead Society, the Vale of Health Society and the London Borough of Camden for their support.

Fishing – Hampstead and Highgate Angling Society (HAHAS) proposal.

- The Superintendent proposed to progress the proposal through the Ponds and Wetlands Plan which was currently being developed. The results of a silt survey were pending, and it was hoped a draft plan would be presented at the Committee's April meeting.

Hampstead Heath as case study for MSc at the Bartlett, UCL

- A workshop hosting MSc Sustainable Heritage students was taking place on 28 January 2020 and it was hoped that this would start an ongoing collaboration with University College London to develop research on historic artefacts at the Heath.

Swimming

- The Chairman chaired a Swimming Forum meeting on 14 January 2020 and engagement with the Swimming Associations had begun.
- It was noted that the Health and Safety recommendations made by the Health and Safety Executive following the fatality in the Men's Pond, e.g. increasing the number of Lifeguards, were a key priority for the review and would be taken seriously by the City Corporation.
- Members were informed that all options were being considered and would be discussed at the Swimming Forum meeting on 4 February 2020.
- The Heath & Hampstead Society were concerned that a fifth of the Heath's Local Risk budget was currently being allocated to subsidise swimming and was considered unfair to other activities. A position statement concerning the swimming review was made by the Society as follows:

- The Society will not contemplate a reallocation of funds from other parts of the Heath budget to support the increasing costs incurred by the tradition of free Lifeguarded swimming.
 - The Society considers that swimmers should pay – by season ticket or otherwise – for Lifeguarded swimming.
 - The Society believes the Swimming Associations should explore how the long tradition of not charging for swimming can be maintained by enabling more un-lifeguarded swimming via a Swimming Club arrangement.
 - The City should be mounting a forceful public relations campaign to urge people to pay, as being the ‘right thing to do’, rather than merely proposing new costly infrastructure (inter alia to keep swimmers out) and staff to enforce payment.
- Members were advised that in 2005 a self-policing charge was introduced; however, the amount of income generated at the facilities had remained low.
- A Member (Hampstead Conservation Area Advisory Committee) stated that he swam in the Ponds every day and felt that everyone should pay in the same way a runner would pay to use the Athletics Track.
- It was agreed the Ponds were a great treasure of the Heath and that the use of communications was key to encourage a change in attitude regarding non-payment. A Member (Hampstead Garden Suburb Residents' Association) added that it was not free to swim anywhere else so it would be unreasonable to expect the City Corporation to subsidise these costs.
- It was suggested that additional Swimming Clubs would make swimming less inclusive. It was agreed all swimming options needed to be accessible.
- A Member (South End Green Association) stated that swimmers would pay but it was not clear where you needed to pay. There was also confusion caused by people telling day visitors that they do not need to pay.
- A number of Members considered the lack of technology to be the key barrier to compliance as most people did not carry cash. It was agreed that making paying easy, e.g. contactless payments, was key. However, a Member (Highgate Conservation Area Advisory Committee) voiced concern that contactless payments meant using cards/watches/phones and without storage facilities to store valuables, this posed a risk for theft.
- As the popularity of the Ponds had increased during heatwaves and hot summer months caused by climate change, a Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association

Committee) wondered if there were any funding opportunities to support this change.

- A member of the public indicated that a charge for fishing licences at the Ponds had been introduced
- It was suggested (Highgate Conservation Area Advisory Committee) that there was a supply and demand issue with outdoor swimming caused by the closure of Lidos in other Local Authorities, e.g. Finchley and Muswell Hill, and that a campaign for restoration would lower the visitor numbers at the Heath.
- In response to a query concerning how to stop people swimming in the non-lifeguarded Ponds, Officers confirmed that signage and reinforcement that it was not safe would be used.
- The Chairman thanked Members for their support and advised that feedback on the proposals made at the additional HHCC meeting on 9 March 2020 would be presented to the HHHWQPC on 11 March 2020 for approval. It was critical that the revised arrangements would need to be implemented by 2 May 2020 for the start of the swimming season.

Events

- Members were informed that the Showmen's Guild 2021 proposal seeking a longer Easter Fair and no Whitsun Fair plus a second event with the Affordable Art Fair would be presented to Members at their next meeting.

Hampstead Heath Constabulary

- Officers confirmed that enforcement action was taken against an individual at the Highgate Men's Bathing Pond whilst it was closed during investigations concerning the fatality in June 2019. The individual was prosecuted and charged £1,100.

Waste & Recycling

- Officers confirmed that pending approval, a mini refuse collection vehicle would be procured.
- A timber enclosure would be constructed as a trial to obscure the bins at the Hive.
- In response to a query concerning the new bins and recycling scheme, Members were advised that the waste figures were increasing significantly, especially at peak times, and solutions were currently being trialled to resolve this. New bin stations would be implemented allowing for larger bins at peak times. Alongside the bin stations, new dog waste bins would also be installed which had apertures to stop coffee cups and

bottles being disposed of in these bins. Whilst the volume of new bin stations would remain constant with the existing provision, the number of bin locations would be reduced. In addition, a greater emphasis would be placed on recycling at the facilities.

- With regards to water stations, Officers confirmed push-up bottle filling stations were being investigated.
- The Superintendent agreed to make enquires concerning the western pond fountain.
- A Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) raised concerns that the removal of bins and not allowing picnic waste would mean that littering would take place in the local neighbourhoods.
- A Member (Highgate Society) encouraged a sense of ownership for litter, e.g. a local schools litter picking initiative.

RESOLVED – That:-

- Members provide feedback on the Annual Work Programme 2020-21 (appendix 1);
- Members provide feedback following the verbal update on swimming;
- Members to provide feedback on the Keep Britain Tidy report appended to the report (appendix 2).

7. REVIEW OF THE 2019 EVENTS PROGRAMME & PROVISIONAL 2020 EVENTS PROGRAMME

Members received a report of the Director of Open Spaces detailing the success and learning from the 2019 Hampstead Heath Events Programme and setting out the proposed 2020 Events Programme.

Members were advised that it had been a busy and successful 2019 for events with thanks given to the Officer Events Group for their assistance. Members congratulated the Events Team for their hard work and the successful implementation of the new Events Policy.

A Member (Highgate Society) noted previous discussions regarding the potential for a heritage/history day similar to the Highgate Wood Heritage Day. It was added that the annual conker event could be expanded to incorporate this idea. Officers confirmed that there had historically been a Heritage Day at the Heath and that such an event would require considerable work and planning. Members were invited to follow up with contacts and ideas for a Heritage Day.

A Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) felt there was a missed cultural

opportunity for a literary event looking at the huge amounts of literature past and present (not just Keats) with a connection to the Heath. This could include appearances and readings from local writers. The Superintendent noted that there was a Keats 200 programme which included live actors, walks, etc. The Deputy Chair noted that Queen's Park hosted an annual literary event which was coordinated by external, commercial organisers.

A Member (Hampstead Rugby Club) suggested expanding "This Girl Can" to bring in walking groups.

In response to a concern raised regarding the popularity of large events and carrying capacity of the Heath (Hampstead Conservation Area Advisory Committee), Members were advised that the Events Policy and Committee oversight guaranteed that the carrying capacity and impact of each event was considered and that balance was ensured. It was agreed balance was essential to diversity and inclusion at the Heath.

A Member queried if there was potential to expand on the recent Southern Cross-Country Championships to develop a European Cross-Country event. Officers confirmed that European Athletics were approached but uptake was poor.

RESOLVED – That:-

- Members of the Hampstead Heath Consultative Committee provide feedback on the proposed 2020 Events Programme (Appendix 2);
- The views of the Hampstead Heath Consultative Committee are conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 11 March 2020;
- Members of the Hampstead Heath Consultative Committee agree the proposed 2020 Events Programme (Appendix 2).

8. HAMPSTEAD HEATH, PARLIAMENT HILL FIELDS, GOLDERS HILL PARK AND HAMPSTEAD HEATH LIDO CAFÉS TENDER TIMELINE

Members received a report of the Director of Open Spaces providing an update on the proposed timeline for the tendering of the Parliament Hill Fields, Golders Hill Park and the Parliament Hill Fields Lido Cafés.

Members supported the proposed timeline.

RESOLVED – That Members:-

- Note the report, including the proposed timeline, as set out in paragraph 7;
- Give feedback on the content of the report, the views of this Committee will be shared with the Hampstead Heath, Highgate Wood and Queen's Park Committee.

9. **DOG WALKER CODE OF CONDUCT AND LICENCE CONSULTATION REPORT**

Members received a verbal update from the Superintendent of Hampstead Heath concerning the dog walker code of conduct and licence consultation.

The Superintendent confirmed that a report would come to the April meeting for feedback. The next step was to form a small working party looking in detail at the draft code of conduct and the licensing scheme arrangements.

A Member (Hampstead Garden Suburb Residents' Association) felt that the current wording was constrictive for non-commercial dog walkers and recommended a change in tone.

Members agreed that the number of dogs that could be walked at one time was the key issue and that it needed to be explicit that dog waste was a health hazard. A Member (Highgate Society) also recommended changing the wording "dog social skills" to "well behaved and social".

In response to a question (Hampstead Rugby Club) concerning how to identify a commercial dog walker from a private dog walker, Members were informed that commercial walkers could be required to wear something identifiable, e.g. an armband. Officers would seek to engage with dog walkers to determine if they were undertaking the activity for commercial gain.

10. **HAMPSTEAD HEATH EXTENSION CONSULTATION**

Members received a report of the Director of Open Spaces providing an update and the outcome of an engagement and consultation process regarding the use of the Hampstead Heath Extension Annex Room that is attached to the public toilet building.

A Member (Hampstead Rugby Club) noted that there was a lack of facilities on the extension and welcomed a kiosk over a café. In response to whether the Rugby Club would be able to use the facility to prepare tea and coffee, the Superintendent confirmed that the tender documentation would include provision of a simple and affordable offer to meet Club usage demands on match days.

A Member (Hampstead Garden Suburb Residents' Association) was concerned that a café would create an environmental impact and would only support a flagship environmentally friendly kiosk facility with non-permanent furniture that could be put away. With regards to the annex room, the Member suggested this also provided an opportunity to display information about the Heath.

RESOLVED – That Members:-

- Provide feedback on the report findings (appendix 2);
- Provide feedback on the Superintendent's recommendation to proceed with a tender for the lease of the Annex Room as a refreshment room, as set out in para 20.

11. **DRAFT SPORT AND PHYSICAL ACTIVITY STRATEGY FOR 2020-25**

Members received a report of the Head of Corporate Strategy and Performance concerning the City of London Corporation's Draft Sport and Physical Activity Strategy for 2020-25. The following comments were made:

- The Chairman was pleased that the Strategy had been significantly revised and strongly advocated for a Member Working Party to give oversight for this important area.
- A Member (Highgate Society) felt the Strategy was not sufficiently clear that walking is exercise and was the main reason people visited the Heath. It was added (Hampstead Garden Suburb Residents' Association) that this could be expanded to promote the Heath's benefit to people's health and wellbeing. Members were advised that the links between the Heath and physical activity were covered in the Heath Vision.
- A Member (Representative of Clubs using facilities on the Heath) noted there was new strategic planning sport guidance that had been released by Sport England and recommended incorporating the recommended process as this could help to secure grant aid. Members were informed that Sport England guidance and data had already been used but the new guidance would be reviewed.
- It was noted that sport featured heavily throughout the Strategy which was a turn-off some people and a Member (Representative of Clubs using facilities on the Heath) recommended that the Strategy make a steer towards using physical activity as an inclusive concept.
- A Member (Hampstead Garden Suburb Residents' Association) felt that it was not clear where funding for this Strategy was coming from which was needed for prioritisation of projects in the Fundamental Review. It was recommended that the wording be changed to say Open Spaces and beyond.
- It was noted that there was no mention of the future or looking at trends and a Member (Hampstead Rugby Club) queried whether there was scope to introduce new sports, e.g. basketball, netball, that were growing in popularity over less popular sports such as bowls and croquet that were currently represented.
- In addition, a Member (Mansfield Conservation Area Advisory Committee & Neighbourhood Association Committee) added that an organisational approach was needed to book classes, e.g. yoga and tai chi, at the Heath. Members were advised that stakeholder views would be sought concerning diversifying activities.
- A Member (Friends of Kenwood) highlighted that there were assets outside the Square Mile with nearly all team sports taking place elsewhere.

- Members felt there was a disconnect with the Heath Vision as most people were not involved in team sports. It was agreed that individuals that visited the Heath (and other City Corporation assets) for their physical activity needed to be adequately captured. Members were informed that an equalities impact assessment would be carried out which would hopefully ensure all relevant groups were captured.
- The Director of Open Spaces stated that similar comments were received at other sites and anticipated that operational plans looking at diverse groups, new activities and non-formal sports would be addressed at a local level rather than within the full Strategy.
- It was noted that there would be further opportunity for feedback during public consultation.

RECEIVED.

12. **QUESTIONS**

There were none.

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

There was no urgent business.

14. **DATE OF NEXT MEETING**

The date of the next meeting on 9 March 2020 at 7.00pm was noted.

The meeting ended at 9.03 pm

Chairman

Contact Officer: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Wednesday, 22 January 2020**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Room 1 - 2nd Floor West Wing, Guildhall on Wednesday, 22 January 2020 at 5.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chair)
Deputy David Bradshaw
Alderman Prem Goyal
Michael Hudson
Alderman Gregory Jones QC
Wendy Mead
Deputy John Tomlinson
William Upton QC
John Beyer (Heath & Hampstead Society)
Sam Cooper (English Heritage)
Councillor Richard Cornelius (London Borough of Barnet)
Adeline Siew Yin Au (Ramblers' Association)

Officers:

Colin Buttery	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Katherine Radusin	- PA to Superintendent of Hampstead Heath
Richard Gentry	- Constabulary and Queen's Park Manager
Declan Gallagher	- Operational Services Manager
Yvette Hughes	- Business Manager Hampstead Heath
Gerry Kiefer	- Business Manager, Open Spaces Department
Paul Maskell	- Leisure and Events Manager
Alison Elam	- Group Accountant, Chamberlain's Department
Kristina Drake	- Media Team, Town Clerk's Department
Leanne Murphy	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Ruby Sayed, Rachel Evans, Councillor Thomas Gardiner, Graeme Doshi-Smith, Oliver Sells QC.

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

There were none.

3. MINUTES

RESOLVED, that the public minutes of the meeting held on 13 November 2019 were approved as a correct record.

Members were advised that the planning application appeal for the North Fairground Site was dismissed by the Inspector. The Superintendent thanked the Heath & Hampstead Society, the Vale of Health Society and the London Borough of Camden for their support.

