

MARKETS BOARD

Wednesday, 7 September 2022

Minutes of the meeting of the Markets Board held at Committee Rooms 3 & 4 - 2nd Floor, West Wing, Guildhall on Wednesday, 7 September 2022 at 11.00 am

Present

Members:

Deputy Henry Pollard (Chairman)	Catherine McGuinness
Alderman & Sheriff Alison Gowman	Alderman Sir David Wootton
Gregory Lawrence	Deputy Edward Lord
Wendy Mead	Oliver Sells KC
Deputy Brian Mooney	Henry Jones
Ian Seaton	

In Attendance

Paul Walker – Chair, New Spitalfields Tenants' Association
Jeff Stedman – Chair, Billingsgate Tenants' Association

Officers:

Ben Milligan	- Markets Director, Department of the Chief Operating Officer
Donald Perry	- Department of the Chief Operating Officer (COO)
Julie Gibbs	- Department of the Chief Operating Officer
Daniel Ritchie	- Billingsgate Market General Manager – Dept of the COO
Mark Sherlock	- Smithfield Market General Manager – Dept of the COO
Emma Beard	- New Spitalfields General Manager- Dept of the COO
Clem Harcourt	- Chamberlains
John James	- Chamberlains
Peter Young	- Corporate Property Group Director, City Surveyor's Department
Paul Wright	- Remembrancers
Julie Mayer	- Town Clerks

1. APOLOGIES

Apologies were received from Mark Bostock, James Tumbridge and Philip Woodhouse. Mark Bostock joined the meeting remotely.

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

Mr Gregory Lawrence advised that he has been granted a dispensation to speak on all matters concerning the London Central Markets (Smithfield) other than: (i) those in which he has a disclosable pecuniary interest as a shareholder or director of any company which holds a tenancy in the market; and (ii) those which would affect only him personally or his business interests as opposed to

the generality of tenants within the market. *NB. This dispensation will be in place until the next Common Council elections in March 2025.*

3. **PUBLIC MINUTES**

RESOLVED, That – the public minutes and non-public summary of the meeting held on 13th July 2022 be approved as a correct record.

Subject to the following amendments:

1. Private Members Bill re the Markets Relocation Programme remove 'take it up to the deadline' from the end of paragraph 6 on page 10.
2. Paul Martinelli had been in attendance virtually at the last meeting by virtue of representing the Smithfield Market Tenants Association, not as member of this Committee and had therefore not submitted apologies.

Matters arising

The Chairman advised that visits to all three of the markets had taken place since the last meeting, and the Chairman and Deputy Chairman had visited the new site in Dagenham. A further Officer/Member visit was planned for the end of September, with a possibility of repeating this for any Members unable to attend.

The Markets Director advised that a specification had been written to document the history of the markets, working with tenants and stakeholders, to produce pictorial and video evidence. Initial findings suggested that the cost could be in the region of £50-100k, and it would not be possible to fund this from the Markets Local Risk Budget. Therefore, a soft market test would be undertaken to firm up the estimate, possibly adjusting the specification. The Chairman and Members stressed the importance of the Markets' heritage and legacy and asked to be kept updated on progress.

4. **GENERAL MANAGER UPDATES**

The Board received the General Managers updates, noting that New Spitalfields update would be in the non-public part of the meeting.

Smithfield

Members noted that, following the accident at Smithfield 4 July 2022, a number of improvements had either been implemented, or were due for implementation. The General Manager advised that the accident had been caused by the methodology used to move product from a broken pallet. Instead of the trader removing all the boxes by hand to a new pallet, they attempted to lift the broken pallet with a forklift truck and place a new pallet underneath. The stack began to topple over and as it did so, the injured person moved behind the fork lift to try and stabilise it. The fork lift reversed and the injury was sustained. The Police were carrying out a criminal investigation but it was not yet certain if charges would follow. Weekly meetings had been taking place in respect of a new 45 point action plan. Members noted Smithfield's excellent safety record in respect of fork-lifts and this had been the only serious incident in 40 years.

The Health and Safety Executive had been engaged and the Market Constables remained vigilant. The General Manager stressed that the new procedures would continue throughout the transition period out of the Poultry Market.

