



Culture, Heritage and Libraries Committee

Date: MONDAY, 17 JULY 2023

Time: 11.00 am

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

Members:

Munsur Ali (Chairman)	Eamonn Mullally
John Foley (Deputy Chairman)	Alderwoman Jennette Newman
Caroline Addy	Deborah Oliver
Emily Benn	Deputy Graham Packham (Ex-Officio Member)
Deputy Mark Bostock	Judith Pleasance
James Bromiley-Davis	Alpa Raja
John Griffiths	Anett Rideg
Jason Groves	David Sales
Deputy Madush Gupta	Ian Seaton
Jaspreet Hodgson	Alethea Silk
Amy Horscroft	Tom Sleigh (Ex-Officio Member)
Wendy Hyde	Mark Wheatley
Frances Leach	Dawn Wright
Antony Manchester	Irem Yerdelen
Alderman Bronek Masojada	Caroline Haines
Andrew Mayer	
Wendy Mead	

Enquiries: Jayne Moore
jayne.moore@cityoflondon.gov.uk

Lunch will be served in Guildhall Club at 1PM

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the previous meeting held on 22 May 2023.

For Decision
(Pages 5 - 12)

- a) Minutes of Keats House Consultative Committee meeting (Pages 13 - 18)

To note the minutes of the meeting of the Keats House Consultative Committee of 23 June 2023.

For Information

4. **OUTSTANDING ACTIONS**

To receive the report of the Clerk.

For Information
(Pages 19 - 20)

5. **FORWARD PLAN**

To note the forward plan

For Information
(Pages 21 - 22)

6. **DESTINATION CITY OVERVIEW**

To receive the report of the Executive Director, Innovation and Growth

(presentation in separate pack)

For Information
(Pages 23 - 26)

7. **KEATS HOUSE ACTIVITIES PLAN 2023/24**

To consider the report of the Executive Director, Environment Department

For Decision
(Pages 27 - 36)

8. **BARBICAN LIBRARY COMMUNITY ROOM**
To receive the report of the Director of Community and Children's Services
- For Information**
(Pages 37 - 50)
9. **REVENUE OUTTURN 2022-23**
To receive the report of: The Chamberlain, Deputy Town Clerk, Executive Director of Innovation and Growth, Executive Director Environment, and Executive Director of Children's & Community Services.
- For Information**
(Pages 51 - 56)
10. **'MAKERSPACE' IN ARTIZAN STREET LIBRARY & COMMUNITY CENTRE - CHARGES**
To consider the report of the Director of Community and Children's Services
- For Decision**
(Pages 57 - 64)
11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
12. **ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT**
13. **EXCLUSION OF THE PUBLIC**
MOTION, that – under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

Part 2 - Non-public Agenda

14. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the previous meeting held on 22 May 2023.
- For Decision**
(Pages 65 - 66)

15. **CITY ARTS INITIATIVE RECOMMENDATIONS TO THE COMMITTEE**

To receive the report of the Director of Innovation & Growth

For Decision
(Pages 67 - 86)

16. **IMPLEMENTING CORPORATE CHARITIES REVIEW RECOMMENDATIONS - KEATS HOUSE (1053381)**

To consider the report of the Managing Director, BHE

For Decision
(Pages 87 - 100)

17. **BARTHOLOMEW FAIR UPDATE**

To receive the report of the Executive Director, Innovation and Growth

(Presentation slides are in a separate pack)

For Information
(Pages 101 - 104)

18. **THE CITY'S CARRIAGES - CONSERVATION PRIORITIES**

To consider the report of the City Surveyor.

For Decision
(Pages 105 - 110)

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

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

CULTURE, HERITAGE AND LIBRARIES COMMITTEE

Monday, 22 May 2023

Minutes of the meeting of the Culture, Heritage and Libraries Committee held at Committee Room 3 - 2nd Floor West Wing, Guildhall on Monday, 22 May 2023 at 11.00 am

Members:

Munsur Ali (Chairman)	Eamonn Mullally
John Foley (Deputy Chairman)	Anett Rideg
Deputy Mark Bostock	Ian Seaton
John Griffiths	Alethea Silk
Amy Horscroft	Mark Wheatley
Wendy Hyde	Dawn Wright
Wendy Mead	Irem Yerdelen

Also in attendance:

Deputy Ann Holmes (Chief Commoner)

1. APOLOGIES

Ian Seaton moved that Wendy Mead take the Chair until the election of the Chair. This was seconded by Deputy Mark Bostock.

Apologies were received from Alderman Masojada, Alderwoman Jenette Newman, Deputy Graham Packham, David Sales, Deborah Oliver, Jaspreet Hodgson and Caroline Haines.

The following Members observed the meeting via Teams:

Alderman Masojada, Jason Groves, Deputy Madesh Gupta, Alpa Raja, David Sales, Judith Pleasance.

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

John Foley declared that is a client of Hoare's Bank.

Ian Seaton declared that his livery company (Worshipful Company of Girdlers) has a commercial relationship with the planning consultancy DP9 that is involved with one of the sculpture proposals submitted to the Committee.

3. ORDER OF THE COURT

The Committee received the Order of the Court of Common Council of 27 April 2023.

The Committee unanimously and unequivocally expressed extreme disappointment that the Committee's submission at the previous meeting (to amend section (m) to read "with all stakeholders" in lieu of "with the Policy &

Resources Committee”) had been declined at Policy & Resources level, as notified to the Chair and Deputy Chair on 19 April 2023.

The Committee unanimously requested that the matter be reconsidered given the significance of the Committee’s input into the cultural strategy, noting that the matter would be forwarded firstly to Policy & Resources Committee, and then the Court of Common Council if necessary.

4. **ELECTION OF CHAIR**

A single expression of interest being submitted in accordance with the newly-revised Standing Orders, in particular Standing Order 29, the Committee elected Munsur Ali as Chair.

The Committee congratulated Munsur Ali.

Munsur Ali and the entire Committee thanked the outgoing Chair Wendy Hyde, and Wendy Mead moved a Vote of Thanks that was unanimously approved, thanking Wendy Hyde for her for the courteous, enthusiastic and dedicated manner in which she carried out the duties of Chairman of the Committee since May 2020 and the leadership that she showed in steering it through significant periods of change over the past three years.

Wendy Hyde thanked the Committee and the Officers for their dedication, support and hard work.

Munsur Ali thanked the Committee for their trust and dedication.

5. **ELECTION OF DEPUTY CHAIR**

In accordance with the newly-revised Standing Orders, in particular Standing Order 30, the Committee elected John Foley as Deputy Chair of the Committee, a single expression of interest having been received.

The Committee congratulated John Foley on his election.

6. **MINUTES**

On item 10, a Member asked whether arrangements had been made for the Culture Mile designation to be removed. The meeting heard that the branding in the public realm was expected to be removed by the end of June 2023, and that a rebranding exercise was expected to be under way during June 2023 to remove the Culture Mile designation.

RESOLVED, That the public minutes of the meeting of 27 March 2023 be approved as an accurate record of the proceedings.

7. **COMMITTEES: APPOINTMENTS TO CITY ARTS INITIATIVE AND KEATS HOUSE CONSULTATIVE COMMITTEE**

The Committee appointed the following Members to the City Arts Initiative:

Jason Groves, John Griffiths, Anett Rideg

as well as the Committee Chair and Deputy Chair (Munsur Ali and John Foley)

The Committee appointed the following Members to the Keats House Consultative Committee:

John Griffiths, Jason Groves

as well as the Committee Chair and Deputy Chair (Munsur Ali and John Foley)

8. **FORWARD PLAN**

The Committee noted the forward plan.

9. **CITY ARTS INITIATIVE RECOMMENDATIONS TO THE COMMITTEE**

RESOLVED, That Members of the Culture, Heritage and Libraries Committee ratify the City Arts Initiative's recommendations in relation to proposals 1, 2, 3, 4, 5 and 6 as follows:

1. Tideway – Poems – Update on Legibility
2. 40 Leadenhall Street – Wind Mitigation Sculpture
3. London Festival of Architecture – Common Ground
4. London Festival of Architecture – Fleet Street Plant Press
5. Lester Partners Ltd – Shizo – A Replica of Alexey Navalny's Prison Cell
6. Worshipful Company of Parish Clerks – Blue Plaque Application

10. **DESTINATION BRAND IDENTITY AND DESTINATION WEBSITE**

The Committee received the report of the Executive Director, Innovation & Growth, noting the update on the development of the new destination brand identity and destination website ahead of its launch.

The Committee made the following points:

- It would be helpful to get a clear understanding of the overall vision and purpose of Destination City (DC) encompassing its overarching strategy (over and above events) that clearly referenced the City of London's unique assets, cultural offering and website, noting that part of DC's remit was to amplify the CoL offering
- More comprehensive information on the website would be welcome
- Five BIDs are in place, and these are answerable to levy-payers: it is reasonable to expect the City of London to co-ordinate and oversee those BIDs to ensure consistent and coherent messaging in line with any DC and CoL vision, and provide more detail on DC's position above those five BIDs
- There is a general sense of 'working in silos'

- Clarity on what BIDs are supposed to be doing around support for SMEs and micro-businesses would be welcome (and where support for such entities should be sourced if the scope is not covered by BIDs)

The meeting noted the DC roll-out was currently in line with a presentation given to the Committee at its November 2022 meeting that had included key timelines and strategic projects, and that stakeholder engagement was ongoing.

A formal presentation on DC was requested that would cover the remit and strategy of the organisation (see action point 1) together with information on DC's implementation plan and an overall framework of the DC offering and approach, noting the cohesive and coherent element of recent Coronation events in the City.