4. **DEPARTMENTAL AND SERVICE COMMITTEE BUDGET ESTIMATES AND HIGH-LEVEL SUMMARY BUSINESS PLAN 2020/21 - OPEN SPACES DEPARTMENT**

The Committee considered a joint report of the Chamberlain and Director of Open Spaces regarding the Departmental and Service Committee Budget Estimates and high-level summary Business Plan 2020/21 for the Open Spaces Department.

Members were advised that the budget was broadly equal to the current budget despite the Fundamental Review.

The Superintendent was pleased to confirm the East Heath Car Park resurfacing project was approved at the recent Resource Allocation Sub Committee meeting. It was noted that Capital Project bids for 2020/21 had been resubmitted for the East Heath Car Park Resurfacing, Queen's Park Public Toilet Rebuild and the Resurfacing of the Parliament Hill Athletics Track.

In response to a query concerning a reduction in the provision for the Cyclical Works Programme (CWP) and whether this was sufficient to cover these costs, Members were advised that the CWP Programme spanned over three years which accounted for the differences and that the project costs were monitored by the Corporate Asset Sub Committee. Members indicated that they needed to be kept aware of any projects that were slipping and the reasons why. Members were advised that there had been a recent prioritisation of projects on public delivery, e.g. toilets, playgrounds, but that the RAG ratings were reviewed and reprioritised quarterly.

RESOLVED – That Members:-

- Review and approve the Hampstead Heath, Highgate Wood and Queens Park Committee's proposed revenue budget for 2020/21 for submission to Finance Committee;
- Review and approve the Hampstead Heath, Highgate Wood and Queens Park Committee's capital and supplementary revenue projects budgets for 2020/21 for submission to Finance Committee;
- Authorise the Chamberlain in consultation with the Director of Open Spaces to revise these budgets to allow for any further implications arising from the Fundamental Review, Corporate Projects, other reviews and changes to the Cyclical Works Programme;
- Agree that minor amendments for 2019/20 and 2020/21 budgets arising during budget setting be delegated to the Chamberlain;

- Note the final draft high-level summary Department Business Plan for 2020/21.

5. **HAMPSTEAD HEATH TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

The Committee considered a report of the Chamberlain concerning the Hampstead Heath Trustee's Annual report and Financial Statements for the Year Ended 31 March 2019.

RECEIVED.

6. **HIGHGATE WOOD & QUEEN'S PARK TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019**

The Committee considered a report of the Chamberlain concerning the Highgate Wood and Queen's Park Trustee's Annual report and Financial Statements for the Year Ended 31 March 2019.

RECEIVED.

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

There were no questions.

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

There were no urgent items.

9. **EXCLUSION OF THE PUBLIC**

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

10. **NON-PUBLIC MINUTES**

RESOLVED, that the non-public minutes of the meeting held on 13 November 2019 were approved as a correct record.

11. **SWIMMING REVIEW**

The Committee received a verbal update from the Superintendent of Hampstead Heath concerning the Swimming Review 2020.

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

There were no questions.

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

There was one item.

The meeting ended at 6.30 pm

Chairman

Contact Officer: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

Hampstead Heath Consultative Committee

Actions Sheet

	Date	Action	Officer responsible	Progress Update
1.	11 Feb 2019	SUPERINTENDENT'S UPDATE Local schools to be approached again for representation on the Committee.	Superintendent	Update at March 2020 meeting
2.	27 Jan 2020	PROVISIONAL 2020 EVENTS PROGRAMME The Ladies Pond and Keats House to be approached re: developing a cultural literary event / ticketed fundraiser.	Superintendent / ES	Update at March 2020 meeting

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Committees:	Dated:
Hampstead Heath Consultative Committee – for discussion	09/03/2020
Hampstead Heath, Highgate Wood & Queen's Park Committee – for decision	11/03/2020
Subject: Hampstead Heath Swimming Review 2020	Public
Report of: Director, Open Spaces Department	For Discussion / Decision
Report author: Bob Warnock, Open Spaces Department	

Summary

A full review of the Hampstead Heath Swimming Facilities has been undertaken, in conjunction with Health and Safety advice received following a fatality at the Highgate Men's Bathing Ponds in June 2019. The Health and Safety Executive confirmed that there were no material breaches and provided advice in relation to Lifeguard breaks and alertness, maximum bather loading, minimum Lifeguards numbers and Lifeguard training. The report sets out the improvements required to address the Health and Safety issues, visitor access, rapidly increasing demand and presents options to secure the long-term financial sustainability of the Bathing Ponds.

Recommendations

It is recommended that:

- Members note the outcomes of the Swimming Review.
- The views of the Hampstead Heath Consultative Committee are conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 11 March 2020.
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the level of subsidy for the Bathing Ponds, and set the Charges for 2020/21, as detailed in paragraph 19.
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve to freeze all Swimming Season Tickets prices until April 2021, as detailed in paragraph 20.
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve charging Model Option 3, as set out in paragraph 33.
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve a package of Concessions, as set out in paragraph 38.

Main Report

Background

1. In the light of exceptional popular summer seasons in 2018 and 2019, as well as a fatality at the Highgate Men's Bathing Pond in June 2019 and multiple incidents of physical and verbal abuse against Heath staff, the City Corporation has commenced the first large scale Swimming Review since 2005.
2. The Review has focused on:
 - Taking account of the Health and Safety Executive advice (8 October 2019)
 - Fulfilling our responsibilities in relation to our Duty of Care towards visitors, Lifeguards and wider Heath Staff;
 - Responding to the increased demand for cold water swimming on the Heath. Swimming visits at the Bathing Ponds are estimated to have increased by over 300,000 visits since 2010/11, to over 655,000 visits per year;
 - Ensuring the swimming facilities are inclusive and welcoming to a diverse range of visitors;
 - Applying clear and fair charging arrangements to ensure the long-term financial sustainability of the swimming facilities.
 - Ensuring the City Corporation has effective communications and appropriate technology in place to promote and collect the swimming charges.
3. In February 2005, the Hampstead Heath Management Committee agreed the following charging arrangements for the Bathing Ponds,

“From 1 June 2005, a self-policing £2 charge (£1 concessions) and an annual payment scheme giving unlimited use for regular swimmers at all three ponds, be introduced, producing an estimated income of £80,000”.
4. Members should note that the Hampstead Heath Swimming Regulations (January 1990) set out the requirement to pay to use the Swimming Facilities.
5. These charges have remained unchanged for 15 years. During the development and implementation of the Hampstead Heath Ponds Project it was agreed by the Management Committee that the charges would be held until the Project was completed, in view of the likely disruption at each of the Bathing Ponds.
6. The previous Superintendent reported to the Hampstead Heath Management Committee on 25 November 2006, stating that during the first year following the introduction of the charges at the Bathing Ponds, £13,000 of income was generated, and £23,000 the following summer.
7. In 2018/19 the income generated at the Bathing Ponds was £67,000.
8. The Adult Season Ticket for the Bathing Ponds costs £125 for 12 months and £66 for 6 months. Season Tickets are available to purchase online through the City of London Corporation website, and in person at the Parliament Hill Fields Lido. So far during 2019/20, 377 Season Tickets have been sold for the Bathing Ponds. This compares with 1,041 for the Lido. The Superintendent acknowledges the feedback from Season Ticket holders that the online system has scope to be improved in terms of functionality and user experience.

Current Position

9. There are substantial costs involved in running all the swimming facilities. These include the cost of providing and training Lifeguards, maintaining and upgrading the facilities, providing safety equipment, ensuring water quality and managing the natural surroundings. Other factors (including complying with the Health and Safety Executive advice in relation to the ratio of Lifeguards to swimmers, their breaks, rotation of duties and alertness), this will involve additional expenditure for the 2020/21 season onwards, as will the need for additional Heath Rangers to help with the management of visitors and operation of the swimming facilities.
10. As a result, the cost to provide the Bathing Ponds in 2020/21 is likely to rise from £747,000, to £1,061,000. Without any corresponding increase in income under the status quo, this increasing deficit cannot be funded from the Heath's Local Risk Budget without having a detrimental impact on the conservation and protection of the wider Heath and the provision of other sports and recreational activities.
11. In addition, the costs to provide the Parliament Hill Fields Lido for 2020/21 is likely to rise from £521,000, to £582,000, which would result in an estimated subsidy of £205,000 i.e. 35%. This would represent 5% of the Heath's Local Risk Budget.
12. The Review has involved detailed discussions with the Lifeguards and engagement with the Hampstead Heath Swimming Associations. The first stage of the Review commenced at the Swimming Forum on 1 October 2019. A facilitated discussion then took place at the Swimming Forum on 14 January 2020. The notes of that meeting are attached (Appendix 1).
13. Following this, a series of discussions have been held with the Swimming Associations to collaborate in developing ideas and options. Draft proposals (Appendix 1) were discussed at a Swimming Forum on 4 February 2020 and following feedback from the Swimming Associations have been refined into a position paper (Appendix 1). This was discussed at the Swimming Forum on 11 February 2020. The notes of the meeting are attached (Appendix 2).
14. The Hampstead Heath Sports Advisory Forum discussed this report at their meeting on the 24 February 2020. A summary of the comments received will be provided at the meeting.
15. Through these discussions, a shared understanding has been achieved in relation to the Health and Safety Executive advice, the City Corporation's Duty of Care, and the primary role of the Lifeguards being to ensure bather safety, rather than facility upkeep and visitor management. Consequently, the Superintendent is updating the Swimming Facilities Risk Assessments, Safe Systems of Work and the Swimming Regulations to reflect the learning from the Swimming Review and the Health and Safety Executive advice. This will inform a review of the Open Spaces Department and Hampstead Heath Risk Registers. The following actions are being progressed:
 - The current practice of manual head counting by the Lifeguards is no longer fit for purpose. A new system needs to be investigated to monitor both the bathing and the facility load at the Bathing Ponds more accurately. This will need to be non-intrusive, robust, effective and appropriate to the natural environment at the Bathing Ponds.

- The Royal Life Saving Society Open Water Training with external validation has commenced for Lifeguards and the Fixed-Term Contract Lifeguards. The training will also be extended to casual contract Lifeguards.
 - A programme of closures to enable facility maintenance, Lifeguard Team training and continual professional development will be introduced in consultation with the Swimming Associations.
 - New additional safety equipment has been procured for the 2020 season.
 - Through the Annual Work Programme, the Conservation Team will install perimeter dead hedging, hedging, planting and chestnut pale fencing to reduce unauthorised access into the Bathing Ponds.
 - Subject to Planning and Historic Building Consents an additional temporary 2.4 metre perimeter fence will be trialled at the Lido (May-August) to prevent unauthorised access over the boundary walls. The proposed temporary fence is a no-dig, self-supporting system that can withstand vandalism and winds in excess of 100mph. It would be supported through a series of rigid plastic ballast bins.
 - We will investigate options to increase the level of facility cleaning during busy periods. Contract cleaning is an option being investigated.
 - We will also promote and develop the role of Heath Hands volunteers with conservation projects associated with the Bathing Ponds.
 - Working with each of the Swimming Associations and the Lifeguarding Team, we will seek to establish Working Groups to collaborate on finding solutions to operational and access issues at each facility.
16. In addition to specifically responding to the issues raised by the Health and Safety Executive in relation to Lifeguard alertness, breaks and the minimum Lifeguard numbers the following staffing arrangements are being progressed: -
- Additional Lifeguards will be employed to allow for breaks and rotation of duties to maintain alertness. During the winter season a roving female Lifeguard will operate between the Kenwood Ladies' Bathing Pond and the Highgate Men's Bathing Pond. This is currently being trialled. During the summer season six additional Lifeguards will be required for the three Bathing Ponds, as two shifts operate.
17. In response to the learning from the Swimming Review, additional staff resources are required to ensure the primary role of Lifeguards is focussed on bather safety. The following staffing arrangements are being progressed: -
- Additional Heath Rangers employed to support the Lifeguards in relation to managing visitors and the operation of the swimming facilities. During the winter season a roving Heath Ranger will operate between the swimming facilities. During the summer season it is estimated that six additional Heath Rangers will be required across the swimming facilities. The Heath Rangers will be required to manage the queues, control the number of people within the facility, provide information to visitors, support visitors with the updated payment arrangements, respond to incidents within the facility, liaise with other Heath staff and the Emergency Services and assist with cleaning and the management of the facilities.

Options

18. Taking account of the issues discussed in the report Members are asked to consider the appropriate levels of subsidy and charges, as set out in table 1, in order to secure the long-term financial sustainability of the Bathing Ponds. Taking into account local considerations and priorities to ensure this aligns with the Heath's charitable objectives and the Hampstead Heath Management Strategy 2018 - 2028 outcomes.

Current					
	Subsidy* ¹	% of Heath Local Risk * ²	Charge Rates	Projected Income (Ex VAT) * ⁴	Recovery (%)* ¹
A	£994,000	22%	£2.00 Adult	£67,000.00	6%
	94%		£1.00 Concession		
Proposed					
	Subsidy* ¹	% of Heath Local Risk * ²	Charge Rates* ³	Projected Income (Ex VAT)* ⁵	Recovery (%)* ¹
B	£728,000.00	16%	£2.00 Adult	£333,000.00	31%
	69%		£1.20 Concession		
C	£586,000.00	13%	£3.00 Adult	£475,000.00	45%
	55%		£1.80 Concession		
D	£443,000.00	10%	£4.00 Adult	£618,000.00	58%
	42%		£2.40 Concession		
E	£301,000.00	7%	£5.00 Adult	£760,000.00	72%
	28%		£3.00 Concession		
F	£159,000.00	4%	£6.00 Adult	£902,000.00	85%
	15%		£3.60 Concession		
*1 Based on projected expenditure of £1,061,000 for 2020/21 season and rounded to the nearest thousand or whole percentage.					
*2 Based on 2019/20 Hampstead Heath Local Risk Budget of £4,460,000 and rounded to the nearest whole percentage.					
*3 Concession based on a 40% discount on the Adult charge.					
*4 Income based on 2018/19 season.					
*5 Projected income based on 2016/17 visits (426,443), accounting for Income of £58,170 from the sale of 894 Season Tickets which is estimated to account for 42.8% of visits. Day Tickets have been modelled on a 25% Adult, 75% Concession split. Figures rounded to the nearest thousand					

Table 1

19. Members are asked to determine the level of subsidy and the ensuing day ticket price point for the Bathing Ponds, noting that **Officers recommend Option D**. Members may wish to consider a phased approach to increasing the charges in order to reach the approved level of subsidy.
20. It is proposed that all Swimming Season Tickets prices are frozen until April 2021.
21. In future years the City Corporation will benchmark, consider inflation and review the approved charges, bringing a report to this Committee for approval as part of the annual fees and charges approval cycle. This process involves consulting

Stakeholders including the Swimming Forum, Sports Advisory Forum and the Hampstead Heath Consultative Committee.

22. In order to achieve the agreed level of subsidy for the Bathing Ponds, there are a number of models for Members to consider in relation to how the charges are collected.