Members noted that high visibility jackets are now mandatory for all fork-lift drivers as well as all staff and buyers in the covered ways, there is a one-way system in operation, and produce must be taken directly to traders' premises. There is also a revised traffic management plan for the Poultry Market. The Chief Operating Officer advised that the law requires risks to be managed at the lowest possible level; risk assessments are updated regularly, and all mitigations carefully considered.

Billingsgate

The General Manager advised that this update had originally been included in the non-public part of the published agenda, but he was able to provide the update in the public part of the meeting. Members had seen the new CCTV system and control room on their recent visit, and it had gone live on 1st August 2022. The Market now has over 100 4k cameras across the site, which will improve safety and security, as well as ensuring better compliance with site rules. The delivery of this improved resource was a key theme of the Billingsgate Action Plan.

Members noted a further theme, identified in the Billingsgate Action Plan, was a 12 week trial of consolidated outbound deliveries, from merchants to their customers, in and around London. This free to use trial saw 40 out of 48 merchants participate. In total, 19,886 cases of product were delivered during the initial trial, resulting in an estimated 37% reduction in CO2 emissions from deliveries, and 949 fewer vehicle journeys on central London's congested roads, thereby helping to reduce air pollution. Members noted that the New Market would be busier but, if opening hours are extended, then this would also have a positive impact on congestion and emissions. The trial has subsequently been extended, and further details would be shared at the next Markets Board. The General Manager advised that the results of the pilot had been submitted to the forthcoming National Market Awards run by NABMA.

The General Manager advised that he had received a complaint in respect of cleanliness, essentially arising from staffing issues throughout the Target Operating Model's recruitment freeze, compounded by the summer holiday period. However, a new round of recruitment was about to go live, and this should see an improvement. Members noted that this had not been an issue at the other 2 markets, who were almost fully resourced. The General Managers were asked to include updates on cleanliness, health and safety and energy price rises in their future updates.

RESOLVED, that – the updates from the General Managers be noted.

5. MARKETS COMMITTEE RISK UPDATE

The Board received a report of the Markets Director, which provided assurance that risk management procedures in place within the Markets Division are satisfactory and meet the requirements of the corporate Risk Management Framework.

The Officer advised that there had been movement on one red risk in respect of transport, which is shared across all 3 markets, whilst remedial actions are underway at Smithfield. As new measures are introduced, it should be possible to lower this back to the target.

Members noted the corporate risk in respect of energy and the Board had received a report of the Energy Manager at its last meeting. The Chief Operating Officer (COO) advised that the City Surveyor was leading on detailed works in terms of energy, and there might be some positive news shortly in terms of the City Corporation's ability to manage costs over the next couple of years.

In terms of possible future XR demonstrations at Smithfield, the Markets Director advised that the Strategic Director for Threat shares intelligence and, under Gold Command, the market would be alerted within minutes.

RESOLVED, that – the report be noted.

6. MARKETS BUSINESS PLAN UPDATE PERIOD 1 2022/23 (APRIL-JULY)

The Board received a report of the Markets Director, which provided an update on progress made during Period 1 (April-July) of 2022/23 against the key performance indicators (KPIs) and key improvement objectives outlined in the Markets' Business Plan 2022/23. Members noted that the KPI's would be enhanced in future reports.

RESOLVED, that – the report be noted.

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 that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act as follows:-

Item	Paragraph

10. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 13th July 2022 were approved as a correct record.
11. **NON-PUBLIC GENERAL MANAGER UPDATES**
The Board received the non-public updates of the General Managers.
12. **DEBT ARREARS**
The Board received a report of the Markets Director.
13. **TENANCIES AT WILL AND ASSIGNMENTS**
The Board received a report of the Markets Director.
14. **TENANCY AT WILL PROCEDURE**
The Board considered and approved a report of the Markets Director.
15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
Three items were noted whilst the public were excluded.
17. **MARKETS CO-LOCATION PROGRAMME (MCP) UPDATE**
The Markets Director was heard.

The meeting ended at 12.40 pm

Chairman

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