A Member asked how the website's success would be measured, and how that might differ from measuring the success of the strategy. The meeting heard that KPIs were being defined in line with industry best practice together with measurement metrics.

A Member sought clarification on cyber security measures. The meeting heard that an A+ score had been received for the website on security standards.

A Member asked for an update on the appointment of a new consumer-facing communications agency referenced in section 18 of the report and on its budgetary implications. The meeting heard that the Four Agency had been appointed and was working with CoL communications teams.

A Member sought reassurance that the P&R Committee was not receiving additional material on Culture that was not being submitted to the Committee. The meeting heard that cultural papers were submitted to both Committees, though the timings of the Committees sometimes impacted on the sequence of the submissions.

The meeting heard that SME and/or micro-business support was provided by the City of London in a range of ways, including via the strategic BID steering group.

A Member sought clarification on whether embassies were involved in the CoL's cultural strategy around stakeholder engagement. The meeting heard that a strong proposition was being developed and sequenced, with further information expected on timings and key points.

The Chairman expressed a wish to put together a City of London cultural calendar as an engagement tool, and the Committee expressed its support for the initiative (see action point 2) to include annual events.

A Member asked how people would be referred to any DC website, and the meeting heard that a new brand was being created to message the CoL

offering that was separate from the DC brand that would include curated film content.

11. **UPDATE REPORT FOR KEATS HOUSE CHARITY 2022/23**

Members noted the report of the Executive Director, Environment.

12. **KEATS HOUSE RISK UPDATE REPORT**

The Committee received the report of the Executive Director, Environment.

The Committee congratulated the executive team at Keats House for their work and progress in the last year.

Noting that Keats House was located some distance from the City, a Member asked whether, in the light of the Culture Mile branding wind-up, any impact on Keats House had been noted in respect of its ability to connect with the CoL's cultural offering. The meeting heard that bids were being submitted for funding that had previously come through CM learning programmes (now coming through the Education Strategy Unit). The programmes included a joint oracy project and a joint bid with the London Metropolitan Archives on poetry and colonialism that would include a festival during the autumn 2023 season.

A Member commented that some Romantic poets had meaningful connections with other countries, citing Keats's connection to Italy and Byron's connection to Greece, and sought clarification on whether any cultural connections on that topic had been established with the relevant embassies. The meeting heard that there were presently no such connections though there were connections to other institutions that highlighted the international dimension of those poets. Further initiatives to broaden that scope were in progress.

A Member noted that at the November 2022 meeting of the Committee, approval had been given to the granting of a new licence to Keats Community Library to 31 March 2024. The Committee expressed disappointment that the licence had not yet been issued due to process issues. The meeting noted that the work on getting that licence was ongoing (see action point 4).

A Member sought reassurance that collaboration and partnership work was ongoing around digitalisation. The meeting heard that Keats House worked closely with the London Metropolitan Archives in particular as well as other CoL entities.

RESOLVED, That the Committee review and confirm, on behalf of the City Corporation as Trustee, that the register appended to the report submitted for consideration to the meeting of 22 May 2023 satisfactorily sets out the key risks to the charity and that appropriate systems are in place to identify and mitigate risks.

13. **DRAFT HIGH-LEVEL BUSINESS PLAN 2023/24 - DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES**

The Committee received the report of the interim director of Community and Children's Services, and noted the factors taken into consideration in compiling

the Business Plan for Community and Children's Services, noting also that the Community and Children's Services Committee had approved the departmental Business Plan 2023/24 at its meeting of 03 May 2023.

The Committee commented that there was merit in enveloping the City's learning assets into the Destination City strategy, referencing in particular the Shoe Lane library development.

In response to a comment seeking clarity on library user types, the meeting heard that some data was available on users though there was no thorough data on differentiation between user types as the library service was a universal offering.

A Member commented that there was merit in exploring partnerships with other neighbouring boroughs such as Southwark and Tower Hamlets.

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

The Committee noted the report of the Clerk, expressing disappointment that the Committee had not had the opportunity to review and discuss the matter in a committee setting.

A Member commented that the Bartholomew Fair concept appeared to have been diluted.

The meeting heard that there had been support at an early stage for Bartholomew Fair to expand beyond a single part of the City. A Member commented that there was merit in nurturing a village fete atmosphere, with local people invited to run stalls.

Members expressed concern that there did not appear to be sufficient time to deliver the Bartholomew Fair event, seeking clarification that the relevant agreements were in place and that confirmed dates were in place in order to prepare relevant parties, including voluntary organisations, influencers and tour guides. The meeting heard that programming was being finalised and would be communicated shortly.

In response to a comment around the clarity on funding and partner sponsorship, the meeting noted that a proof of concept was needed to seal sponsor deals and that the event itself was serving as a proof of concept that would generate data that could be taken forward ahead of future partnerships. The 2023 event would involve working on a value exchange basis with partners.

Members commented that events would benefit from being communicated in a more assertive and forceful way, noting that the City of London was at a different stage in its roll-out of the cultural offering, and that there were some limitations on billboard space in the City.

Members commented that there was merit in considering setting up a CHL working group to work with DC.

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

A Member asked whether the Committee would be involved in developing an overall strategy or vision on culture for the City, commenting on an apparent lack of any such vision and asking for clarity on the role of the Committee. The meeting noted that cultural matters should start at CHL level and then report upwards to the Policy & Resources Committee.

The meeting noted that a working group of relevant officers was being formed that was likely to result in recommendations to the CHL Committee that would inform consideration of the matter, noting that any such working group should report to the CHL Committee in the first instance. The Committee noted that outcomes of discussions within that working group would be reported by July (see action point 3).

16. ANY OTHER BUSINESS THE CHAIR CONSIDERS URGENT

There was no other business.

17. EXCLUSION OF THE PUBLIC

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

18. NON-PUBLIC MINUTES AND ACTIONS

The Committee considered the non-public minutes of the meeting of 27 March 2023.

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

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

The meeting ended at 1.00 pm

Chairman

Contact Officer: Jayne Moore

DRAFT

KEATS HOUSE CONSULTATIVE COMMITTEE

Friday, 23 June 2023

Minutes of the meeting of the Keats House Consultative Committee held at Keats House, 10 Keats Grove, NW3 2RR on Friday, 23 June 2023 at 2.30 pm

Present

Members:

John Foley (Deputy Chairman)
John Griffiths
Stephen Ainger

Steven Bobasch
Jim Burge

In Attendance

Officers:

Rob Shakespeare	- Natural Environment
Simon Glynn	- Natural Environment
Jayne Moore	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Munsur Ali, Jason Groves and Nicholas Roe. The meeting was chaired by John Foley.

The Committee welcomed Simon Glynn to his first meeting of the Committee.

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

There were no declarations.

3. MINUTES

On DBS checks: A Member sought an update on the matter. The meeting heard that young people were frequent visitors to the House and therefore enhanced DBS checks were appropriate – but that volunteers were always accompanied by a DBS-checked staff member, did not necessarily come to the House very often, and did not meet criteria around regulated activity (therefore they did not meet the frequency and role-based criteria for DBS checks). In the event that a learning volunteer role was developed then it was likely that a DBS check would be appropriate.

In response to a question on the practicality of allocating a volunteer to always be with a staff member, the meeting heard that a volunteer was always supervised by a paid staff member.

In response to clarification on non DBS-checked people in the gardens visited frequently by children, the meeting heard that children were always with

parents or carers and were therefore not the direct responsibility of the House though House staff would always be aware of safeguarding matters (while school groups were accompanied and supervised by teachers and paid staff members – as set out in the risk assessment).

On the inclusion of Keats House in the Destination City strategy, a Member commented that there was no mention of Keats House on the Destination City (DC) website and that there ought to be a link to the Corporation's other assets, including the London Metropolitan Archives. A Member noted that the matter had been raised with the DC executive and that it was being explored. The meeting noted improvements to the Keats House website.

A Member sought clarification on museum accreditation: the Committee heard that Keats House has not yet been invited to be involved, and the Museum will not need to make a submission before 2024, although it is actively preparing its application.

RESOLVED, That the minutes of the meeting of 28 October 2022 be agreed as an accurate record of the proceedings.

4. **UPDATE REPORT FOR KEATS HOUSE CHARITY, 2022/23**

The Committee noted the report of the Executive Director, Environment together with three appendices: [Draft] Annual Report for Keats House Charity 2022/23; Keats House Divisional Plan 2023-26, May 2023 update; and [Draft] Keats House Activities Plan 2023/24.

Noting the importance of retaining and protecting core funding, a Member asked whether there was any competition for funding for Keats House (KH) in the light of City of London Corporation (CoLC) reorganisation initiatives. The meeting heard that opportunities for access to hitherto untapped funding were being explored across the full CoL heritage portfolio, and that there appeared to be no negative impacts to KH.

A Member asked whether any external funding targets or benchmark expectations had been set. The meeting heard that the current year's income target was fixed, and that KH benefited from the generous CoLC support for core staffing and service delivery. The meeting heard that longer-term targets encompassed an expectation that new posts would be self-funding. The Committee noted that positive or negative balances at the end of the year were directed in or out of the charity reserves. The reserve was expected to be reduced to the charity reserve target level of £20K, and investments were being made in collection management software alongside other projects including improvements to the visitor entrance area and the front perimeter, with a proposal for a dual-height wall, subject to the required consents.