Bathing Ponds Charging Model

23. Through discussions it is recognised that the following steps are required to support all of the proposed charging models:

- Install contactless payment, in addition to maintaining cash collection arrangements for 2020/21.
- Improve the online experience for people purchasing Season Tickets.
- Install new signage that provides information about the payment options and the Hampstead Heath Charity. This would make it much easier for swimmers to pay and to understand that their payments go towards sustaining the Ponds and the Lifeguarding costs.
- Promote a culture of payment at the Ponds in collaboration with the Swimming Associations.

24. Heath Rangers will be deployed at the Bathing Ponds to support the Lifeguards and the operation of the facilities. Part of their role will be to support and manage the agreed charging model.

25. The following options in relation to the Bathing Ponds charging model have been prepared:

Option 1 - Maintain the existing “Self-Policing” charges

26. A “Self-Policing” charge would continue to be operated at the Bathing Ponds to collect the approved charges and meet the agreed level of subsidy.

Option 2 – Adopt applied charges – supported by Heath Rangers

27. Collect the approved charges from 2 May 2020 to meet the agreed level of subsidy. It is proposed that charges would be applicable at the point of entry for the Bathing Ponds.

28. Heath Rangers would support the culture of payment at the Ponds, this builds on the existing practice at the Mixed Pond during the summer season.

Option 3 – Adopt applied charges – managed by Heath Rangers

29. Collect the approved charges from 2 May 2020 to meet the agreed level of subsidy. It is proposed that charges would be applicable at the point of entry for the Bathing Ponds. Heath Rangers will oversee and ensure payment.

Option 4 – Adopt applied charges – managed using a gate entry system

30. Collect the approved charges from 2 May 2020 to meet the agreed level of subsidy. It is proposed that charges will be applicable at the point of entry and managed using a gate entry system to ensure payment.

31. This option would require Capital Investment and implementation would need to be phased.

Option 5 – Reduce the swimming offer to reduce expenditure

32. Introduce a morning Members only swimming club to reduce the Lifeguard hours in the winter. Applying annualised hours to the Lifeguards work arrangements and reducing the number of swimming hours to align with the agreed subsidy and income from charges.

Preferred Option – Charging Model

33. **Officers recommend Option 3.** This option establishes clear and fair arrangements to collect the agreed charges, in-line with the Hampstead Heath Swimming Regulations. The current Self-Policing model has not proved an effective mechanism to collect the approved charges. However, recognising the unique environments of the Bathing Ponds, this option to collect the approved charges without installing significant infrastructure should be trialled in the first instance. The City Corporation welcomes the opportunity to continue collaborate with the Swimming Associations to establish a culture of payment to meet the agreed level of subsidy.
34. The Swimming Associations have robustly indicated their support for Option 1 and that the City Corporation implement an effective payment collection system based on voluntary contributions. In support of this approach the Associations have indicated their willingness to promote a culture of payment at the Ponds and to encourage the purchase of Season Tickets.

Concessions

35. In addition to the charges, Members have a number of options to consider in relation to the concessionary offer.
- A. Concessionary discount retained at 50% discount of the adult rate.
 - B. Concessionary rates brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the Adult rate.
 - C. Concessionary rates brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the Adult rate and introduce free morning swims (until 09.30) to over 60's and under 16's to the Highgate Men's Bathing Pond the Kenwood Ladies' Bathing Pond and the Hampstead Mixed Bathing Pond.
36. Concessions apply to the following:
- Freedom Pass
 - Disabled Card
 - Job Seekers Allowance
 - Student
 - Under 16's
37. The Open Spaces Department is currently undertaking a review of Concessions and this will include the consideration of a support fund to ensure the Open Spaces facilities remain financially inclusive.

Preferred Option – Concessions

38. Whilst this review is undertaken, **Officers recommend Option C** - that the Concessionary rates are brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the adult rate and introduce free morning swims (until 09.30) to over 60's and under 16's to the Bathing Ponds.

Corporate & Strategic Implications

39. Ensuring the long-term sustainability of the swimming facilities supports the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.
40. This also meets the three objectives and outcomes set out in the Open Spaces Department 2020-21 Business Plan. (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.
41. As well as contributing towards the achievement of the three aims set out in the City of London Corporation Corporate Plan 2018-23: Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).

Implications

Legal

42. Under articles 7 and 10 of the Greater London Parks and Open Spaces Order 1967, as applied by the London Government Reorganisation (Hampstead Heath) Order 1989, the City Corporation may:
- Provide and maintain swimming baths and bathing places whether open air or indoor;
 - Provide and maintain platforms, screens, seats, lockers, towels, costumes and any apparatus, appliances, equipment or conveniences that are necessary or desirable;
 - Erect and maintain such related buildings or structures as they consider to be necessary or desirable;
 - Set apart or enclose any part of the Heath in connection with the above and preclude any person from entering that area other than a person to whom access is permitted by them;
 - Employ such persons in connection with the use or enjoyment of those facilities, do such acts and make and enforce such restrictions or conditions as they consider necessary or desirable in connection with the exercise of their powers;

- Make such reasonable charges as they think fit for the use or enjoyment of any such facilities provided by them, or the use of any such building or structure erected or maintained by them, or admission to, or the use of, any such part of the Heath set apart or enclosed by them.

Financial

43. The City's Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
44. Members have been asked to consider the level of subsidy to inform the charges for the Bathing Ponds. Members may wish to consider phasing any increase in charges.

Property

45. The Swimming Review has identified the requirement for capital investment to improve accessibility, introduce technology to measure the bathing load and to introduce contactless payment options as well as upgrading electricity, broadband, and water supplies.
46. The identified capital projects align with the High-Level Asset Management Plan priorities for Hampstead Heath and will follow the City of London Corporation Capital Bidding Process and the Project Procedures.
47. In addition to capital projects, there are a range of projects that will need to be funded and programmed through the Cyclical Works Programme and the Hampstead Heath Annual Works Programme, Appendix 3. Therefore, a phased programme of implementation will be necessary that focuses on safety and access.

Reputational Risks

48. Members should be aware that the proposed changes may attract negative media coverage and potentially campaigns, given that some swimmers are opposed to the possible introduction of applied charges. However, the proposals could also generate positive media coverage by improving swimmer safety, ensuring the City Corporation complies with Health and Safety Executive advice, and that the Bathing Ponds are sustainable. The Communications Team has a Communications Plan in place to take forward opportunities and mitigate risks.

Human Resources

49. Additional Lifeguards and Rangers will need to be recruited using Fixed-Term Contracts, not exceeding 12 months, to retain flexibility and to align with the moratorium on recruitment.

Equality Analysis

50. A test of relevance for an Equality Analysis has been undertaken and has confirmed there are no significant negative/adverse impacts on protected characteristics, (Appendix 5). Therefore, a full Equality Analysis is not required at this stage.

Conclusion

51. The Swimming Review focussed on Health and Safety, the Duty of Care towards staff and visitors, recognising the increasing demand and providing inclusive and welcoming facilities to a diverse range of visitors. A range of options in relation to the level of subsidy have been modelled to inform the charges for 2020/21. In addition, a range of charging models have been developed to establish clear and fair charging arrangements to ensure the long-term financial sustainability of the Bathing Ponds.
52. The City Corporation welcomes the opportunity to continue collaborating with the Swimming Associations to safeguard the future of the swimming facilities on Hampstead Heath.

Appendices

- Appendix 1 – Position Paper, February 2020
- Appendix 2 – Swimming Forum Meeting Notes - 11 February 2020
- Appendix 3 – Projects Identified during the Swimming Review 2020
- Appendix 4 – Benchmarking Data
- Appendix 5 – Equality Analysis Test of Relevance

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Hampstead Heath Swimming Review January - March 2020

HEATH VISION

The Heath contributes immensely to our mental, emotional and physical health and well-being, providing free access to roam in the outdoors, to pause and observe, to play, to explore, discover and learn about the natural world.

Connection with the Heath is life-enhancing and our lives are healthier and more active with opportunities for walking, informal recreation, active pursuits, swimming and sports.

KEY ISSUES

In the light of exceptional summer seasons in 2018 and 2019, a fatality at the Highgate Men's Bathing Pond in June 2019, together with multiple incidents of physical and verbal abuse against City Corporation employees, the City Corporation has commenced the first large scale Swimming Review since 2005. The review has focused on:

- Taking account of the Health and Safety Executive advice (received 8 October 2019).
- Fulfilling our responsibilities in relation to our Duty of Care towards visitors, Lifeguards and wider Heath Staff.
- Responding to the increasing demand for cold water swimming on the Heath. Swimming visits at the Bathing Ponds are estimated to have increased by over 300,000 since 2010/11, to over 655,000 visits per year.
- Ensuring the swimming facilities are inclusive and welcoming to a diverse range of visitors.
- Establishing a clear and fair charging structure that is consistent with the subsidies for recreation and sport across the Heath to ensure the long-term financial sustainability of the swimming facilities.

THE PROCESS

This paper is the latest in a series of documents that have been prepared as part of a wider process of engaging with stakeholders.

The review to date has comprised of detailed discussions with the Lifeguards and engagement with the Hampstead Heath Swimming Associations at the Swimming Forum on the 14 January 2020 (see Appendix 1). Following this a series of discussions have been held with the Swimming Associations to collaborate in developing ideas and options.

The Members of the Hampstead Heath Consultative Committee discussed the objectives of the Swimming Review at their meeting on the 27 January 2020.

On the 4 February 2020 the City Corporation presented a series of draft options and proposals (Appendix 2) to the Swimming Forum and facilitated a further discussion (Appendix 3).

Taking account of the feedback from the Swimming Forum, this paper sets out the City Corporation's position for discussion with the Swimming Forum on the 11 February 2020.

The Hampstead Heath Sports Advisory Forum will have the opportunity to consider this position at their meeting on the 24 February 2020.

WHAT WE HAVE HEARD DURING THE DISCUSSIONS

FEEDBACK FROM THE SWIMMING FORUM	THE CITY CORPORATION RESPONSES
Don't rush	<p>The Hampstead Heath Swimming Forum commenced a review the 2019 summer season at their meeting on the 1 October 2019. It was agreed that the review would continue once the outcome of the investigations by the Health and Safety Executive and Coroner into the fatality at the Highgate Men's Pond on the 1 June 2019 were completed.</p> <p>The Health and Safety Executive concluded their investigations and provided written advice to the City Corporation on the 8 October 2019.</p> <p>The Coroners Court hearing was completed on the 31 October 2019.</p> <p>The Chairman of the Hampstead Heath Management Committee chaired the Swimming Review on the 7 January 2020.</p> <p>Engagement with the Lifeguards, the Swimming Forum and the Swimming Associations has enabled open discussions on the key issues.</p> <p>To take account of the Health and Safety Executive advice, additional safety control measures need to be implemented ahead of the 2020 Summer Swimming Season, which commences on 2 May.</p>
Don't gold-plate	<p>We understand this position, however, the City Corporation has a duty of care towards visitors, Lifeguards and the wider staff working across the Heath. The City Corporation will continue to use Risk Assessment to assess the risks in terms of likelihood and impact. Work has started reviewing the Risk Assessments and Safe Systems of Work. A roving Lifeguard is being trialled to find a cost-effective model for the winter months.</p>
Don't make payments compulsory	<p>Self-policing charges (£2 adults, £1 concession) were introduced at the Bathing Ponds in 2005. The charges were expected to generate income of £80,000 in the first year (2005/06). Income for 2018/19 was £67,000, despite the number of visits increasing on an annual basis. Taking account of the additional expenditure for the 2020/21 season without increasing income the costs are likely to rise to £994,000. This cannot be funded from the Heath's Local Risk Budget without having a detrimental impact on the conservation and protection of the Heath.</p>

	Whilst fundraising has been suggested, the scale and pace required gives some uncertainty in relation to the viability of this model.
Don't save costs by reducing opening hours	Maintaining the current level of provision is being prioritised, however this will be retained as an option.
Don't impinge on the unique natural environment	We agree and whilst measures need to be taken to secure the perimeters of the Bathing Ponds, we intend to use native hedging, dead-hedging, aquatic planting and fencing in-keeping with the materials used across the Heath.
Don't exclude people	<p>An Equalities Impact Assessment will be undertaken as part of the Committee reporting process. We are also developing opportunities to make the facilities more accessible to a diverse range of visitors.</p> <p>In conjunction with the Swimming Associations the City Corporation welcomes the opportunity to consider local 'hardship' funds to ensure that Heath swimming facilities are financially inclusive.</p>
Do make it easier for people to pay	<p>The City Corporation acknowledges your feedback about signage and communications. The priority is to implement a clear and fair system that is based around contactless payment and the online purchase of season tickets. The online season tickets were launched in April 2019 and some further improvements are required to streamline the process. You have suggested that a cash payment box should be maintained initially as visitors adjust to contactless payments or purchase season tickets.</p> <p>New signs at the Bathing Ponds were discussed with the Swimming Forum in 2018 and installed in 2019.</p>
Do aim for consistency	Currently, the Bathing Ponds are not consistent with the other leisure and sports facilities across the Heath. There is an opportunity to extend the offer of free swimming between 7.30-9.00 for 60+ and under 16's to the Bathing Ponds.
Do highlight the excellent value	The season tickets are heavily subsidised and offer value for money. For visitors who purchase an annual Adult Bathing Ponds season ticket at £125 and swim three times per week this represents a cost of only 80p per swim. The equivalent cost is 42p for Concessions.
Do make the case for the City of London Corporation's role as custodians of Hampstead Heath.	We acknowledge the feedback received. We will look for additional opportunities to clarify the role the City Corporation as custodians of Hampstead Heath.

Do make the case for the Hampstead Heath Charitable Trust and that payments and donations all contribute towards the cost of providing and maintaining the swimming facilities.	We acknowledge the feedback received and will update our communications accordingly.
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There is agreement on many things; however, we recognise there are opportunities to improve the accuracy of our data. Currently, our data, customer visits and bather numbers do not correlate (e.g. multiple beam breaks could be one person, and one beam break could be a non-swimmer. Also, a season ticket holder may not visit for a long period) and therefore we do not have reliable data to work on cost/subsidies.

Importantly, there is a shared understanding in relation to the Health and Safety Executive advice, the City Corporation's Duty of Care and the primary role of Lifeguards being to ensure bather safety, and not facility and crowd management. Consequently, the City Corporation is updating the Swimming Facilities Risk Assessments and Safe Systems of Work to reflect the learning from the Swimming Review and the Health and Safety Executive advice.