A Member asked why it had taken so long for the boundary wall to be given attention and whether there was a budgetary impact to the delay. The meeting heard that a combination of factors came into play: London Borough of Camden had initially approved spending from its Community Infrastructure Levy (CIL) programme, to enhance accessibility to the grounds and house to include

improvements to toilets, pathways and lighting (partly to facilitate evening events) - however the consultation process had been lengthy, and costs had increased after the pandemic necessitating further quotes resulting in only partial approval of all the costs. A further proposal is being developed by the CoLC that could draw on the Charity's Reserve and / or LB Camden CIL that would require local stakeholder support.

In response to a question on the expiry date for planning application submissions, the meeting heard that the time limit was three years and that reapproval was thought to be required, though it was hoped this would be 'light-touch' particularly as some of the project had been started.

Noting that a new councillor at Camden was in place, a Member asked whether councillors had been contacted. The meeting heard that local councillors would be contacted soon.

A Member sought confirmation that best practice among CoL museum accreditation expertise was being shared – the meeting heard that such knowledge was being actively passed on, including expertise at the Guildhall Art Gallery, noting that the level of excellence in governance at CoL was an asset to the museum accreditation process.

A Member sought clarification on the connection with Cardiff University and the rationale behind the support from Cardiff on the current exhibits. The meeting heard that KH also worked with Roehampton University, and that the status of KH within the field of Romanticism had resulted in interest from academics in the field through their public engagement and research impact initiatives.

A Member pointed out that the CoLC's Education Board was in the process of refreshing its education strategy, and sought confirmation that KH was abreast of that strategy - particularly in respect of outdoor learning. The meeting noted that those links were being actively developed and that plans were being compiled and refreshed with the CoLC's Education Strategy Unit for 2024, noting the importance of nurturing confidence and oracy skills among school-age children.

A Member commented on the relatively slow recovery of private hire events noting that it was a widespread issue among comparable venues, and suggested that ward club events might be worth exploring.

In response to a request for clarification on private hire rates, the meeting heard that admission and hire rates were submitted to the Culture, Heritage and Libraries Committee though there was some flexibility in the case of smaller events that did not require much space.

A Member commented on the lack of progress so far on the issue of the library licence. The meeting heard that a draft had been issued and that the frustration on the slowness of the licence's issue was widespread. It was noted that no real progress on the licence had been made since the last meeting of the KHCC and that the most recent licence was issued in 2020. The meeting noted

the undocumented status since 2020, and heard that a request had been made for a document from CoLC to clarify the status until a licence was agreed. Members also noted the impact of the issue on KCL's fundraising capacity.

In response to a question on updates to the charities review, the meeting heard that a report on the recommendations was to be submitted to the July meeting of the Culture, Heritage & Libraries Committee. Those recommendations would inform any longer-term strategy and understanding in respect of the next agreement. Members commented that while an interim licence had originally been designed to support KCL, it was felt that there might be unwillingness to move forward at the CoLC until the recommendations of the charities review had been submitted (to be submitted in July).

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE CONSULTATIVE COMMITTEE

Keats Community Library: The Committee heard that the Hampstead Summer Festival was ongoing and that attendance figures were good. Keats Community Library (KCL) saw 12K movements in May 2023 representing a good recovery with a greater proportion of mainly primary school age children using the library (now 55%, as against 45% pre-pandemic).

A Member asked whether KCL events could or should be published on the CoLC's website (given that KCL was arguably a non-CoLC entity), noting that such events were circulated via their 25K-strong mailing list and amplified via KH social media. It was noted that KCL could be linked to the KH website and that there was merit in exploring closer website interactions.

The Committee noted a message from Nicholas Roe setting out his enthusiasm for the Keats Foundation to be involved in the centenary events scheduled for 2025 at KH to commemorate its opening, including a three-day conference in May that year, with funding support from the Keats Foundation to support other centenary-related events that year.

6. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

A Member commented that there was merit in promoting poetry as an oral experience as well as an experience of the written word, and suggested connections with audiobook producers. The meeting noted that some soundposts already existed in KH and that poetry readings regularly took place. Other audio-visual elements were available online on Keats Foundation's website and that the oral element of the poetry would continue to be promoted.

7. DATE AND LOCATION OF THE NEXT MEETING

Friday 13 October 2023 at 2.30pm at Guildhall, preceded by lunch at the Guildhall Club at 1.30pm.

The meeting ended at 4.05pm

Chairman

Contact Officer: Jayne Moore
jayne.moore@cityoflondon.gov.uk

DRAFT

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CULTURE HERITAGE & LIBRARIES COMMITTEE
Outstanding Actions (updated May 2023)

Action Number	Date	Action	Responsible Officer	Progress Update
1	22 May 2023	Destination City to provide an overview of its overarching strategy and remit including an implementation programme	DC executive	
2	22 May 2023	Cultural calendar to be drawn up to include a forward plan/embassy engagement	DC executive	
3	22 May 2023	Officer working group on cultural vision and strategy to report outcomes and recommendations to July meeting	Officers	
4	22 May 2023	Keats Grove temporary licence to be progressed	RS	

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Culture, Heritage and Libraries Committee Forward Plan 2023

18.09.2023	LMA Director's Update	London Metropolitan Archives	For discussion

20.11.2023	Risk Update Report, Keats House	Environment Department	For decision
	Keats House mid-year update 2023/24		For information

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Committee(s): Culture, Heritage and Libraries – For Information	Dated: 17/07/23
Subject: Destination City Overview	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	
Does this proposal require extra revenue and/or capital spending?	n/a
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Damian Nussbaum, Executive Director, Innovation and Growth	For Information
Report author: Luciana Magliocco	

Summary

Members will receive a presentation at the July meeting of the Culture, Heritage and Libraries Committee (CHL) providing an overview of the Destination City programme. The main points covered in the presentation are as follows:

- A recap of the Destination City programme, its purpose and vision
- An overview of the core Destination City priority programmes
- The core Destination City marketing and events calendar
- Priority audience segments
- The adjacent Destination City workstreams, delivered across the Corporation

Recommendation(s)

Members are asked to note the presentation of the Destination City executive.

Background

1. Destination City is a first of its kind programme for the City of London Corporation. It is aimed at growing the City of London's leisure proposition to boost our attractiveness to existing audiences while also opening it up to new ones.
2. Policy and Resources (P&R) and CHL Committees approved the proposed actions and strategies outlined in the Review as being vital for raising the City's leisure appeal to one that is worthy of its world-class business brand and befits a global city. This was endorsed by Court on 13 January 2022.
3. Upon appointment of the Destination Director in autumn, a set of strategic priority areas to shape and deliver programme implementation were set out in the [Implementation Plan](#).

4. These strategic priorities were approved as part of the Implementation Plan paper by CHL and P&R in November 2022.

Current Position

5. The new Destination brand and digital channels were successfully launched in June. The strategy and budget to drive the Destination's *Profile and Promotion* programme for 2023/24 has been set.
6. The forward strategy for the *Destination Insights Programme* has been set and a Baseline Report produced. These will inform appointment of the Data provider to develop a first of its kind Destination Performance dashboard for the City Corporation and its stakeholders. The forward plan and an indicative budget for 2023/24 and 2024/25 has been set.
7. An extensive market listening exercise for developing the Destination Commercial and Brand Partnerships strategy has been undertaken. The interim strategy and an indicative budget for delivering this workstream has been set for 2023/24 and 2024/25.
8. Planning for Destination City's 2023 Major Event, Bartholomew Fair is underway. A steering group, made up of members of the Culture, Heritage and Libraries committee has been set up to advise and support in the implementation of Bartholomew Fair. The budget was signed off by P&R Committee in April 2023 and CHL in May 2023.
9. The Core Destination City Programme will be delivered within the Growth BID budget allocation. The Destination Team is also responsible for the Guildhall Art Gallery and Seasonal Events and Activations, these are funded through separate budget lines. The Seasonal Events and Activations activity is funded through the previously named Outdoor Arts Programme Central Risk budget. The Guildhall Art Gallery is a Local Risk budget. Both were historically run out of the Cultural and Visitor Development Team.

Corporate & Strategic Implications

10. Strategic implications – includes alignment with the [Corporate Plan](#) across outcomes 3, 7 and 10. Supporting a flourishing society, a thriving economy and the shaping of outstanding environments.
11. Financial implications – Growth Bid budget is required to ensure Destination City's strategic priorities are delivered and objectives can be realised.
12. Resource implications – none identified
13. Legal implications – none identified
14. Risk implications – the Destination City vision requires strategic alignment across departments to be successful. To achieve an ROI of 3:1 the Corporation will need to demonstrate its value proposition through performance data, brand equity and proof of concept but also through piloting models to activate spaces for value exchange.
15. Equalities implications – none identified
16. Climate implications – none identified
17. Security implications – none identified

Conclusion

18. The strategic priority programmes for 2023/24 and 2024/25 have been set and will be delivered to achieve Destination City programme's vision and objectives.

Appendices

- Appendix 1 – Destination City Overview Presentation

Background Papers

- 14 November 2022, Policy and Resources and 17 November 2022, Culture, Heritage and Libraries - Proposals for the implementation of Destination City
- 23 March 2023, Policy and Resources - Destination City – Growth BID Reprofile

Luciana Magliocco

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Committee(s): Culture, Heritage & Libraries Committee	Date(s): 17/07/2023
Subject: Keats House Activities Plan, 2023/24	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2, 3, 4, 5, 7, 9, 10 & 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin, Executive Director, Environment Department	For decision
Report author: Rob Shakespeare, Head of Heritage & Museums, Environment Department	

Summary

Since 2020, Keats House has produced an annual Activities Plan which summarises the previous year's achievements and identifies priority projects and activities for the current business year. This is used to inform Members, senior officers and internal and external partners and stakeholders of its work and impact.