ACTIONS BEING PROGRESSED BY THE CITY CORPORATION

1.	Introducing a third Lifeguard at each facility to allow for breaks, rotation of duties and to maintain alertness. A roving Lifeguard is currently being trialled, to provide support at both the Men's and Ladies' Ponds.
2.	The current practice of manual head counting by the Lifeguards is no longer fit for purpose. A new system needs to be investigated to accurately monitor both the bathing and the facility load at the Bathing Ponds.
3.	The Royal Life Saving Society Open Water Training with external validation for the Lifeguards and the Fixed Term Contract Lifeguards has commenced.
4.	A programme of regular closures at all the swimming facilities to enable Lifeguard Team training and continual professional development will be introduced in consultation with the Swimming Associations.
5.	New additional safety equipment is being procured for the 2020 season.
6.	Install perimeter hedging, planting and chestnut pale fencing to reduced unauthorised access into the Bathing Ponds.
7.	Trial an additional temporary perimeter fence at the Lido (June-August) to prevent unauthorised access over the boundary walls.
8.	Deployment of additional Ranger staff to aid the management of visitors and operation of the swimming facilities.
9.	Investigate options to increase the level of facility cleaning during busy periods.

10. Install technology to record anonymous data on visitor numbers, bather and facility loading, to assist staff in managing safety and demand, especially on busy days.
11. Promote and develop the role of Heath Hands volunteers with conservation projects associated with the Bathing Ponds.
12. Seek to work with each of the Swimming Associations and the Lifeguarding Team to establish Working Groups to collaborate on finding solutions to operational and access issues at each facility.
13. Update the Swimming Facility Risk Assessments and Safe Systems of Work to reflect the additional safety control measures.
14. Continue to work with each Swimming Association to see where fundraising opportunities can be facilitated.

REVENUE COSTS

The City Corporation is working with an independent Health and Safety Consultant to find the best possible and most practical ways to mitigate the inherent risks in a way that is cost effective and pragmatic.

Nevertheless, there are going to be substantial extra costs. The extra revenue costs to implement the additional control measures are estimated to be £300,000 - £330,000 as well as one off revenue cost of £70,000 towards new signs, equipment, technology and materials.

In addition, a significant capital investment is required to re-provision the electrical supply at the Mixed Pond, change the entrance at the Men's Pond and ensure the facilities are accessible.

Current Operating Model	Bathing Ponds	Lido	Total
Expenditure 2018/19	£747,000	£521,000	£1,268,000
Income 2018/19	£67,000	£377,000	£444,000
Subsidy 2018/19	£680,000	£144,000	£824,000

New Operating Model	Bathing Ponds	Lido	Total
Expenditure 2018/19	£747,000	£521,000	£1,268,000
Estimated Additional Expenditure 2020/21	£314,000	£61,000	£375,000
Total Expenditure	£1,061,000	£582,000	£1,643,000
Income 2018/19	£67,000	£377,000	£444,000
Income 2020/21	*	+	
Estimated Subsidy 2020/21	£994,000	£205,000	£1,199,000

* This will be modelled from May 2020 based on actual income

+ This will be modelled from May 2020 based on actual income

PAYMENT FOR USE OF THE FACILITIES

Charges for the Bathing Ponds were introduced in 2005 at a rate of £2 for an adult swim and £1 for concessions.

There are differing views amongst swimmers about the charges. There are swimmers who pay the entry charges; there are swimmers who would be happy to pay the entry charges if it were made easier for them; and there are those who do not recognise the entry charges.

The City Corporation is very clear there are substantial cost to running all the swimming facilities. These include: the cost of providing Lifeguards, training, maintaining the changing facilities, maintaining water quality and the natural surroundings. The following position has been developed to address the long-term funding of the ponds in light of growing demand and to ensure their sustainability for current and future generations to enjoy.

PROPOSED POSITION – CHARGES

The following proposed position has been prepared for consideration by the Swimming Forum and Hampstead Heath Consultative Committee.

The introduction of fully compliant entry payment system at the Bathing Ponds applied from 2 May 2020. Contactless Payment Points will be introduced at the Bathing Ponds together with improved signage and communication. A cash payment option will be maintained for the 2020/21 season.

PROPOSED POSTION – BATHING POND FEES

Recognising that Bathing Pond fees have been held since they were introduced in 2005 and in response to the key safety issues discussed as part of the Swimming Review the following fees are proposed for the 2020/21 swimming season:

- Freeze the cost of all the season tickets for the 2020/21 season.
- Adult day tickets fees are benchmarked against other similar facilities in London. Prices range from £2 at Hampstead Heath to £10 at the West Reservoir Centre.
- Introduce free swimming between 7.30-9.00 for 60+ and under 16's.
- Concessionary rates will be reviewed and brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the adult rate. Concessionary rates apply to:
 - Freedom Pass
 - Disabled Card
 - Job Seekers Allowance
 - Student
 - Under 16's
- In conjunction with the Swimming Associations the City Corporation welcomes the opportunity to consider local 'hardship' funds to ensure that Heath swimming facilities are financially inclusive.
- The City Corporation will then continue to benchmark and review the fees as part of the annual cycle that commences each Autumn. This process involves consulting Stakeholders including the Swimming Forum, Sports Advisory Forum and the

Hampstead Heath Consultative Committee. The Hampstead Heath Management Committee will then determine the fees and the level of subsidy provided to swimming to ensure this aligns with the Heath's charitable objectives and the Hampstead Heath Management Strategy 2018 -2028 outcomes.

PROPOSED POSTION – LIDO FEES

The Lido Adult and Concession day tickets prices have been held since April 2017. The Lido swimming season tickets prices have been held since April 2018.

- Freeze the cost of all the swimming season tickets for the 2020/21 season.
- Freeze the cost of all swimming day tickets for the 2020/21 season.
- Maintain free swimming between 7.30-9.00 for 60+ and under 16's.
- Concessionary rates will continue to apply to:
 - Freedom Pass
 - Disabled Card
 - Job Seekers Allowance
 - Student
 - Under 16's
- The City Corporation will then benchmark and review the fees as part of the annual cycle that commences each Autumn. This process involves consulting Stakeholders including the Swimming Forum, Sports Advisory Forum and the Hampstead Heath Consultative Committee. The Hampstead Heath Management Committee will then determine the fees and the level of subsidy provided to swimming to ensure this aligns with the Heath's charitable objectives and the Hampstead Heath Management Strategy 2018 -2028 outcomes.

NEXT STEPS

The City Corporation acknowledges the importance and the necessary pace of the Swimming Review and values and appreciates the contributions of the Lifeguards, Swimming Associations and the Swimming Forum throughout the process. Work is underway to review the Swimming Facilities Risk Assessments and Safe Systems of Work to implement additional control measures to address the issues discussed as part of the review.

Taking account of the feedback from the engagement the Superintendent will prepare a report for the Hampstead Heath Consultative Committee seeking their views and comments on outcomes of the Swimming Review. The Consultative Committee Report will be published on the 28 February 2020, the Superintendent will forward the report to members of the Swimming Forum.

9 March 2020, Hampstead Heath Consultative Committee will meet to discuss the Report and make representations to the Hampstead Heath Management Committee. The Swimming Associations Chairs/ Co-Chairs or their nominated representatives will be invited by the Chairman to present the views of their Associations at the commencement of the meeting.

11 March 2020, Hampstead Heath Management Committee will meet to discuss the proposals and, taking account of the representations from the Hampstead Heath Consultative Committee, decide on the recommendations.

The Superintendent will develop an implementation plan for the summer season.

Establish Working Groups to develop plans for longer term projects i.e. Men's Pond access, rear gate at the Ladies' Pond, reviewing the configuration at the Mixed Pond.

APPENDICES

Appendix 1 – Notes from the Swimming Forum 14 January 2020

Appendix 2 – Hampstead Heath Swimming Review, January 2020 - Draft Options and Proposals.

Appendix 3 – Notes from the Swimming Forum 4 February 2020



Swimming Facilities Forum
Tuesday 14 January 2020, 6pm
Parliament Hill Meeting Room

Karina Dostalova (Chair)	KD	Chairman, Hampstead Heath, Highgate Wood & Queen's Park Committee, CoLC
Anne Fairweather	AF	Deputy Chair, Hampstead Heath, Highgate Wood & Queen's Park Committee, CoLC
Bob Warnock	BW	Superintendent, Hampstead Heath, CoLC
Colin Buttery	CB	Director of Open Spaces, CoLC
Tim Johns	TJ	Facilitator, Orator Consulting
Tanya Gagin	TG	Health & Safety Consultant, Human Applications
Eleanor Kennedy	EK	Parliament Hill Lido User Group
Chris Piesold	CP	Highgate Men's Pond Association
Kasia Sikora	KS	Mixed Pond Association
Margaret Dickinson	MD	Mixed Pond Association
Nicky Mayhew	NM	Kenwood Ladies' Pond Association
Ruth Halgarten	RH	Kenwood Ladies' Pond Association
Marc Hutchinson	MH	Winter Swimming Club
Robert Sutherland-Smith	RSS	United Swimming Association
Chris Ruocco	CR	Highgate Lifebuoys
Declan Gallagher	DG	Operational Services Manager, CoLC
Paul Maskell	PM	Leisure and Events Manager, CoLC
Paul Jeal	PJ	Senior Swimming Facilities Supervisor, CoLC
Jennifer Wood	JW	Communications Officer, CoLC
Nicola Hurley	NH	Duty Lifeguard Team Leader, CoLC
Mike Thompson	MT	Duty Lifeguard Team Leader, CoLC
Mick Annegarn	MA	Duty Lifeguard Team Leader, CoLC
Tony May	TM	Duty Lifeguard, CoLC
Steve O'Connell	SOC	Duty Lifeguard, CoLC
Kate Radusin (notes)	KR	PA to Superintendent, CoLC

Public Gallery

Geoff Goss – Highgate Men's Pond Association

1.	Apologies
	Mike Sands.
2.	Minutes of the previous meeting (1.10.19)
	Members to email any comments or corrections.
3.	Matters Arising
	N/A
4.	Facilitated Discussion to learn lessons from 2019 & prepare for the 2020 season
	KD welcomed the Members of the Swim Forum and introduced the Lifeguards, Tim Johns and Tanya Gagin.

KD noted a change in the meeting format and explained the item 4 would be the first item discussed and invited representatives to email any additional comments in relation to items 6 & 7 to the Superintendent.

KD explained the approach we were taking to review the Hampstead Heath Swimming Facilities. A collaborative process would be taken to co-design proposals to secure the long-term sustainability of the swimming facilities. The Superintendent noted that it was critical to learn from the heat wave in 2018 and the incidents that occurred in summer 2019, HSE Advice following the fatality at the Highgate Men's Bathing Pond and the increasing demand for cold water swimming on Hampstead Heath.

TJ then led a facilitated conversation to identify the key issues that will need addressing as part of the review.

The review will address the following priorities:

Priorities

1. Take account of the HSE Advise and review the risk assessments and operating procedures following the fatality at the Highgate Men's Bathing Pond.
2. Fulfilling our responsibilities in relation to our Duty of Care towards visitors, lifeguards and wider Heath staff.
3. Recognising and responding to the increasing demand for cold water swimming on the Heath.
4. Securing the long-term sustainability of the facilities (environmental/economic/social).

Summary of the points raised and discussed during the facilitated session

1. City of London Corporation (COLC) to implement the Royal Life Saving Society (RLSS) 'Open Water' training/certification for the Duty Lifeguards and Fixed Term Contract Lifeguards and to maintain the regular training programme that includes first aid; defibrillator; personal safety conflict management; safeguarding and gender awareness etc.
2. The introduction of a regular programme of all facility closures to allow Lifeguards to undertake training as a team. Two closures to take place during the summer season.
3. Recruitment of Fixed Term Contract Lifeguards and Rangers to support the Duty Lifeguards.
4. The primary role of the Lifeguards watching the water was acknowledged. Further resources are necessary to provide support to the Lifeguards in relation to crowd control and resolving conflicts.
5. Purchase of additional rescue equipment tailored to each facility. E.g. rescue kayaks and paddle boards.
6. Programme of works to manage and secure the perimeters of the swimming facilities.
7. Undertake a review of the Hampstead Heath Swimming Regulations in relation to the age of children using the Ponds, smoking, alcohol, photography, mobile phones, etc.

8. In conjunction with the Swim Forum undertake a review the signage at the Bathing Ponds in relation to the hazards for swimmers, the role of the Lifeguards and providing information about the Hampstead Heath charitable objectives.
 9. In conjunction with the Highgate Men's Bathing Pond develop the project to relocate the entrance of the facility and the associated works to provide a more accessible facility.
 10. In conjunction with the Kenwood Ladies' Pond Association review the operation of the rear gate, as well as increasing the height of the gate and fencing while being in keeping with the natural surroundings.
 11. In conjunction with the Mixed Pond Association review the layout and access arrangements for the facility.
 12. Trialling technology to count the number of bathers in the three Bathing Ponds to assist Lifeguards in managing the bathing Load and the ratio of Lifeguards.
 13. Opportunities to collect, analyse and share anonymous visitor data to support the management of the facilities.
 14. Utilising the new COLC website swimming pages to provide up to date information on the swimming facilities and access to social media feeds.
 15. Discuss with the Swimming Associations the opportunity to offer additional incentives to purchase season tickets. For example, the early morning swims being for season ticket holders only and the public swimming sessions commencing at 10am.
 16. Install contactless payment options across the swimming facilities.
 17. Consider moving towards a cashless payment system. A suggestion to retain the donation posts was also raised to provide an option for visitors without cards or phones.
 18. Explore options to provide lockers/baskets/pigeonholes to facilitate the storage of phones, bank cards smart watches etc.
 19. At this point Tim Johns asked the Swimming Representatives if they had sufficient background and information to discuss the issues that had been raised so far in the discussion with their respective Associations?
- Members queried, if there were specific proposals or changes that the City Corporation wished to seek feedback on?
 - Members sought clarification of the level of savings required, is the aspiration to be cost neutral? Can payments be hypothecated to reassure swimmers that the income is being reinvested in the facilities?
 - A Member asked that an additional outcome of the review should focus on inclusivity.
 - A Member indicated that the timescale was very tight to undertake these important discussions.
 - A question was taken from the public gallery on the COLC powers to charge for access to the ponds and to enclose them.
 - The Superintendent confirmed that charges for swimming at the Bathing Ponds, were introduced in 2005. However, as a "self-policing" charge this approach has not generated the level of income needed to sustain the swimming facilities.
 - A question was received from the public gallery in relation to the opportunities for fund raising to raise money for the additional resources required.

	<ul style="list-style-type: none"> • The Chairman responded that the COLC would welcome suggestions how fundraising could be used to generate funds to support the facilities. • A Member requested a breakdown of the additional costs incurred during the extreme weather events in 2019. • A Member suggested that the COLC has a role to promote further opportunities for outdoor swimming across London. • A Member asked for clarification on the proposed changes to the layout of the entrance to the Highgate Men's Bathing Pond. The Superintendent confirmed this project was progressing and is critical to the safe operation of the Pond. • A Member queried the next steps in relation to further discussions on the 4 and 11 February. • The Superintendent confirmed that before the meeting on the 4 February, the COLC will seek to engage with each of the Swimming Associations to develop a series of proposals. To assist this process and taking account of the discussions the COLC will develop some embryonic options to guide further discussions with the Swimming Associations. The meeting on the 4 February will offer an opportunity to provide feedback and discuss the emerging proposals. The meeting on the 11 February will provide the opportunity to further collectively develop the proposals. <p>The Chairman thanked Members for their time and participation and welcomed the opportunity to engage in further discussions ahead of the next meeting.</p>
5.	Next Steps in relation to the review of the Hampstead Heath Swimming Facilities
	Covered under item 4.
6.	2020/21 Season Swimming Times
	Covered under item 4.
7.	Update on swimming facilities
7a.	Lido
	Members to email any additional comments.
7b.	Men's Pond
	Members to email any additional comments.
7c.	Ladies' Pond
	Members to email any additional comments.
7d.	Mixed Bathing Pond
	Members to email any additional comments.
8.	AOB
	N/A
9.	Date of the next meetings
	<ul style="list-style-type: none"> • Tuesday 4 February 2020, 6pm at Parliament Hill meeting room • Tuesday 11 February 2020, 6pm at Parliament Hill meeting room

Hampstead Heath Swimming Review – January 2020

VISION

The Heath contributes immensely to our mental, emotional and physical health and well-being, providing free access to roam in the outdoors, to pause and observe, to play, to explore, discover and learn about the natural world.

Connection with the Heath is life-enhancing and our lives are healthier and more active with opportunities for walking, informal recreation, active pursuits, swimming and sports.

SWIMMING ON THE HEATH

The Heath's Bathing Ponds were originally created in the 17th and 18th Centuries as reservoirs to meet London's growing demand for water. Over time some were repurposed for swimming.

Parliament Hill Fields Lido was opened on 20 August 1938. At a cost of £34,000, it was the most ambitious and expensive of the thirteen Lidos built on parkland sites by the London County Council between the wars¹.

Swimming charges for the Bathing Ponds were agreed by the Hampstead Heath Management Committee on 21 February 2005. The charges were implemented across the Bathing Ponds on 15 June 2005. Payment for access to the Bathing Ponds has continued since 2005 via a 'self-policed' collection charge, along with season tickets and some users prefer to make donations.

Subsidised season tickets and concessions will continue, and the City of London Corporation remains committed to subsidising swimming on Hampstead Heath.

INTRODUCTION TO THE REVIEW

Accident investigations together with multiple incidents of physical and verbal abuse against City Corporation employees during summer 2019, led to a decision to carry out the first large scale swimming review since 2005.

In the light of the exceptional 2018 and 2019 summer seasons and a fatality at the Highgate Men's Bathing Pond in June 2019, the City Corporation decided to conduct a full review of the facilities.

The objective of the Swimming Review is to secure the long-term sustainability of the Hampstead Heath swimming facilities:

- Taking account of the 8th October 2019 Health and Safety Executive advice.
- Fulfilling our responsibilities in relation to our Duty of Care towards visitors, Lifeguards and wider Heath Staff.
- Responding to the increasing demand for cold water swimming on the Heath.
- Ensuring the swimming facilities are inclusive and welcoming to a diverse range of visitors.
- Establishing a clear and fair charging structure that is consistent with the subsidies for recreation and sport across the Heath to ensure the financial sustainability of the swimming facilities.

THE PROCESS OF THE REVIEW

- The Hampstead Heath Swimming Forum undertook a review the 2019 summer season at their meeting on the 1 October 2019. It was agreed that the review would continue once the outcome of the investigations by the Health and Safety Executive and Coroner into the fatality at the Highgate Men's Pond on the 1st June 2019 were completed.
- The Health and Safety Executive concluded their investigations and provided written advice to the City Corporation on the 8th October 2019, (Appendix 1).
- The Coroners Court hearing was completed on the 31st October 2019.
- The Chairman of the Hampstead Heath Management Committee launched the Swimming Review on the 7 January 2020.
- Members of the Management Committee and Corporation Officers contacted the Local Councillors and Members of Parliament to set out the objectives of the Swimming Review and the timescale.
- The City Corporation Lifeguards have participated in a series of facilitated workshops as part of the review process.
- 14 January 2020 the Swimming Forum participated in a facilitated discussion to establish a shared understanding of the issues that the review would need to address. The City Corporation has shared financial information, visitor data (Appendix 2) and a wider Heath Dashboard (Appendix 3) with the Swimming Associations to support the review.
- Following the Swimming Forum on the 14 January 2020 further conversations have been held with representatives from the Kenwood Ladies' Pond Association (KLPA), Highgate Men's Pond Association (HMPA), United Swimmers Association (USA), Highgate Lifebuoys (HL), Mixed Pond Association (MPA), Hampstead Heath Winter Swimming Club (HHWSC) and Parliament Hill Lido User Group (PHLUG).
- The Heath swimming facilities are being benchmarked against similar organisations and facilities.
- A further meeting of the Swimming Forum is scheduled for the 4 February 2020. The purpose of this meeting is to recap and update on the discussions that have taken place since the 14 January 2020 and to discuss the proposals that have emerged following the discussions with the Lifeguards and Swimming Associations.
- Between the 5 -10 February 2020, Swimming Associations will be asked to consider and discuss the draft proposals.
- At the Swimming Forum meeting on 11 February 2020 the proposals will be developed to form recommendations to be considered by the Hampstead Heath Consultative Committee on 9 March 2020.
- 9 March 2020, Hampstead Heath Consultative Committee meet to discuss the proposals and make representations to the Hampstead Heath Management Committee.
- 11 March 2020, Hampstead Heath Management Committee meet to discuss the proposals and, taking account of the representations from the Consultative Committee, decide on the recommendations.

- A meeting with the Swimming Forum (date TBA) to discuss the implementation of the recommendations.
- 2 May 2020, commencement of the 2020 summer swimming season.

FINANCIAL DATA AND DASHBOARD

At the request of the Swimming Forum, financial data was produced showing income, expenditure, and visitor counts at each facility for 2016/17, 2017/18, 2018/19. (Appendix 2).

The Corporation also produced a Hampstead Heath Dashboard (Appendix 3) covering a wide range of data sets including visitor numbers, season ticket sales, weather analysis, and Hampstead Heath pedestrian counts.

The data shows that since 2010/11 swimming visits have increased from 296,000 to over 655,000 per year at the Bathing Ponds. This huge increase reflects a national trend of increased popularity in cold water swimming. For instance, Sporting England's *Active Lives* survey found that the number of people who regularly swim outdoors almost doubled between November 2017 and 2018. The same survey found that 7.5million people went outdoor swimming in the past year. Additionally, the Outdoor Swimming Society's membership has grown rapidly in recent years and now numbers 80,000.

<https://www.sportengland.org/research/active-lives-survey/>

HEALTH AND SAFETY EXECUTIVE ADVICE

Following a fatality on the 1st June 2019 at the Highgate Men's Bathing Pond, the Health and Safety Executive undertook an investigation including interviews with the Lifeguards on duty. In a letter of 2nd October 2019, the HM Inspector of Health and Safety concluded that he would not be pursuing further enquiries. However, he provided a supplementary letter dated 8th October 2019 providing some points of advice concerning matters found during the course of the enquiries.

The Inspector set out four specific areas for review:

- Lifeguard breaks and alertness
- Maximum bather loading
- Minimum Lifeguard Numbers
- Lifeguard Training

The full contents of the letter were shared with the Chairs and Co-Chairs of the Swimming Associations. (Appendix 1).

The City Corporation engaged an independent Health and Safety Consultant to review the current situation at the Lido and Bathing Ponds and to provide health and safety advice throughout the Swimming Review.

THE SWIMMING REVIEW – OPTIONS AND PROPOSALS

- 1. LIFEGUARD BREAKS AND ALERTNESS**
- 2. MAXIMUM BATHER LOADING**
- 3. MINIMUM LIFEGUARD NUMBERS**
- 4. LIFEGUARD TRAINING**
- 5. REVIEW OF CHARGES**
- 6. CHARGING OPTIONS**
- 7. FACILITY MANAGEMENT**
- 8. SITE SPECIFIC ISSUES**
- 9. COMMUNICATIONS**
- 10. NEXT STEPS**

1. LIFEGUARD BREAKS AND ALERTNESS

The City Corporation has reviewed the role of the Lifeguards. The Royal Life Saving Society UK (RLSS) guidance is to maintain a good level of alertness and supervision which will need to be reflected in the Risk Assessments and Safe Systems of Work. In effect, this means that pondside/poolside working time should be no longer than 60 minutes or in exceptional circumstances 90 minutes.

The impact of this safety control is a requirement for three Lifeguards at each facility during all opening hours. Having an additional Lifeguard will ensure that there can be rotation and breaks.

Options to comply with RLSS guidelines:

1a. Reduce opening hours to deploy the existing Lifeguard numbers to implement the new working arrangements.

Create a new rota based on minimum strength of three Lifeguards per facility. Consult existing employees on proposed new working arrangements.

1b. Volunteer Lifeguards

Supplement the team with fully qualified volunteers deployed to support the Lifeguards at the Mixed Pond, Highgate Men's Bathing Pond and Kenwood Ladies' Bathing Ponds. The Bathing Ponds would only be able to open once three qualified Lifeguards were on station.

The volunteer Lifeguards would need to be habituated and would be provided with full training in cold, opaque water techniques, and familiarisation with equipment. They would be subject to annual physical check-ups, Disclose and Barring Service checks and performance reviews.

1c. Morning and Afternoon Members Only Swimming Clubs

A new model is developed to reduce the core City Corporation Lifeguarded hours through establishing Morning and Afternoon Swimming Clubs at the Highgate Men's Bathing Pond and Kenwood Ladies' Bathing Pond.

These could operate on a similar basis as the existing Hampstead Heath Winter Swimming Club at the Mixed Pond.

For example, the morning Swimming Clubs could operate until 9am and then handover to the City Corporation Lifeguards at 9.30. The Lifeguarded public swimming sessions at the bathing Ponds would commence at 10am. A later afternoon Swimming Club could also operate.

The Hampstead Heath Winter Swimming Club at the Mixed Pond would remain unchanged.

1d. Additional City Corporation Lifeguards

The City Corporation would employ a number of additional Lifeguards*. This would be necessary to maintain Lifeguard numbers to cover breaks and to maintain alertness. This arrangement could be supplemented by Temporary Lifeguards at peak seasonal times.

* Recruitment of fixed term contract staff is subject to Business Case approval.

2. MAXIMUM BATHER LOADING

The current practice of manual head counting by the Lifeguards is deemed to be no longer feasible. A new system needs to be implemented to accurately monitor both the bathing and the facility load at the Bathing Ponds. In addition, procedures need to be developed to enable the Lifeguards to request further support.

Options:

2a. Introduce camera-based technology to monitor the bathing load.

2b. Introduce technology to monitor the access and egress to the Bathing Ponds from the jetties.

2c. Introduce technology to monitor the access and egress to the Bathing Facilities.

Once the bathing load at a swimming pond is approaching the triggers set out in section 3 below, additional measures would be required to manage access to the Bathing Ponds.

3. MINIMUM LIFEGUARD NUMBERS

In response to the Health and Safety Executive advice, thought has been given to the Lifeguard to swimmer ratios based on the numbers of people using the facilities. It is proposed to move to adopting a ratio of 1:25 Lifeguards to swimmers. The arrangements would ensure that in all cases the Lifeguards should have the ability to reach a casualty within one minute and to recover them to the side in three minutes. Given the unique nature of the Ponds the ratio of 1:25 is considered appropriate.

A trigger level of 50+ swimmers would require a fourth Lifeguard to operate from the Bathing Ponds on either a rescue ski, kayak or paddle board, thereby allowing the safety team to be in closer proximity to the swimmers. A further trigger of 75+ swimmers would require a fifth Lifeguard.

This effectively means that a minimum team of three Lifeguards are required at each facility and at each trigger point an additional Lifeguard is required in order to allow an increased bathing load.

In addition, the City Corporation is proposing to engage dedicated security/facility operatives, thereby ensuring that the Lifeguards primary responsibility is to protect and preserve the safety of bathers in both the Ponds and Lido, (see section 7).

The summer 2020 season will be the first opportunity to operate under these new guidelines. The City Corporation will carry out a review to ensure the new arrangements work effectively for all users and meet the requirements of the Health and Safety Executive.

Lifeguards	3 Lifeguards rotating positions and taking regular breaks. Pondside/Poolside working time should be no longer than 60 minutes or in exceptional circumstances 90 minutes.	4 Lifeguards rotating positions and taking regular breaks. Pondside/Poolside working time should be no longer than 60 minutes or in exceptional circumstances 90 minutes. 1 Lifeguard on a rescue ski, or operating for another suitable location.	Additional Lifeguards subject to Dynamic Risk Assessment e.g. <ul style="list-style-type: none">• Change in behaviour eg impact of alcohol.• Change in profile of swimming capability.• Change in weather conditions.• Additional requirement for swim tests.
Pond Bathing Load	0-50	51 - 75	76 - 100 at a Bathing Pond.

4. LIFEGUARD TRAINING

Following a series of meetings with the Lifeguards it is proposed to rollout the Royal Life Saving Society UK (RLSS) Open Water Training with external validation for the Lifeguards and the Fixed Term Contract Lifeguards.

Proposals:

4a. Temporary Lifeguards, including Volunteer Lifeguards, would receive the additional Open Water Training as part of their induction programme.

4b. A programme of regular closures of all the facilities to enable team training and continual professional development will be introduced in consultation with the Swimming Associations.

4c. Subject to the Risk Assessment and in consultation with the Lifeguards, the City Corporation will provide new additional safety equipment and seek to introduce separate radios for each facility.

5. REVIEW OF CHARGES

Charges for swimming at the Bathing Ponds were introduced in 2005 and are set out on notice boards at the entrance to each of the facilities. The charges are also published on the City Corporation website and in the Hampstead Heath Diary.

In 2018/19 the total cost to operate the three Bathing Ponds was £747,048. The income from ticket sales, season tickets and donations totalled £67,000. In comparison, for 2016/17 the total cost to operate the three Bathing Ponds was £584,180 and the income from ticket sales, season tickets and donations totalled £44,959.

Since 2005 access to these managed facilities has been by payment. However, for the past 15 years these charges have been collected using a 'self-policing' process. The current level of income raised through the 'self-policing' process is a small fraction of actual swim visits and is no longer a sustainable model for the future.

The huge increase in the popularity of cold water swimming together with the increased resources required to comply with the Health and Safety Executive advice will have a significant impact. In the light of this, the City Corporation now wishes to move to collecting payment for swim visits, bringing the Bathing Ponds into line with the Lido and all other recreational and sporting facilities on the Heath.