Presented at Appendix 1 for the information and approval of Members is the draft Keats House Activities Plan 2023/24, which Members are asked to note and approve.

Recommendations

It is recommended that:

- Members approve the Keats House Activities Plan 2023/24.

Main Report

Background

1. Keats House is a registered charity (number 1053381) with the City Corporation acting as sole trustee.
2. To support its good governance and as an Accredited Museum, Keats House is required to have a forward plan which demonstrates how it plans to meet its stated aims and objectives within the wider strategies and desired outcomes of its governance arrangements. The Corporate Plan and other key strategies, along

with the Environment Department's aims and objectives determine the strategic outcomes and objectives for Keats House. The Divisional Plan outlines how these are delivered at Keats House through priority projects over a three-year period and the annual Activities Plan showcases our achievements and priorities for the previous and current year. The Keats House Divisional Plan, updated for May 2023, was presented to Members for information at your meeting on 22 May and the Activities Plan 2023/24 is included at Appendix 1.

3. In addition to rebuilding its core services (opening to the public, delivering formal learning sessions, live events, special projects and private hires), Keats House is currently prioritising longer-term projects to enhance physical access to its premises and virtual access to its collections as identified in its Divisional and Activities Plans.
4. Despite some of the continued difficulties faced in the aftermath of the pandemic, Keats House's key indicators are improving year on year, contributing to a range of Corporate and sector outcomes. It continues to work with internal and external partners to deliver creative and engaging programmes which meet Corporate and sector priorities, including access to culture, creative learning, wellbeing and community cohesion.
5. With the implementation of TOM Phase 2 in the Natural Environment Division and the emerging recommendations of the Charities Review, Keats House has the opportunity to fully recover from the impacts of the COVID-19 pandemic and reshape and grow its services and audiences. A successful outcome for our Museum Accreditation application, which is being worked on in 2023 for an expected invitation to submit in 2024, would validate the work it does to care for and make accessible Keats House and its collections, for the benefit of London and the nation.

Current Position

6. Following the implementation of TOM Phase 2 in the Environment Department, Keats House is now managed within the Culture & Projects Section of Natural Environment Division. The role of Principal Curator (Keats House) is now Head of Heritage & Museums, reporting directly to the Assistant Director Culture & Projects, who in turn reports to the Natural Environment Director. The operational team at Keats House is largely unchanged and will be strengthened and supported by recruitment to currently vacant posts and new heritage officers, working on cross-team projects and reporting to the Head of Heritage & Museums.
7. Keats House has been awarded funding through the Education Strategy Unit for two major partnership projects in 2023/24: 'Culturally Speaking' and 'Word on the Street: Poetry Versus Colonialism Festival'. Delivering these projects will engage Keats House with new audiences, especially young people, and strengthen our strategic partnerships and delivery against key outcomes.
8. The 'Young Romantics in the City' exhibition, changing displays and events programme, which has been funded by Cardiff University and co-curated with Dr

Anna Mercer, will form the spine of our programming until February '24. A new exhibition exploring the hidden histories of Keats House and its inhabitants is in development for March 2024 – February 2025. We will also be planning for and developing our plans to celebrate the 100th anniversary of the opening of the house to the public in May 2025.

9. The ongoing development of our formal learning programme continues to be a priority. Major targets for the current year include: delivery of in-person taught sessions and annual summer school; involvement in Education Strategy Unit funded projects and networks; realising the potential of working with the Natural Environment's learning team; and the achievement of a quality award for our learning programme.
10. During 2023, we are also preparing the content for the launch of our online collections database, planned for autumn, and continuing to review and revise our policies and processes to ensure we are ready to re-apply for Museum Accreditation, now expected in 2024.
11. We continue to work with the City Surveyors, a consultant architect, the London Borough of Camden's planning department and local stakeholders to progress works and projects which maintain, preserve and enhance the Grade 1 listed house and garden and the Grade II listed Ten Keats Grove (library building).
12. In line with all sections and teams within the Environment Department, Keats House is committed to developing a five-year improvement plan for the period 2024 – 2029. This will be brought forward for consultation and approval by Members of Keats House Consultative and Culture, Heritage & Libraries Committees by March 2024.

Proposals

13. Members indicate their continued support for the activities and priorities of Keats House in delivering the Charitable Objectives, as well as contributing to Corporate, Departmental and wider strategic and community outcomes, by approving the Keats House Activities Plan 2023/24.

Corporate & Strategic Implications

14. The activities, projects and works outlined in this report contribute towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society; Support a thriving economy; and Shape outstanding environments.
15. The activities of Keats House are also designed to contribute to the aims and outcomes of the City Corporation's Education, Creative Learning and Skills Strategies.
16. Keats House continues to support the Environment Department to Shape Sustainable Future Environments through its Primary and Supporting Aims and Objectives and contribute to the outcomes identified in the new Natural Environment Division's emerging strategic framework.

Conclusion

17. Keats House is open and accessible to the public and providing its core offer of self-led and guided visits, formal learning sessions, opportunities for life-long learning and engagement with arts and culture.
18. Although all indicators may not return to pre-pandemic levels in the current business year, the number of visitors, school sessions, events and private hires are all increasing, supporting the achievement of our intended outcomes, including a balanced budget for the charity.
19. The 'Young Romantics in the City' exhibition and events programme for 2023/24 has already been launched with supporting events exploring current research themes planned for the future programme. Our involvement in partnership projects such as The Wild Escape, Culturally Speaking and Poetry Versus Colonialism will add value to our engagement, recognition and impact across the cultural sector.
20. A number of projects designed to increase physical and virtual access to Keats House and its collections which were delayed by the pandemic are now progressing and being prioritised for delivery in 2023/24.
21. The achievement of the above will support our application for Museum Accreditation in 2024 and, in the longer-term, deliver a sustainable future for the Keats House Charity, particularly in the lead up to the 100th anniversary of the house opening to the public, which we will celebrate in May 2025.

Appendices

- Appendix 1 – [Draft] Keats House Activities Plan 2023/24

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YOUNG Romantics in the CITY

'But this is human life: the war, the deeds,
The disappointment, the anxiety,
Imagination's struggles, far and nigh,
All human'

SHELLEY!

Mary Shelley (1797–1851)

'Beware; for I am fearless,
and therefore powerful'

COLERIDGE

Samuel Taylor Coleridge (1772–1834)

'But oh! each visitation
Suspends what nature gave me at my birth,
My shaping spirit of Imagination'

COLERIDGE!

Sara Coleridge (1802–1852)

'Yet Hope still lives and oft, to objects fair
In prospect pointing, bids me still pursue
My humble tasks'

KEATS!

John Keats (1795–1821)

HUNT!

Leigh Hunt (1784–1859)

'The same people who can
deny others everything
are famous for refusing
themselves nothing'

AUSTEN

Jane Austen (1775–1817)

'Men have had every
advantage of us in telling
their own story. Education
has been theirs in so much
higher a degree; the pen
has been in their hands.
I will not allow books to
prove any thing'

WHEATLEY PETERS

Phillis Wheatley Peters
(1753–1784)

'While an intrinsic ardor prompts to write,
The muses promise to assist my pen'

'It is, however, the true spirit
of philosophy to draw from
the evil which cannot be
remedied all the good of
which in its tendency it is
susceptible'

MORGAN

Sydney Owenson, Lady Morgan
(1781?–1859)

'There was a mighty
ferment in the heads of
statesmen and poets, kin
and people. According to
the prevailing notions, a
was to be natural and ne

HAZLITT!

William Hazlitt (1778–1830)

BYRON

George Gordon Byron,
Lord Byron (1788–1824)

ANON

Anon (???? – ????)

'my heart seemed
to be thrown back
upon itself, and
I felt that I was
entering into a
world of strange
'The Woman of Colour',
anonymous, 1808

WORDSWORTH

William Wordsworth (1770–1850)

'Bliss was it in that dawn to be alive,
But to be young was very Heaven!'

Image: A selection of the diversity of writers included in the 'Young Romantics in the City' exhibition at Keats House until February 2024, developed in partnership with Cardiff University.

Keats House Charity

Activities Plan 2023/24

The origins of Keats House Charity date back to the 1920s, when a public appeal raised the money to acquire the house and collections for the public. The charity was registered in March 1996 (no. 1053381) and, since 1 January 1997, has been provided by the City of London Corporation as part of its contribution to the cultural life of London and the nation.

The object of the Keats House Charity is:

‘to preserve and maintain and restore for the education and benefit of the public the land with the buildings known as Keats House as a museum and live memorial to John Keats and as a literary meeting place and centre.’

About Keats House today

Keats House is a Grade I listed Regency villa, which was built between 1814 and 1816. It is open to the public as an Accredited Museum (no. 097) and delivers a programme of exhibitions and events, provides formal and informal learning opportunities for all ages and abilities, as well as supporting volunteer, work, creative, and research placements.

The garden is closely linked to the history of the site and today is an important part of the visitor offer.

Also within the grounds of the property at 10 Keats Grove, stands a Grade II listed building known as Ten Keats Grove. This was first built as the Keats House Museum and Heath Library, which opened in 1931. Today, it functions as a volunteer run library operated by Keats Community Library (registered charity number 1146702), which is registered as an Asset of Community Value by the London Borough of Camden. The Nightingale Room within Ten Keats Grove acts as an events and private hire space managed by Keats House, including its use by KCL as a Children's library and for their own fundraising events.