The City Corporation remains committed to subsidising the cost of swimming and fees, charges and concessions for the Heath are benchmarked and reviewed annually following consultation.

The City Corporation will be introducing contactless payment for all of its managed facilities, in line with the general societal trends.

Options:

5a. Continue payment collection via the existing 'self-policed' honesty system

Increasing the number of payments through improved reliability of collection points together with clear signage, communications and information.

5b. Access to the managed facilities is by paid admission – contactless, season tickets

Access via mechanised gates.

5c. Standalone Contactless Payment/Season Ticket and Cash option (no change provided)

Compliance by spot checks, ticket collector, and/or mechanised gate.

5d. Standalone Contactless Payment/Season Ticket only

Compliance managed by spot checks, ticket collector, and/or mechanised gate.

5e. Fundraising by Swimming Associations to significantly reduce the gap between the subsidy and the true operating costs

5f. Fundraising to support specific projects or improvements

The City Corporation welcomes fund raising initiatives towards improvement projects.

6. CHARGING OPTIONS

The City Corporation seeks to maintain a charging framework that incorporates subsidised Season Tickets, Day Tickets and comprehensive concessions.

The City Corporation seeks commonality in the approach to charging across the Bathing Ponds, Lido and other facilities.

Additionally, Direct Debit options are to be considered.

Options:

6a. Season Tickets

6ai. Season Ticket prices frozen until April 2021 and then reviewed annually following consultation.

6aii. Season Tickets prices increased by £25 as a safety levy from April 2021 and then reviewed annually following consultation.

6b. Day Tickets

6bi. Day ticket prices frozen until April 2021 and then reviewed annually following consultation.

6bii. Day ticket prices increase to the London benchmark levels from April 2020 and then reviewed annually.

6biii. Day ticket prices increase to the London benchmark levels from April 2020 with additional £1 safety levy.

6biv. Day ticket prices increase to the London benchmark levels from April 2020 with additional £1 safety levy and £2 Tourist levy (applicable for non-London residents.)

6c. Concessions

Concessionary rates will be reviewed and brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the adult rate.

Concessions – 40% on day ticket

- Freedom Pass
- Disabled Card
- Unemployment Card
- Student
- Under 16's
- Extend the existing Lido charging policy of free morning swims (07.00 to 09.30) to overs 60's and under 16's.

In conjunction with the Swimming Associations the City Corporations welcomes the opportunity to consider local 'hardship' funds to ensure that Heath swimming facilities are financially inclusive.

7. FACILITY MANAGEMENT

Following input from the Health and Safety Executive and the Lifeguards, the City Corporation wants to ensure that the Lifeguards are not distracted from their duties watching the water. Additionally, the City Corporation seeks to significantly reduce the risk of physical and verbal assaults to Lifeguards and other Heath staff that occur especially at busy periods.

Therefore, additional resources are to be deployed to aid the management of visitors and operation of the facilities.

Mechanised gates could be introduced to help manage access to the facilities.

Additionally, technology linked to the gates would provide data on visitor numbers, bather and facility loading, helping to manage demand and safety especially on busy days.

Options:

7a. Volunteers

Promote a programme of volunteers to help at busy periods, who will be trained and registered.

7b. Rangers

The City Corporation would employ a number of additional *Rangers. Supplemented by temporary staff at peak seasonal times.

* Recruitment of fixed term contract staff is subject to Business Case approval.

7c. Contract Security/Facilities Operatives

The City Corporation would procure a number of contract security/facility operatives to take on the responsibility for elements such as cleaning, spot checks, visitor management and security.

8. SITE SPECIFIC ISSUES

Each of the facilities has a series of unique challenges for which there is no “one-size-fits all” approach. The City Corporation is committed to creating accessible environments for more diverse visitors by removing barriers that may exist for different groups that experience more exclusion or disadvantage than others.

The City Corporation proposes to work with each of the Swimming Associations and the Lifeguarding team to establish Working Groups to collaborate on finding solutions to the following:

Examples of challenges and issues include:

- Management of visitors to the Men’s Pond including sunbathers and accessibility.
- Management of visitors to the Ladies’ Pond, the meadows and back gate.
- Management of visitors at the Mixed Pond sunbathers, accessibility and changing facilities.
- Management of visitors at the Lido.
- Improvements to Lifeguard facilities and fixed viewing positions.
- Perimeter management and planting.
- The non-bathing ponds.
- Signage and communications.
- Review of the Hampstead Heath Swimming Regulations.
- Secure lockers, pigeonholes and storage arrangements.
- Promoting biodiversity.
- Improving water quality and sustainability initiatives e.g. waste & recycling.
- Access for people with disabilities.
- Safeguarding.

9. COMMUNICATIONS

The City Corporation welcomes the feedback on the quality and effectiveness of its general communications regarding the swimming facilities. It recognises that more can be done to explain the charges, season tickets, concessions, the existence of the Hampstead Heath Charitable Trust and the significant costs associated with the safe and sustainable running of the swimming facilities.

The Heath Management Team will work with the City Corporation communication experts to review all external signage, communications and online information.

The City Corporation welcomes the considered email from the Chairs and Co-Chairs of the KLPA, HMPA, USA and the MPA (see appendix 4 and financial models).

The City Corporation also welcomes the discussions with the Parliament Hill Lido User Group which took place on Monday 3 February 2020.

The following issues were discussed:

1. With the increasing popularity of cold water swimming, more information is required to explain the health implications for over exertion and exposure to cold water.
2. The Swimming Review has identified the role of staff to support the Lifeguards with tasks like security, bag searches, cleaning, setting up barriers/sunshade and providing information to visitors queuing.
3. The learning from summers 2018 and 2019 demonstrates that additional measures are necessary to secure the boundary of the Lido. The City Corporation is considering trialling an additional temporary perimeter fence (June/July/August) to prevent unauthorised access over the boundary walls.
4. The operation of the café during extreme weather events needs to be reviewed to ensure the safety of staff and visitors.
5. There are many opportunities to collaborate with the PHLUG to improve communications using websites, social media, signs, video clips etc.
6. There was agreement that the numbered queuing system trialled over the 2019 August Bank Holiday weekend was successful and should be reviewed and implemented during 2020. The importance of information to visitors queuing was also noted.
7. The group discussed the importance of promoting the season tickets and suggested a range of extra benefits like season ticket only events or additional access for swimming.
8. The free early morning over 60's and under 16 swimmers should be issued with season tickets to record participation data and their contact details in case of an emergency.
9. A review of the lockers is required.

10. The City Corporation will collaborate with PHLUG to review the opportunities to utilise vacant space to provide opportunities for exercise and meditation, a shop, new access door to facilitate poolside recycling, water bottle refilling points etc.
11. The built assets in the area known as the Parliament Hill Triangle will form part of a comprehensive review. Initial scoping identifies the Lido as a hub for swimming, health, wellbeing and learning.
12. Further engagement with local schools was discussed.
13. In relation to charges the City Corporation discussed the following points:
 - The importance of promoting season tickets and the various concessions.
 - Maintaining contactless payment options.
 - Clear and fair charges.
 - The Lido fees, charges and concessions require benchmarking (with similar providers) and reviewed annually following consultation.
14. PHLUG recognise the historical context of the Lido which should be conserved, however the importance of hot water and maintenance of the fabric of the Lido is critical.
15. The Parliament Hill Fields Lido Café lease expires in January 2021 and a public consultation will take place in 2020, to help define the outcomes the Heath community seeks for the café facility.

10. NEXT STEPS

- 3rd February – meeting with Parliament Hill Lido User Group
- 4th February – Swimming Forum
- 5th February - meeting with the Lifeguards
- 11th February - Swimming Forum. Formal proposal to be considered ahead of recommendation for the Hampstead Heath Consultative Committee on 9 March
- 9th March - Hampstead Heath Consultative Committee
- 11th March - Hampstead Heath Management Committee
- Develop implementation plan ahead for 2nd May - Summer 2020 swimming season – Phase 1
- Develop plans for Phase 2

Appendix 1 – Letters from the Health and Safety Executive dated 02 October 2019 and 08 October 2019

Appendix 2 - Swimming Facilities income, expenditure and visitor counts

Appendix 3 – Hampstead Heath Dashboard

Appendix 4 – Joint response from the KLPA, HMPA, USA, MPA and two financial models

¹Parliament Hill Lido Users' Group, website.



Swimming Facilities Forum
Tuesday 4 February 2020, 6pm
Parliament Hill Meeting Room

Attending:

Karina Dostalova (Chair)	KD	Chairman, Hampstead Heath, Highgate Wood & Queen's Park Committee, CoLC
Bob Warnock	BW	Superintendent, Hampstead Heath, CoLC
Colin Buttery	CB	Director of Open Spaces, CoL
Tim Johns	TJ	Facilitator, Orato Consulting
Tanya Gagin	TG	Health & Safety Consultant, Human Applications
Eleanor Kennedy	EK	Parliament Hill Lido User Group
Jeremey Watson	JW	Highgate Men's Pond Association
Chris Ruocco	CR	Highgate Lifebuoys
Charles Marks	CM	Mixed Pond Association
Robert Sutherland-Smith	RSS	United Swimmers Association
Nicky Mayhew	NM	Kenwood Ladies' Pond Association
Julia Dick	JD	Kenwood Ladies' Pond Association
Declan Gallagher	DG	Operational Services Manager, CoLC
Paul Maskell	PM	Leisure and Events Manager, CoLC
Paul Jeal	PJ	Senior Swimming Facilities Supervisor, CoLC
Kate Radusin (notes)	KR	PA to Superintendent, CoLC

1.	Apologies
	Anne Fairweather, Marc Hutchinson, Mike Sands, Kasia Sikora, Chris Piesold, Ruth Halgarten & Richard Gentry.
2.	Notes of the previous meeting (14.1.20)
	Agreed.
3.	Matters Arising
	N/A
4.	Facilitated Discussion to consider draft proposals
	<p>KD welcomed Members of the Swimming Forum and provided a recap of the Swimming Forum meeting on 14 January 2020 and subsequent meetings with the individual Swimming Associations. Draft proposals have been circulated for consideration, which reflect the discussions and comments made during these meetings.</p> <p>TJ led a facilitated discussion to consider the draft proposals.</p> <p>BW noted that the draft proposals covered the following points:</p> <ol style="list-style-type: none"> 1. <u>Lifeguard Breaks and alertness</u> – Lifeguards need to have a break after 60-90 minutes watching the water. This requires additional Lifeguard resources and is linked to managing the bathing load.

2. Maximum Bather Loading – Need to move away from manual head counts. Technological solutions are being investigated. This is linked to the facility carrying capacity.
3. Minimum Lifeguard Numbers – The ratio of swimmers to Lifeguards and the need to increase the number of Lifeguards. Links to Lifeguards breaks and maximum bather loading.
4. Lifeguard Training – Additional Open Water training to be rolled out to all Duty Lifeguards and Fixed Term Contract Lifeguards.
5. Review of Charges – Varying feedback has been received. Additional options can be included in the proposals if Members have further options to put forward.
6. Charging Options – We have considered how we can introduce systems that will not disadvantage swimmers on lower incomes.
7. Facility Management – Critical role for Ranger Staff to perform in managing gates, queues, toilets etc. to ensure the Lifeguards are not distracted from watching the water.
8. Site Specific Issues – The issues considered, which are facility specific, have arisen following meetings with the Lifeguards and Swimming Association Reps.
9. Communications – We appreciate the feedback and agree there are many opportunities to improve the signage and information at the Bathing Ponds and Lido

TJ the headlines of the draft proposals are that CoLC are proposing to increase the number of Lifeguards by at least 1 per facility and to bring in additional Ranger Staff to manage the facilities to ensure the Lifeguards are not distracted away from watching the water.

Initial feedback on the proposals were received from the Swimming Association Reps:

NM noted it was difficult to give opinions on the options as there had not yet been time for Reps to consult with their Association Members. All Members support the Lifeguards, but there are concerns that 3 Lifeguards would be too many on many occasions.

RSS supported the comments made by NM and noted that there was no data for the number of occasions during the year that the bathing load reached more than 100 people. 2020 should be considered as a year of observation. The motivation for the changes is understood but is it objectively necessary?

JW the Heath budget has stayed constant over the last 10 years, which is equal to a 30% decrease. The swimming budget has increased by inflation, however the number of visits to the facilities has increased by more than this amount. 19% of people reported visiting the Heath for swimming.

CM noted the increase in the number of Lifeguards would increase the cost of managing the facilities.

EK the Lido has a different set up as you have a to pay to get into the facility. The Lifeguards do an excellent job. The process is moving quickly, don't want there to be knock on effects from any changes made.

TJ CoLC are aware of issues around 'gold plating' but have to move forward with implementing the HSE advice. There will need to be 3 Lifeguards on duty so that there is capacity for breaks and rotations, while ensuring there are always 2

Lifeguards watching the water. The use of technology to manage the bather loading is a little chicken and egg, in that the usefulness can only be ascertained once it is in place. Data shows there is a general UK wide increase in the popularity of cold water swimming.

BW noted that CoLC were still considering how to respond to the HSE advice. The Lifeguards have been subject to physical and verbal assaults and the current rota doesn't allow for breaks. We are trying to put systems in place to support the Lifeguards, and additional staff will be required to carry out bag searches and queue management. The current operating model of 2 Lifeguards working 7.5 hour shifts needs addressing. We need to adopt a different model and start trialling 3 Lifeguards to see what system works best. It is also important to know how many people are in the water. The HSE advice is based on triathletes with a ratio of 1 Lifeguard for 20 Swimmers.

NM raise concerns that 3 Lifeguards would be too many on cold winter days and that this could be demoralising for the Lifeguards. BW confirmed that arrangements would be trialled to see what worked best. There will need to be adjustments between Summer and Winter.

TG noted that there was no average break length. Similar roles and environments would be looked at to see what would be reasonable in the context of the HSE advice. If the HSE do not consider that the advice has been followed, and the consider there is 'immediate danger' then prohibition notice is an option open to HSE.

PJ there can be 30+ swimmers for an early morning swim. If there are 2 Lifeguards on duty and an incident occurs 1 Lifeguard will react. If they then get into difficulty or need back up, or the other Lifeguard is on a break, then this leaves no-one watching the water. At the inquest into the Men's Pond fatality the 2 Lifeguards on duty were not able to corroborate the number of swimmers in the water.

A comment was received from the public gallery that the swimming areas of the ponds could be reduced.

JW queried whether there was an implementation timetable for the HSE advice?

TG noted that as advice had been received there was no deadline, however the CoLC need to show they are taking the advice seriously.