In 2023/24, Keats House will rebuild and reconfigure its services to ensure it remains accessible, relevant and sustainable following the COVID-19 pandemic and recovery period, which will continue to affect the cultural and tourism sectors for some years.

Following the successful delivery of the #Keats200 bicentenary programme from 2018 – 2021, the period 2023 to 2026 will see Keats House: reveal the lives of people connected with Wentworth Place after Keats's death, including Fanny Brawne and Fanny Keats; support the wider Romanticism 200th anniversaries; reapply for Museum Accreditation; and celebrate the centenary of the opening of the house to the public in May 1925.

Despite the ongoing impacts of the COVID-19 pandemic, this is an exciting opportunity to re-evaluate the significance of Keats and the Romantic poets generally, the ways in which their legacies were preserved, created and reinterpreted, as well as the ongoing significance of these individuals and their poetry to our lives today.

Our achievements in 2022/23

Between April 2022 and March 2023, we:

- **Delivered the 'Keats Inspired' exhibition, events programme and social media**, exploring the influences on Keats and the enduring legacy of his life and works.
- With London Metropolitan Archives, **devised three new object displays, showcasing rarely seen items in our collections**, including a manuscript letter by Percy Shelley and Mary Shelley's manuscript of 'The Heir of Mondolfo' for #Shelley200.
- **Delivered 36 different events**, including poetry readings, talks, book launches, family and literary workshops, and two major conferences for the Keats Foundation and Shelley200, **attended by 1,192 people**.
- Devised and **delivered Summer School at Keats House, engaging 29 young people aged 16 -19 from seven different schools** in four days of creative writing.
- **Supported the learning of 791 students and 107 teachers / assistants from 35 different primary and secondary schools** through 38 taught sessions at Keats House.
- **Achieved Learning Outside the Classroom's Quality Badge**, recognising the safety and quality of the learning offer at Keats House.
- **Diversified our learning offer through continued collaborations with key partners** including Poetry Versus Colonialism, Culture Mile Learning, London Metropolitan Archives and Roehampton University, including two new sessions: 'Keats and the Classics' and 'Culturally Speaking'.
- **Secured funding from and worked with Cardiff University to develop the 'Young Romantics in the City' exhibition**, which opened to the public in Feb '23, until 2024.
- **Supported four major events for Hampstead Summer Festival**, raising funds for two local charities: Keats Community Library and Hampstead School of Art.
- **Supported 638 hours of volunteering by 15 individuals**, who delivered tours and poetry readings for our visitors, as well as helping with front of house and events.
- **Opened Keats House** to the public on 172 days **receiving 5,149 visits in person between April '22 and March '23**.
- **Purchased a Collections Management System – ContentIndex+ –** and began work to clean and import our collections catalogue records.
- **Continued to grow and improve our online engagement**, including a refreshed web presence and the publishing online of seven letters from Fanny Brawne to Fanny Keats, which were also displayed in the house.
- **Worked with City Surveyor's to maintain the conservatory** and replace boundary and garden fences.

Thank you to everyone who contributed to our activities and outcomes during the year. Your creativity, time and commitment has helped Keats House Charity continue to recover from the impacts of the COVID-19 pandemic and deliver a creative and engaging programme for its visitors from London and around the world.

Our governance and strategic context

Keats House operates as a registered charity (no. 1053381) with the City of London Corporation as its sole Trustee. It is managed within the City Corporation's Environment Department and reports to the Cultural, Heritage & Libraries Management Committee. The Keats House Consultative Committee, which acts as an advisory body, meets twice a year and includes representatives from the City Corporation and local community / sector stakeholder groups.

Our activities are developed within the framework of the City Corporation's Corporate Plan and the Environment Department's five-year plan. From 2023, Keats House will be managed within the new Culture & Projects Section of the Natural Environment Division. We also support key City Corporation strategies, including for Education, Skills, Cultural & Creative Learning and the Natural Environment, as well as contribute to a wide range of heritage initiatives, led by organisations such as Arts Council England and the National Lottery Heritage Fund.

The City of London Corporation's aims are stated in the Corporate Plan 2018 – 23:

We aim to...

- Shape outstanding environments
- Contribute to a flourishing society
- Support a thriving economy.

Keats House aims to support the Environment Department to **Shape Sustainable Future Environments** through its Primary and Supporting Aims and Objectives, particularly:

- Provide excellent frontline services
- Deliver key strategies (climate action and volunteering)
- Support sustainable growth, vibrancy, heritage and culture
- Provide thriving, biodiverse, relevant spaces
- Financial, Information and Talent Management, Innovation, Engagement & Collaboration and inclusivity.

The main objectives of Keats House Charity in 2023/24 are to:

- **Implement projects and activities identified in the Keats House Divisional Plan and Activities Plan for delivery in 2023/24.**
- **Deliver maintenance and access improvement projects at Keats House**
- **Develop a five-year Improvement Plan for Keats House, to ensure the future sustainability of the Keats House Charity and its operating model.**

The resources we have to deliver our objectives in 2023/24 include:

Staff based at Keats House reporting to the Head of Heritage & Museums:

Keats House Supervisor – Ken Page (1fte)

Interpretation Officer (Programming) – Amy Burgess (0.5fte)

Interpretation Officer (Learning) – Linda Carey (0.43fte)

Visitor Services Officer – Alison Lister (0.4fte) and vacant (0.6fte) to be recruited to in '23.

From October 2020 through to 2024, Keats House is working with Roehampton University to provide a doctoral training placement for Phoebe Lambdon. Funded by Techne Doctoral Training Partnership, this will lead to new research and interpretations of our collections.

We also provide, and benefit from, volunteer opportunities in five main roles: front of house; tour guides; poetry ambassadors; collections care; and event support. Approximately 15 individuals give their time and experience to support our work throughout the year.

Financial:

In 2023/24, the City Corporation will deficit fund Keats House through its City's Cash Fund as follows:

Category:	Annual budget:	Description:
Staff costs:	£245k	Officer salary and on-costs, inc. training.
Revenue costs:	£52k	To pay for the running costs of the premises and our programmes.
Income target:	-£110k	Generated through admissions, shop sales, private hire, events & learning programmes and licences.
Net budget:	£187k*	* In 2023/24 spend may exceed this amount to fund Keats200 legacy projects and other priorities from the Charity's Reserves / grants received.
Other costs covered:	£113k	Support services / maintenance works.

Between April 2023 and March 2024, we plan to:

Contribute to a flourishing society

- Deliver the #YoungRomantics in the City events programme, including talks, live interpretation, creative workshops and special events.
- Continue to support formal learning in primary, secondary and higher education institutions, by providing taught sessions at Keats House and Summer School 2023.
- Support Cultural & Creative Learning partnerships, specifically the Culturally Speaking and Poetry Versus Colonialism programmes, to actively engage with schools with a high pupil premium.
- Contribute to the Folio400 celebrations at Keats House and Guildhall, in autumn '23.
- Develop and deliver a new exhibition for February 2024, exploring the hidden histories of the house and its inhabitants between the 1820s and 1920s.
- Deliver The Wild Escape project in partnership with Hampstead School of Art and Keats Community Library, with funding from the Art Fund.
- Work with strategic partners, North London Open Spaces and local community stakeholders to deliver cultural events, including the Keats Bicentenary Conference 2023 and events for Hampstead Summer Festival 2022.

Support a thriving economy

- Work with our governing body and all stakeholders to develop a sustainable and deliverable Improvement Plan for the period 2024 – 29.
- Review and develop our policy framework to support applications for Museum Accreditation, a recognised learning quality award and Visit England's Quality Assured Visitor Attraction Scheme.
- Review and develop our retail offer and income streams, including private hires, creative project grants and charitable donations.
- Continue to support, develop and diversify our workforce by providing a range of paid and volunteer opportunities, including for young people aged 16 - 18.

Shape outstanding environments

- Make our collections more accessible by launching our new collections management database, including an online, searchable catalogue.
- Continue to work with our major partners (London Metropolitan Archives, the Keats Foundation, K-SMA, KSAA, The Poetry Society, Roehampton University / Techne, Poetry Versus Colonialism and Keats Community Library) and establish new partnerships, to enrich and diversify our cultural offer.
- Support City Surveyor's to deliver the project to improve access in the garden of 10 Keats Grove, with funding from LB Camden's Community Infrastructure Levy.
- Work with North London Open Spaces & Heath Hands volunteers to further enhance the garden at 10 Keats Grove.

To find out more and follow our progress visit:

www.cityoflondon.gov.uk/keats



keatshouse



keatshousemuseum

Committee(s): Culture, Heritage and Libraries – For Information Community and Children’s Services- For Information	Dated: 17/7/23 17/7/23
Subject: Barbican Library Community Room	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	3,4,10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Judith Finlay, Director of Community and Children’s Services	For Information
Report author: Rachel Levy, Head of Barbican and Community Libraries	

Summary

The Barbican Association and the Department of Community and Children’s Services have been awarded £449,550 from the Community Infrastructure Levy Neighbourhood Fund in order to construct a community meeting room in Barbican Library.

The room will be self-contained within the library space. It will be acoustically protected and have an external entrance to enable access outside of library hours. Groups will be able to hire the room, with local community groups able to pay a lower hire charge. The library service will also use the room to enhance its programme of events and activities for library users, as well as for study/reading space when the room is not hired out.

The work is expected to begin in September 2023 and take 12 weeks. The Barbican Library Team and the Barbican Association will work together to promote the room to local community groups and other potential hirers.