TJ led a discussion around the additional costs of implementing the HSE advice. BW confirmed that Officers were working to establish the costs. A trial of the 3rd roaming Lifeguard would commence soon. Once the facilities open Lifeguards will require their first break within 60-90 minutes. Therefore, the facility could open at 7am with 2 Lifeguards on duty with a 3rd coming on duty at 8am to cover breaks.

TJ led a discussion around the Heath budget. CB noted that the budget had reduced by an average of 2% each year for the last 2 years. To counter this additional income generation and efficiencies have been introduced, rather than services cut. On the whole, revenue has remained relatively stable at around £5m per year. In the next 3-5 years there will be less funding from Central Government. Since 2019 there has been a freeze on permanent staff appointments, and Fixed-Term and Casual contracts have been used to retain flexibility within the workforce. KD noted that the Heath budget was fixed and that additional funds could not be diverted to swimming as this would take

	<p>resources away from education, ecology etc. We want to make the facilities sustainable for future generations. CB when the CoLC took on the Heath it came with a £15M endowment. This still stands at roughly £15M as the CoLC have only ever drawn the interest from it. The funding from the CoLC has been philanthropic and is greater than the funding which would have come from the GLC or another Local Authority. The CoLC spends more on the Heath than other Local Authorities spend on their open spaces.</p> <p>TJ led a discussion about the feasibility of having volunteer Lifeguards. PJ outlined the extensive training requirements, and it was agreed that this was not a feasible option to pursue. It was agreed that there could be a role for volunteers at the facilities, which would be explored.</p> <p>TJ led a discussion around section 5 of the proposal - review of charges. BW noted that the majority of Lido ticket sales were by card and that cash now accounted for only a small proportion of transactions. We have considered ways to collect income at the Ponds which do not require the installation of turnstiles. Views were expressed that the current 'parking style' ticket machines, donations posts and signage was not adequate and that contactless payment points should be introduced. It was suggested that a donation tick box option was added to the online season ticket so that swimmers could make donations alongside purchase of the season ticket. It was also suggested that a delivery option should be introduced. It was noted that there are many swimmers who do not pay, but will contribute, and that there is a culture surrounding the principles of free swimming. Views were expressed that further time should be given to allow fundraising and an increase in donations (once contactless payment had been introduced).</p> <p>There followed a discussion round the Hampstead Heath Charity. Views were expressed that many people visiting the facilities were not aware of the Heath's charitable status, and that further information should be provided to make this clear to visitors to encourage payment and donations.</p> <p>A comment was received from the public gallery that any changes to the swimming facilities may impact on the number of people attempting to swimming in non-lifeguarded ponds.</p> <p>TJ confirmed the need for Lifeguards to move away from undertaking additional tasks, such as toilet cleaning and queue management. Additional Staff would be required to take on these duties, so the Lifeguards would not be distracted from watching the water. BW noted that Officers would collaborate with Lifeguards and small groups from each facility to discuss site specific planting improvements and projects, some of which will need funding identified, i.e. installation of 3-phase electricity at the Mixed Pond. Lockers would also be considered on a facility by facility basis.</p>
5.	AOB
	N/A
6.	Next Steps

	<p>KD confirmed that the proposals would be refined following the comments and feedback received at the meeting. These would be discussed at the next Swim Forum on 11 February 2020 and would form the basis of a report to the Hampstead Heath Consultative Committee (HHCC), who will meet on 9 March 2020. Swimmers would have until 9 March to put forward their comments. The proposals would be considered by the Hampstead Heath, Highgate Wood & Queen's Park Committee (Management Committee), taking account of the view of the HHCC, on 11 March 2020.</p>
7.	Date of the next meeting
	<ul style="list-style-type: none"> • Tuesday 11 February 2020, 6pm.



Swimming Facilities Forum
Tuesday 11 February 2020, 6pm
Parliament Hill Meeting Room

Attending:

Karina Dostalova (Chair)	KD	Chairman, Hampstead Heath, Highgate Wood & Queen's Park Committee, CoLC
Bob Warnock	BW	Superintendent, Hampstead Heath, CoLC
Colin Buttery	CB	Director of Open Spaces, CoL
Tim Johns	TJ	Facilitator, Orato Consulting
Eleanor Kennedy	EK	Parliament Hill Lido User Group
Jeremey Watson	JW	Highgate Men's Pond Association
Chris Piesold	CP	Highgate Men's Pond Association
Chris Ruocco	CR	Highgate Lifebuoys
Mike Sands	MS	Mixed Pond Association
Kasia Sikora	KS	Mixed Pond Association
Margaret Dickinson	MD	Mixed Pond Association
Marc Hutchinson	MH	Winter Swimming Club
Robert Sutherland-Smith	RSS	United Swimmers Association
Nicky Mayhew	NM	Kenwood Ladies' Pond Association
Mary Powell	MP	Kenwood Ladies' Pond Association
Declan Gallagher	DG	Operational Services Manager, CoLC
Paul Maskell	PM	Leisure and Events Manager, CoLC
Paul Jeal	PJ	Senior Swimming Facilities Supervisor, CoLC
Kate Radusin (notes)	KR	PA to Superintendent, CoLC

1.	Apologies
	Anne Fairweather, Julia Dick, Richard Gentry, Jennifer Wood.
2.	Notes of the previous meeting (4.2.20)
	Agreed.
3.	Matters Arising
	RSS raised a query in relation to the timeline for engagement. KD outlined the process and set out the timeline and next steps of the engagement.
4.	Facilitated Discussion to consider draft proposals
	<p>KD thanked Members of the Swimming Forum for their time and the comments and feedback received, which would be addressed during the facilitated discussion led by TJ.</p> <p>TJ commenced a facilitated discussion to consider the Position Paper prepared by the CoLC and discuss the feedback letter received from the Swimming Association Chairs. It was noted that the Swimming Forum was not a decision-making body, but instead informed the Hampstead Heath Consultative Committee and ultimately the Hampstead Heath, Highgate Wood and Queen's Park Committee, who would make a decision on the proposals.</p>

Timetable

There followed a discussion around when the engagement commenced, and it was noted that the Swimming Association Reps considered the meeting on 14 January 2020 to be start of the process.

KD noted that whilst the matter was discussed at the previous meeting on 1 October 2019, the advice from the HSE had not been received until after this date and that the Coroners Court did not conclude until 31 October 2019. Therefore, the full implications were not able to be considered until November 2019, at which point Officers commenced background work on the Swimming Review. The final date for comments on the proposals was 9 March 2020, ahead of the Hampstead Heath Consultative Committee meeting.

MS noted that the Swimming Association Chairs had not yet sought to consult their Members, as they were waiting to receive firmed up proposals.

KD confirmed that the proposals would be considered by the Hampstead Heath, Highgate Wood & Queen's Park Committee on 11 March, to ensure there was time to implement ahead of the Summer swimming season, which commences on 2 May 2020.

TJ asked the Swimming Association Chairs to confirm how long they would need to consult with their Members.

Financial Data & Dashboard

KD confirmed that proposals were not initially tabled by the CoLC at the meeting on 14 January 2020, as it was considered that these would be collaboratively processed to formulate proposals during discussions. However, responding to feedback at the meeting CoLC Officers has subsequently considered draft options which had been discussed at the 4 February 2020 meeting. There had been a lot of common ground established at the meeting, which was very encouraging, although there were areas where there was not agreement. This demonstrated the varied issues covered, which were not solely around charging.

NM felt that the issues around Health and Safety and charging had been conflated.

CP noted that if the CoLC contribution to the funding of the Hampstead Heath Charity had remained constant over a number of years, then in real terms it had reduced.

MP noted that the proposals had been based on data, which did not stack-up.

KD confirmed that the 2018/19 income was £67k.

MP felt that the inefficiency of the current collection system was a factor.

Lifeguard Breaks & Alertness and Maximum Bather Loading

MP noted that in relation to the proposed use of cameras to assist with the bather loading count, there was unease amongst some swimmers about what the technology could be used for, and this would rely on trust.

Minimum Lifeguard Numbers

There followed a discussion around the need to avoid gold plating, especially in relation to the number of Lifeguards on duty.

TJ noted that there was been clear feedback on gold plating and confirmed that CoLC were working to establish the minimum additional number of staff

required, and that this would vary between the winter and summer seasons to respond to demand. Trials of a roving third Lifeguard had begun. PJ confirmed that an electric bike had been ordered to assist the roving Lifeguard traveling between the sites so that they could cover breaks and quickly provide assistance should an emergency arise at any of the facilities. BW confirmed that the swimming facility Risk Assessments were being reviewed and updated in-line with the HSE advice received. Recruitment for Fixed-Term Lifeguards had commenced.

Lifeguard Training

PJ confirmed that training was scheduled for March and would be externally verified.

BW noted that stand-alone radios were being considered to allow greater internal communication between the swimming facilities. This would stop the main Heath radio being 'clogged' and had already been successfully used at the Lido. Two or Three radios would be required for each pond, and Lifeguards would carry these radios in addition to the Heath radio.

Facility Management

TJ CoLC are comfortable with the response given to 7a&b.

BW Rangers would have a role at the Bathing Pond and Lido to ensure the Lifeguards are not distracted by managing queues, toilets etc. The approach to queue management was trialled last summer and will be embedded for the 2020 summer season. At the Lido this would include litter picking and placing queue barriers. Contract Security staff would continue to be deployed at the Lido.

MS queried if turnstiles would be used at the Bathing Ponds?

BW turnstiles are not being considered. Mechanised touch and release gates could be used. These could be activated by Season Tickets or contactless payment.

MS this would not be feasible with the existing Mixed Pond entrance gate.

BW a tailored approach would need to be taken for each facility entrance. MD noted that this approach could deter new people from swimming into the winter season.

BW want to ensure that the infrastructure used is in keeping with the Heath.

MP noted that some people may choose not to use contactless payment in their everyday lives and could therefore be digitally excluded if they came for a one-off visit.

KD there would be a transition period where cash payments could still be accepted at the facilities.

MS felt that the contactless payment should be trialled before it was linked to access. The perimeters of the facility should be made secure before it was linked.

KD hedging has been discussed, and we may need to phase with Rangers assisting in the first instance.

MP there are boggy areas around the Ladies' Pond where hedges do not grow.

BW we are looking for solutions, which will be tailored to each facility.

Charging Options & Charges

TJ noted there had been clear feedback from the Associations on keeping the Self-Policing arrangements, with the addition of contactless payments.

Hypothecation had also been raised.

BW we need to generate income to support the cost of running the facilities, which will still be subsidised.

CR will Associations have to pay for members access?

BW please encourage your Members to purchase a Season Ticket or a day ticket if they do not want a season ticket.

KD noted the value that the Season Tickets provide to people swimming regularly at the facilities.

NM noted the current online application process was clunky and did not offer a renewal reminder. More effort should be made to promote it to swimmers.

PM confirmed that this would be looked into.

There followed a discussion around phasing of technology and low-tech solutions which could be trialled to assist with bather loading in the short term, such as wristbands.

RSS agreed there was a cost to run the facilities but did not believe that the CoLC had the right to charge for access to the Bathing Ponds.

TJ there has been a lot of feedback around signage and lack of information around the current payment points.

There followed a discussion around the signage and messaging at the Bathing Ponds. There was confusion around the final wording of the signage, and Association Members did not feel that the signage was clear enough.

CB confirmed that currently the Bathing Ponds were running with a £680,000 subsidy.

NM felt more swimmers would pay if they clearly understood that the Heath is a charity. Money spent on swimming cannot be spent elsewhere on the Heath, if there was a greater understanding then it would free up money to invest in the swimming facilities and to be spent elsewhere on the Heath.

CB agreed that this message needs to be put across more widely at the Heath and across all the CoLC Open Spaces.

EK queried if gift aid could be added to the Season Ticket application form, as this would also highlight to people that the Heath is a charity.

There followed a discussion around the role of the Rangers and additional Lifeguards at the facilities.

BW clarified that the Rangers would support the Lifeguards and would ensure that they were not distracted from watching the water. Contract cleaning was also being investigated. The costs for the additional staffing and resources will be kept as low as possible.

There followed a discussion around the implications of changes at the facilities on the non-lifeguarded ponds and concerns were raised that this would increase.

CB noted that the proposals had focused on sustaining the current number of swimming hours. The alternative could be to reduce the number of swimming hours and not increase costs. However, we are currently focusing on trying to

	<p>sustain the number of swimming hours, recognising the popularity of swimming on the Heath.</p> <p>RSS queried if the income from swimming would off-set the cost of other sports on the Heath.</p> <p>CB confirmed that all sports and activities were subsidised across the CoLC Open Spaces.</p> <p>BW confirmed that licensing for dog walkers and fitness trainers was being progressed.</p> <p>TJ feedback on the proposed hardship fund?</p> <p>MP felt it would be patronising and divisive.</p> <p>NM many people see swimming in the ponds as an extension of enjoying the Heath. It is unrealistic people will pay £5 for a 5 minute swim in winter.</p> <p>CP noted that many people use the Men's Pond socially in the winter months, and do not swim.</p> <p>MH noted that socialising was an aspect of the Men's Pond culture and would have to be managed, with consideration to the bathing loads, as these people do not use the facility to swim.</p> <p>BW confirmed that the priority was to manage the bathing load on busy days and having technology in place which shows how many people are in the facility. People may need to be held outside the facility. This is already practiced at the Mixed Bathing Pond and had been trialled at the Ladies' Pond last summer with help from Members of the Kenwood Ladies' Pond Association.</p> <p>JW noted that the Serpentine model was based on 2,000 swimmers paying £25 a year to access non-lifeguarded waters.</p> <p>CB confirmed that there was a lot of onus on the Club to manage this. Similar models could be considered at the Bathing Ponds.</p> <p>TJ concluded the discussions and asked Members for their final comments.</p> <p>EK contactless payment has been discussed over a number of years but has yet to be installed. Many swimmers are happy to pay voluntarily. It could explode.</p> <p>PJ there has been lot of work to rebuild the relationship between the swimmers and Lifeguards since 2005. Do not want to detract from this moving forward.</p> <p>PM we have a Duty of Care towards the Lifeguards. Accept the payment machines are not ideal and have not always worked reliably.</p> <p>CR hope we can carry on as we are. The Lifebuoys have been going for 100 years. Can receipts be provided for Season Ticket purchases?</p> <p>RSS will never accept compulsory payment. Good will can easily be dispersed if there is not a proper discussion around the voluntary payment.</p> <p>CP concerned that people will be pushed out to the non-lifeguarded ponds, which could be dangerous. If there is not a more elegant solution to collecting money, then you may end up collecting less.</p> <p>NM do not spend a lot of money on changing the things that make the Bathing Ponds unique. Do not increase the charges or make them compulsory.</p> <p>Emphasises the need, and make it easier, for people to pay.</p> <p>MS CoLC have a stewardship responsibility. A lot of what has been discussed is contrary to the Heath Vision. Understand the need for more Lifeguards. Have a phased process and work with the Associations to raise more income. Good that</p>
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	<p>it is proposed to freeze the Season Ticket prices, can day tickets also be frozen? The ponds are unique and cannot be benchmarked.</p> <p>KS when I first started swimming at the Mixed Pond 15 years ago, I didn't have much money, I think that if people have the opportunity to pay, they would do so.</p> <p>MD it would be unfortunate if big changes were made in a rush.</p> <p>TJ thanked everyone for their time and feedback.</p> <p>KD we recognise that signage and technology are an issue. We want to improve our data, but we have a responsibility to respond to take onboard the HSE advice, and we have a responsibility to know how many people are in our facilities and the water so we do need to take action. It is clear that the current model is not sustainable. We are grateful for your time and contributions. I welcome the Chairs of the Associations to attend the Hampstead Heath Consultative Committee and to speak at the meeting for a few minutes to get your views across to the Members. We are also happy to receive any more feedback you have in writing. The Hampstead Heath Consultative Committee consider many issues and their feedback informs the Hampstead Heath, Highgate Wood & Queen's Park Committee when making decisions. I will ensure your views are put across to Members at the Hampstead Heath, Highgate Wood & Queen's Park Committee meeting on 11 March.</p> <p><u>Comments received from the public gallery</u></p> <p>I urge you to look at H&S and funding differently and to work with the Associations to increase the income. You do not understand us, and we do not trust you.</p> <p>What level of subsidy are you looking for? If it is £2 a swim you will break even, if it is £5 you will make £2m profit. My concerns are around the financial modelling.</p>
5.	AOB
	N/A
6.	Next Steps
	A report will be prepared for the Hampstead Heath Consultative Committee, who will meet on 9 March 2020. Swimmers will have until 9 March to put forward their comments. The proposals would be considered by the Hampstead Heath, Highgate Wood & Queen's Park Committee, taking account of the view of the Hampstead Heath Consultative Committee, on 11 March 2020.
7.	Date of the next meeting
	<ul style="list-style-type: none"> TBC