It is anticipated that the hire fees for the room will significantly contribute towards eliminating the need to charge late return fines across all three City of London lending libraries.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. Barbican Library is situated on level two of the Barbican Centre. It is a major London public library with special collections in art, music, classic crime and books about London. The library contains separate Children's and Music libraries and produces two major exhibition programmes every year. It also hosts the collection of the Society of Technical Analysts. Customers include City of London residents, City workers, students, researchers, visitors to the Barbican Centre and more. In 2022–2023, 218044 people visited the library. This is nearly a return to pre-pandemic levels.
2. When the library opened in 1982, it was seen as the epitome of a modern public library. However, since that time, public library use has radically changed, from only providing books and other loan items and answering enquiries, to a much more diverse offering as a 'community hub'.
3. Barbican Library was designed to be open-planned and, unlike modern public library buildings, it has no enclosed spaces for library events, private hire and meetings. The *Barbican Listed Building Management Guidelines* exist to preserve the integrity of the original architecture and this constantly presents library staff with a number of creative challenges: talks, adult education classes and health checks take place in the open library space; staff meetings and reading groups take place in the staffroom and the Head of Barbican and Community Libraries' office is the only suitable space for recruitment interviews.
4. In 2018, building on the success of the hireable rooms at Artizan Street Library and Community Centre, the Community and Children's Services Departmental Leadership Team agreed to scope the feasibility of building a room in the Barbican Library, similar to the Artizan Street multi-hall. This room would be available for hire and provide flexible space to house known needs, including meetings, events, activities and rehearsal space. Working with colleagues from Barbican and Property Services, a brief for the architects was produced. The design had to address sufficient soundproofing, primarily to cope with noise ingress from Barbican Centre activities, especially amplified music from level one events such as graduation ceremonies. The design would also have to prevent noise egress from the room into the general library space.
5. Following a procurement exercise, Evolution Architects was appointed to produce a feasibility report. They addressed the soundproofing issue by subcontracting Anderson Acoustics personnel to carry out acoustic tests at times of loud activity

with the Barbican Centre and provide appropriate advice. At this time, though, it was not possible to secure any local authority funding to build a new room.

6. In 2020, the Department of Community and Children's Services partnered with the Barbican Association to apply for funding from the Central Grants Unit's Stronger Communities strand for preparatory design/costing work for the community room and to support the development of a larger bid to the Community Infrastructure Levy Neighbourhood Fund (CILNF). Only charity, resident or community organisations are able to bid to this fund.
7. The partnership with the Barbican Association also had the benefit of ensuring that there would be pre-existing groups that could already potentially benefit from using the room, such as the residential house groups, mothers' groups, the Barbican Tuesday club.
8. The Barbican is the City's largest residential estate, but has always had limited community space provision. Social isolation has been identified as a problem on the estate because of this lack of provision that could enable residents of all ages to come together. (Green R, Stacey T (2015). The Voices of Older People: Exploring Social Isolation and Loneliness in the City of London).
9. Using the Stronger Communities fund, Evolution Architects were commissioned to draw up detailed plans for the room (Appendix 1) and planning permission (listed building consent) was granted on 2nd December 2022. The proposed cost to build the room to this specification was £449,550.
10. The new design included the creation of a separate entrance for the community room, to allow for out of hours use. This was done in consultation with the Barbican Centre.
11. Whilst planning permission was being sought, the Barbican & Community Libraries Senior Management team carried out a public consultation, inviting library users and local residents to view the proposed plans. Two information sessions were offered, in order to address any concerns library users might have with the proposals. This included addressing the issue of a reduction in stock, which will only be removed in accordance with the library's existing stock maintenance policy, and a reduction in space to read/study. The room will be made available for this purpose when there are no hire bookings.

Current Position

12. In March 2023, with support from the Department of Community and Children's Services, the Barbican Association submitted a bid to the CILNF to request the full amount of £449,550 to cover the construction of the community meeting room.
13. The CILNF bid was taken to the Resource Allocation Sub Committee in May 2023 and it has been agreed to fully fund the project.

Proposals

14. Work is expected to begin in September 2023. It is estimated that the work should take around 12 weeks and can be carried out without disrupting usual library functions, although some changes will need to be made to the main entrance way to accommodate the construction.
15. Building project management support is being provided by the Barbican and Property Services Major Works team, who will ensure it goes through all appropriate Gateway stages and procurement protocols.
16. The library service and the Barbican Association will work together to share up to date information regarding the construction of the room both with library users and local residents. Once a finalisation date is confirmed, they will also begin marketing the room to community groups and other potential hirers.
17. The hire model for the room will be based on the current community meeting rooms booking system at Artizan Street Library & Community Centre. This includes lower hire charges for community groups and charities. This will ensure that there is an appropriate mixed use of the space that reflects the needs and interests of local communities, including library users, as well as benefitting the service through income generation. It is anticipated that the hire fees for the room will significantly contribute towards eliminating the need to charge library late return fines.

Key Data

18. £449,550 to be received from the Community Infrastructure Levy Neighbourhood Fund.
19. The room will hold 50 people seated and 90 standing.
20. Construction of the room will take approximately 12 weeks.
21. Barbican & Community Libraries annual fines income target: £41,000
22. Artizan Street Library & Community Centre income from community room hire 2022-23: £46,000

Corporate & Strategic Implications

Strategic implications – **Corporate & Strategic Implications**

20. The creation of a community meeting room in Barbican Library is aligned to two of the core aims of the City of London's Corporate Plan (2018–23) which are also reflected in the Barbican and Community Libraries' Strategy (2021–23):

a) Contribute to a Flourishing Society

- “People have equal opportunities to enrich their lives and reach their full potential” – through access to lifelong learning and resources to support skills development, social and digital inclusion and social mobility.
- “Communities are cohesive and have the facilities they need” – making our libraries friendly, welcoming spaces with trained staff, and well equipped for the needs of all our communities.

c) Support a thriving economy

- “We inspire enterprise, excellence, creativity and collaboration” – through encouraging local people to gain new skills and share them with others in their community.

Financial implications- As the works are fully funded by the CILNF, there is no impact on local risk budgets. The income generated will help to offset income targets related to fines.

Resource implications- none

Legal implications- none

Risk implications- none

Equalities implications – a Test of Relevance has been carried out and the conclusion is that a full Equality Analysis is not required. The creation of the community meeting room will enhance the offer of activities and events for all. It will particularly support those who are at risk of social isolation, including older residents. The design takes into account DDA requirements. The aim of removing late return fines will significantly benefit those on lower incomes.

Climate implications- Enclosing the space in the library should reduce energy use to heat this space.

Security implications- Barbican Centre Security have agreed to support this provision through regular patrols of the area when in use outside of library hours. There will be a secure out of hours access system to ensure the safety of the library and the Centre.

Conclusion

23. The CILNF award will ensure that the library has a much needed event space, shielded from the noise of the Barbican Centre, and can generate income through hiring fees, potentially resulting in greater accessibility to all library services with the removal of late return fines.

24. The Barbican Association, alongside other local community groups, will have a much needed meeting space in which to hold activities. The partnership of DCCS and the Barbican Association on this project will ensure that the room is designed for library and community uses and is of a high specification and fit for purpose. The room will foster opportunities for greater community cohesion, as well as the

forming of new connections, in order to support those in the City who are more socially isolated.

Appendices

- Appendix 1 – Evolution Architects plans

Background Papers

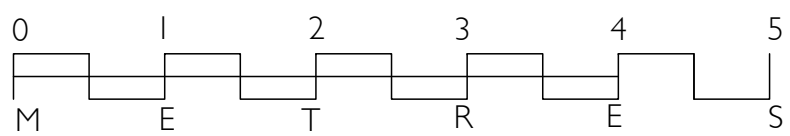
Barbican Library Community Space – 7/6/2019- DCCS/8/7/2019- CHL