SWIMMING REVIEW 2020

INVESTMENT PROGRAMME (Draft Proposals)

In addition to addressing the charging model and rates at the Swimming Facilities and the operational deployment of Lifeguards and Rangers, it has become apparent that an investment programme is necessary to achieve the objectives of the Swimming Review. Particularly, given the need to move at pace to implement the Health and Safety Executive advice and address the negative comments from the Swimming Forum on the City Corporation's failure to install contactless technology.

This programme has been generated following detailed discussions with the City Corporation Lifeguards, the Hampstead Heath Swimming Associations and following three meetings of the Hampstead Heath Swimming Forum.

The Superintendent seeks to collaborate with colleagues from across the City Corporation to implement this programme. Project Management, Information Technology, Communication capability is required to help deliver this programme.

Given the short timescale, additional project management capacity is needed to prepare for the 2 May 2020 commencement of the summer swimming season.

PROPOSED PROJECTS ACROSS THE FOUR SWIMMING FACILITIES

Technology

1. To facilitate the installation of technology to support revenue collection provide power and broadband at the entrances (inner and outer cordons) to the Bathing Ponds.
2. Install contactless payment and season ticket card readers at two positions, the outer gate and a location in view of the Lifeguards. Upgrade the contactless payment system and install and season ticket card readers at the kiosk to align with the system at the Bathing Ponds.
3. Install technology to count the number of visitors entering/exiting the facilities.
4. Install technology to record the bathing loads, and the capability to relay the number to the queue outside the facilities.
5. Install keyless lockers at all facilities to support the rollout of contactless payment for phones, wallets and cards.
6. To review the online season ticket application process to enhance user experience. This should include adding the option to make a donation in addition to purchasing a season ticket, gift aid, delivery options for the season ticket, automatic renewal, photo uploading and monthly instalment payments.
7. Investigate and procure smart season tickets to collect participation data.

Capital Bid - Built Assets

8. Relocate the Men's Pond entrance to create an accessible facility, removing the steps and fencing associated with the existing location. Provide payment points, dog tethering area, widen paths and access to both the compound and pond to establish better flows for visitors to the facility. Provision of a new door into the existing changing facilities to separate wet/dry routes. This access programme is also paramount for Lifeguards and their safety so that they can see people coming into the facility for safety and accessibility.

Men's toilet block to be reconfigured to address the anti-social behaviour, re-planned and to integrate a 'pissoir' with off the ground metal screens and sections of canopy roof. Enclosed WC cubicles would also be required.

Provision of accessible changing, showering facilities and accessible WC in a new lightweight compound on the edge of the pond with a pontoon for disabled access into the water.

Provision of new long window on the south elevation with glazed corners to the West and East elevation to allow a panoramic view of the pond for the Lifeguards.

Reconfiguration of the key clamp enclosure/railings outside the Lifeguards Observation Hut.

Provision of steps to link the two existing concrete platforms to improve Lifeguard access.

9. Increase the height of the fence and gates at the rear access at the Kenwood Ladies' Pond and install the facility for season ticket entry gate release.
10. Re-provision the accessible toilet as a wet room and toilet at the Kenwood Ladies' Pond.
11. Re-provision the Lifeguard welfare facilities at the Mixed Bathing Pond.
12. Review the space allocated to the changing compounds and sunbathing areas at the Mixed Bathing Pond.
13. Review the accessibility of the facilities.

Cyclical Works Programme

14. Re-provision the 3-phase electrical power supply from the UK Power Networks pillar near Hampstead No 1 Pond to the Mixed Pond. Trunking has been incorporated into the dams to facilitate the new cable run.
15. Review and update the Mixed Bathing Pond fixed wiring.
16. Connect the 3-phase aerator at the Mixed Bathing Pond from the Hampstead Heath Ponds Project.
17. Upgrade the water supply at the Mixed Bathing Pond to increase the water pressure allowing cold water showers to operate in the summer.
18. To re-provision the hot water boilers for the Ladies' changing room at the Lido.
19. Re-provision the Lido entrance shutters, gates and turnstiles to provide a secure facility to protect staff.

20. The Lido leak is currently being monitored. To review the data and develop a project to resolve the leak.

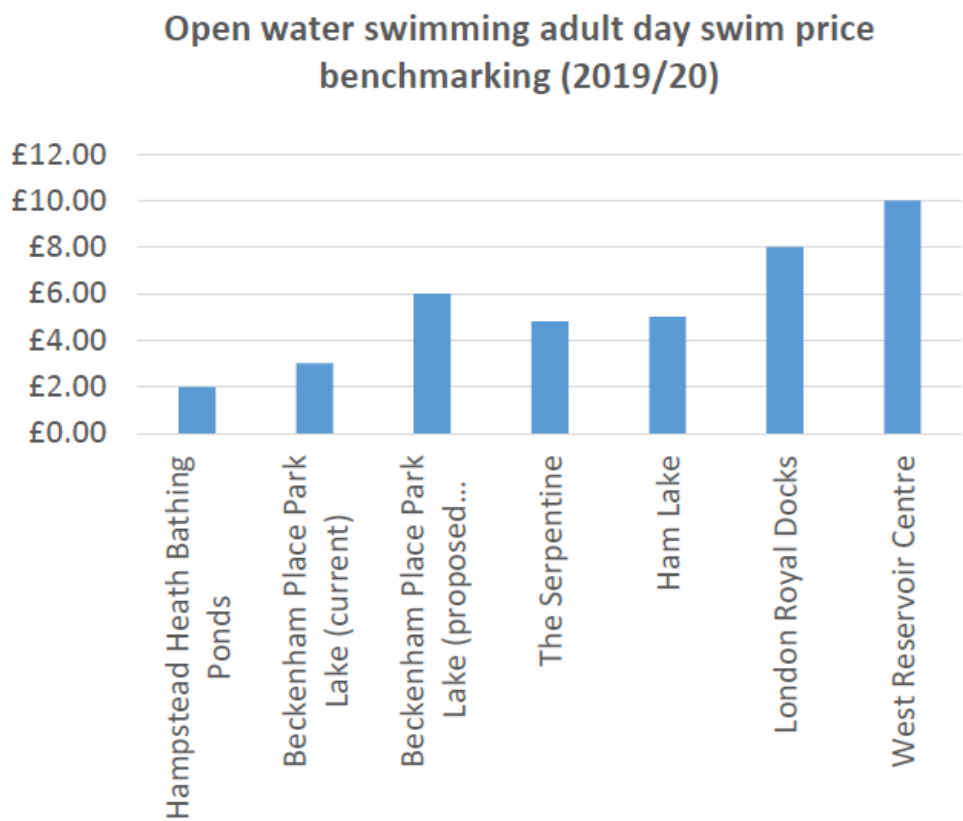
CSD – Client Funded Projects

21. Review the design of the Lido outer perimeter fence to prevent unauthorised access. Seek Planning Consent to install a temporary security fence for June - August 2020.

Hampstead Heath Annual Work Programme

22. Design and fabricate a cover to securely close the diving board when the Men's Bathing Pond is reaching the peak bathing load.
23. Re-provision of a new timber pontoon for Lifeguards at the Men's Bathing Pond to the South-East of the concrete jetty (access to water) & steps into water for ambulant disabled access.
24. Re-provision the fixed Lifeguarding position at the Kenwood Ladies' Bathing Pond to the north of the pond.
25. Install waste and recycling facilities all facilities.
26. Update the Communications Plan in relation to both internal and external stakeholders utilising the web, social media and the Heath Diary.
27. Update Risk Assessments, Safe Systems of Work and Emergency Action Plans to inform staff training and development.
28. Install new signage to support the contactless payment and season ticket access arrangements.
29. Update the safety signage to reflect the learning from the Swimming Review.

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This benchmarking data was captured in January 2020

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TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required. The EA template and guidance plus information on the Equality Act and the Public Sector Equality Duty (PSED) can be found on Colnet at: <http://colnet/Departments/Pages/News/Equality-and-Diversity.aspx>

Introduction

The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149). This requires public authorities, in the exercise of their functions, to have ‘due regard’ to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership.
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (gender)
- Sexual orientation

What is due regard?	How to demonstrate compliance
<div data-bbox="89 730 145 890" data-label="Page-Footer">Page 71</div> <ul style="list-style-type: none"> • It involves considering the aims of the duty in a way that is proportionate to the issue at hand • Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision • Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative. <p>The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.</p> <p>Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.</p> <p>It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.</p>	<p>Case law has established the following principles apply to the PSED:</p> <ul style="list-style-type: none"> • Knowledge – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind. • Sufficient Information – must be made available to the decision maker • Timeliness – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken. • Real consideration – consideration must form an integral part of the decision-making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision. • Sufficient information – the decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty • No delegation - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated. • Review – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed. <p>However there is no requirement to:</p> <ul style="list-style-type: none"> • Produce equality analysis or an equality impact assessment • Indiscriminately collect diversity data where equalities issues are not significant

	<ul style="list-style-type: none"> • Publish lengthy documents to show compliance • Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met • Make services homogeneous or to try to remove or ignore differences between people. <p>The key points about demonstrating compliance with the duty are to:</p> <ul style="list-style-type: none"> • Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups • Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications • Keep adequate records of the full decision making process
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Test of Relevance screening

The Test of Relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis and be completed.

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include reference to it in Background Papers when reporting to Committee or other decision making process.

1. Proposal / Project Title: Hampstead Heath Swimming Review 2020

- 2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):** A full review of the Hampstead Heath Swimming Facilities has been undertaken, in conjunction with Health & Safety Advice received followed a fatality at the Highgate Men's Bathing Ponds in June 2019. The report sets out the improvements required to address Health and Safety, accessibility, increasing demand and options to secure the long-term financial sustainability of the Swimming facilities on Hampstead Heath.

Option 2 – Adopt applied Charges

1. Contactless Payment Points will be introduced at the Bathing Ponds, to collect the charges, which will be applied from 2 May 2020.
2. The subsidised season ticket offer will be widely promoted to encourage take-up for regular swimmers. In addition, a cash payment option will be maintained for the 2020/21 season.
3. This option would be supported by new signage that provides information about the payment options and the Hampstead Heath Charity to demonstrate that their payments go towards sustaining the Ponds and the Lifeguards.
4. Officers recommend option 2. Heath Rangers will support a culture of payment at the Ponds, this builds on the existing practice at the Mixed Pond during the summer season. The Rangers will be required to manage the queues, control the number of people within the facility, provide information to visitors, respond to incidents, liaise other Heath staff, the emergency services and assist with cleaning and the operation of the facilities.

Option 5 – Revise the scale of charges for season tickets, day ticket and concessions.

- a. Season Ticket prices frozen until April 2021 and then reviewed annually following consultation.
- d. Adult day ticket prices increase to the London benchmark lower quartile £4 from April 2020 and then reviewed annually.
- h. Concessionary rates brought in line with other fees and charges across Hampstead Heath, which are based on a 40% discount of the adult rate and introduce free morning swims (07.00 to 09.30) to over 60's and under 16's to the Bathing Ponds.

- 3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:**

Protected Characteristic (Equality Group) <input checked="" type="checkbox"/>	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If option C is chosen, then this will have a positive impact due to the introduction of a free morning swims (until to 09.30) to over 60's and under 16's to the Bathing Ponds. This proposal has been discussed with the Hampstead Heath Swimming Associations and the Hampstead Heath Consultative Committee. If this option if not chosen, then there will be 'no impact' as the service provided will remain unchanged and fees and charge increases and method of collecting fees will be the same for all protected characteristics. Age concessions will remain.
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The Swimming Review indicates that a capital investment programme would improve accessibility to the Bathing Ponds.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The City of London Corporation adopted a Gender Identity Policy in June 2019, following public consultation.

Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The proposals retain the existing provision of separate sex (including gender) Bathing Ponds.
Sex (i.e gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The proposals retain the existing provision of separate sex (including gender) Bathing Ponds.
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The proposals retain the existing provision of separate sex (including gender) Bathing Ponds.
4. There are no negative/adverse impact(s) Please briefly explain and provide evidence to support this decision:		The recommendations following the Swimming Review have taken account of the characteristics protected by the Equality Act 2010 and there are no negative or adverse impacts.		
5. Are there positive impacts of the proposal on any equality groups? Please briefly explain how these are in line with the equality aims:		If option C is chosen, then this will have a positive impact due to the introduction of a free morning swims (until to 09.30) to over 60's and under 16's to the Bathing Ponds.		
As a result of this screening, is a full EA necessary? (Please check appropriate box using <input type="checkbox"/>)	Yes	No	Briefly explain your answer: The impact of the recommended options is positive and there are no negative or adverse impacts identified.	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7. Name of Lead Officer: Bob Warnock		Job title: Superintendent		Date of completion: 24 February 2020

Signed off by Department Director :	Name: Colin BATTERY	Date: 24.2.2020
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