Rachel Levy

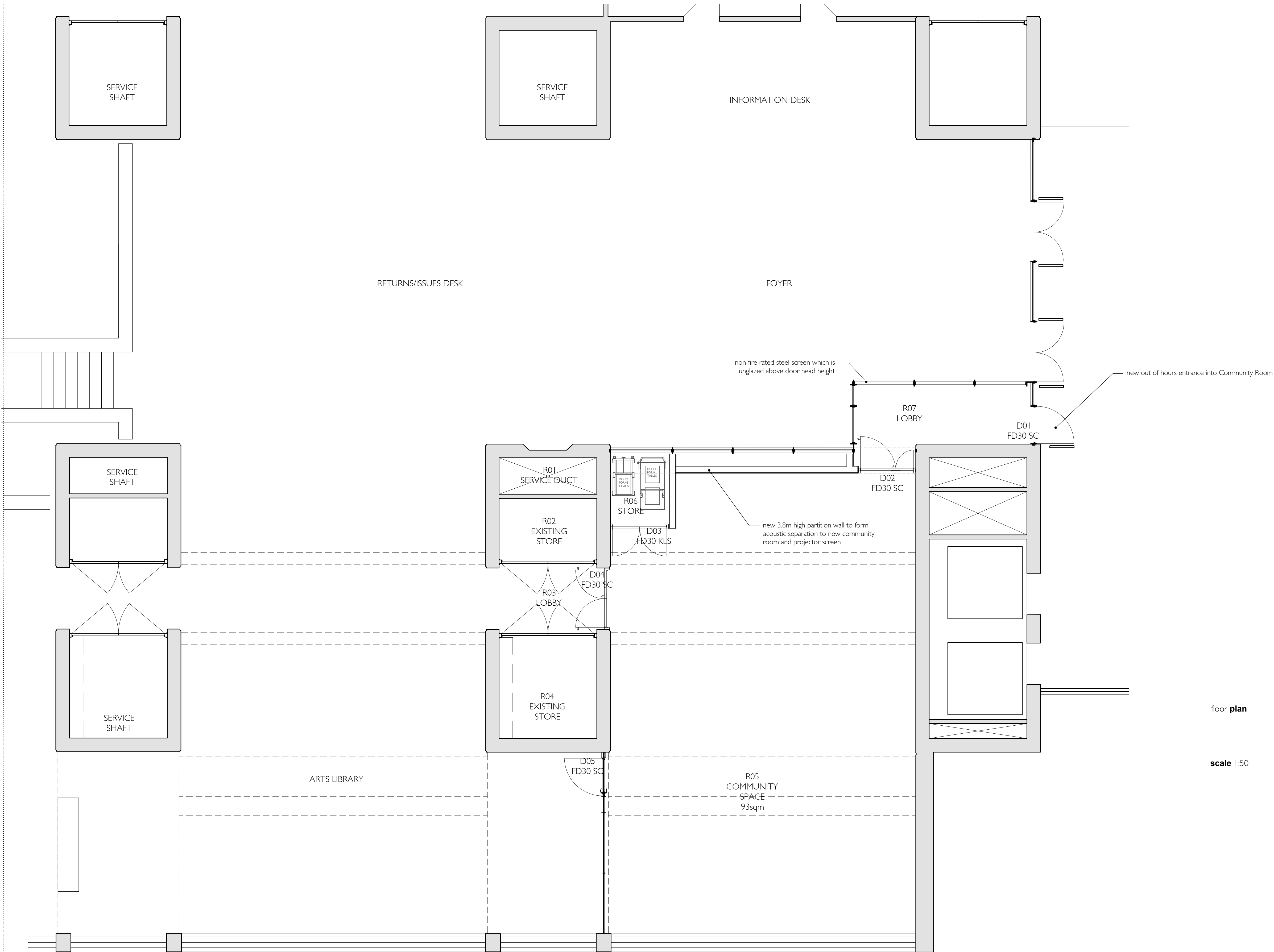
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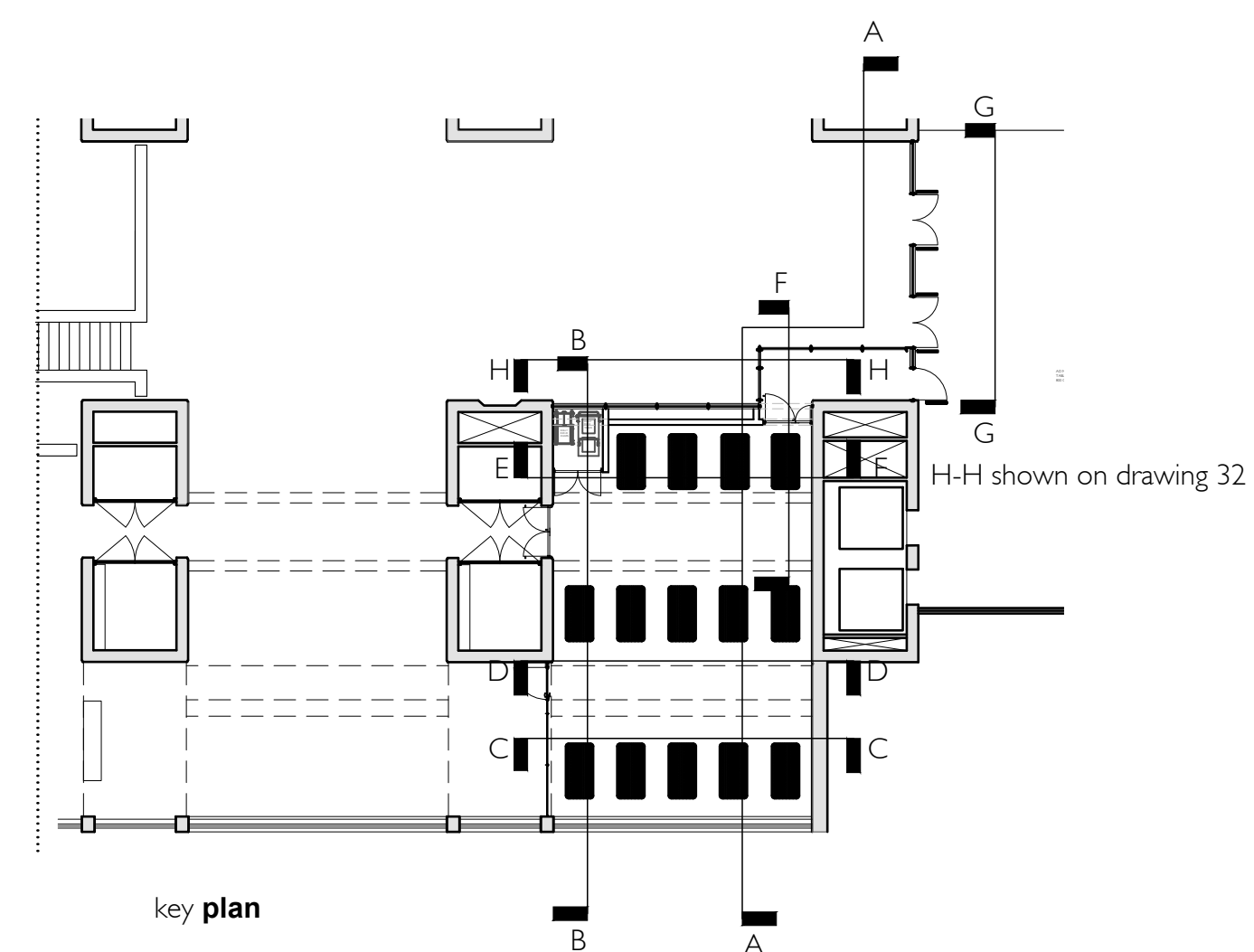
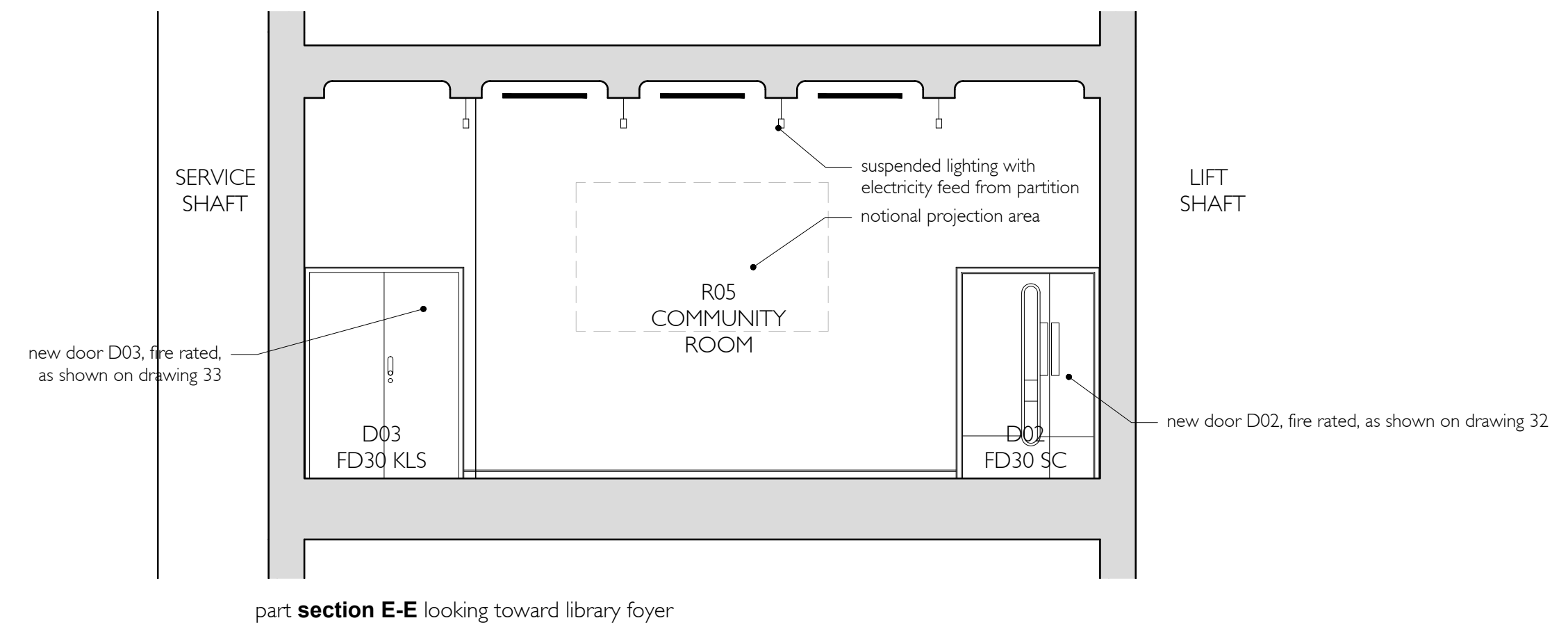
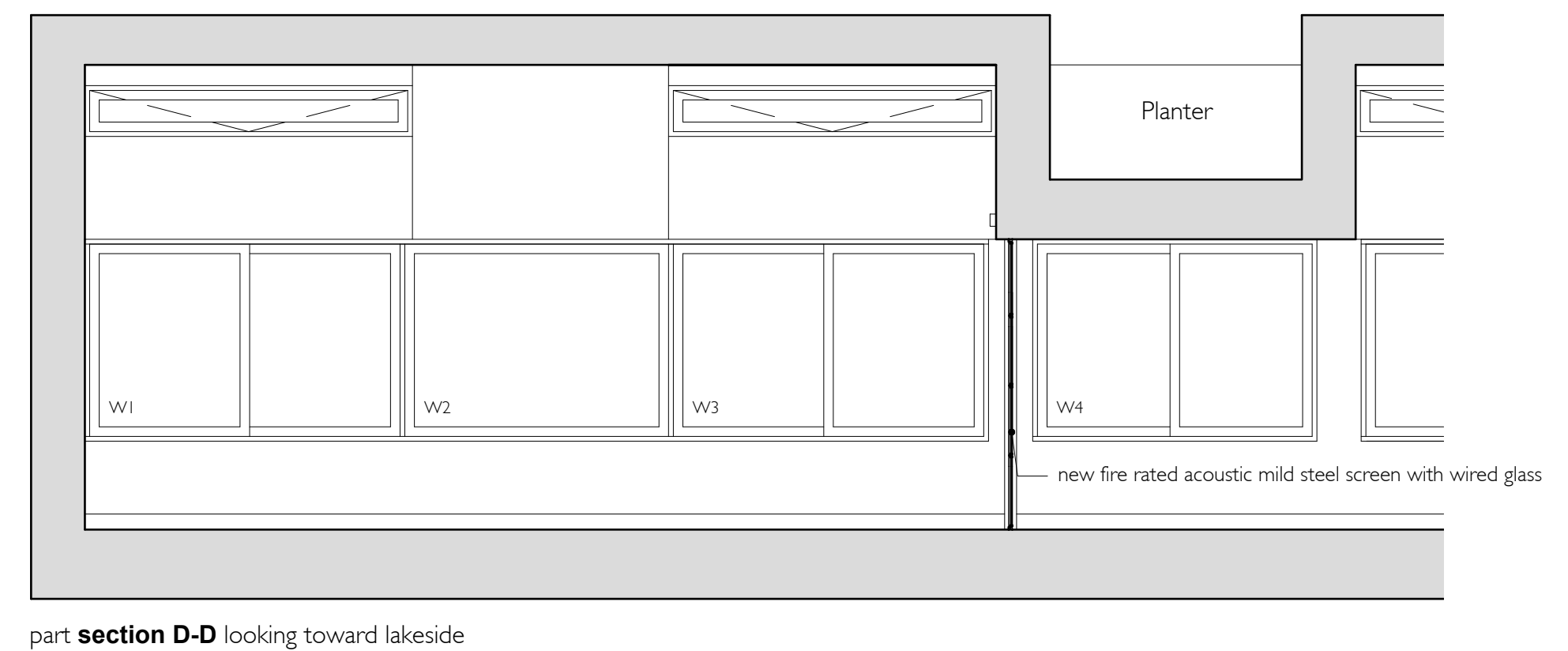
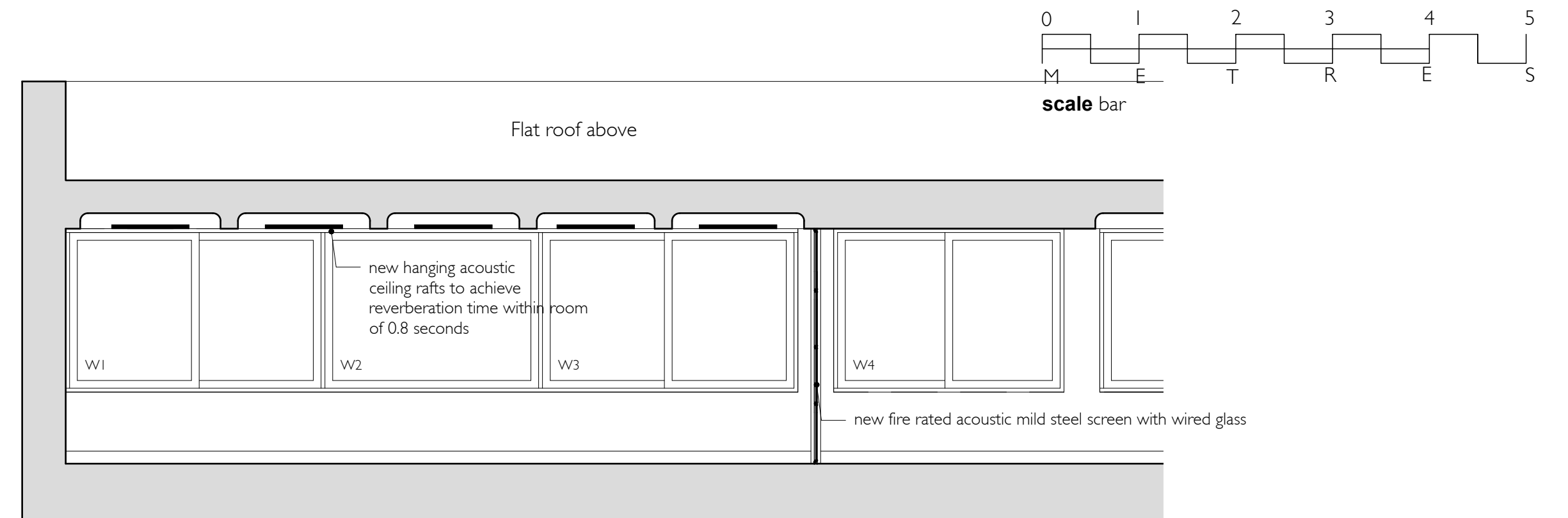
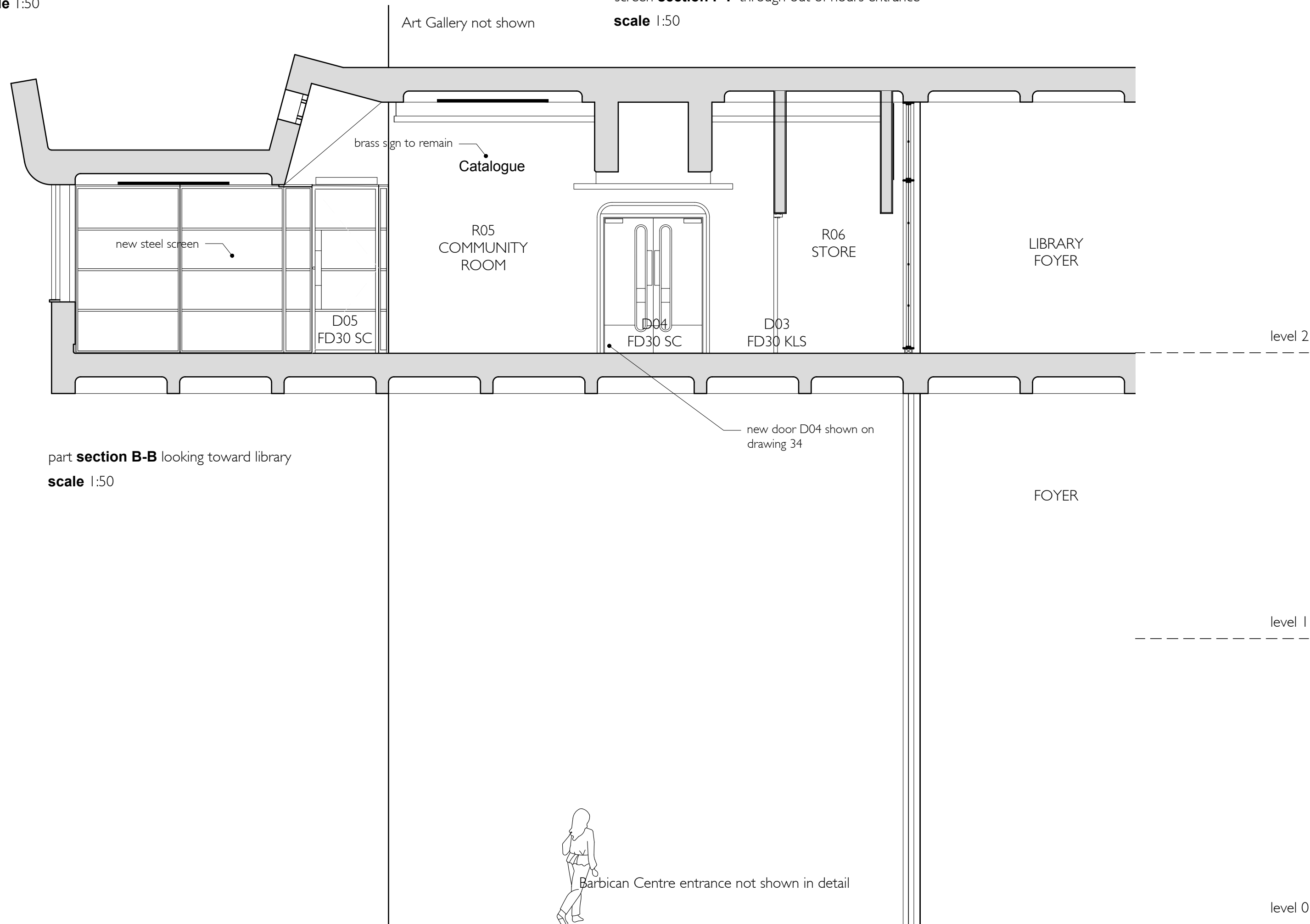
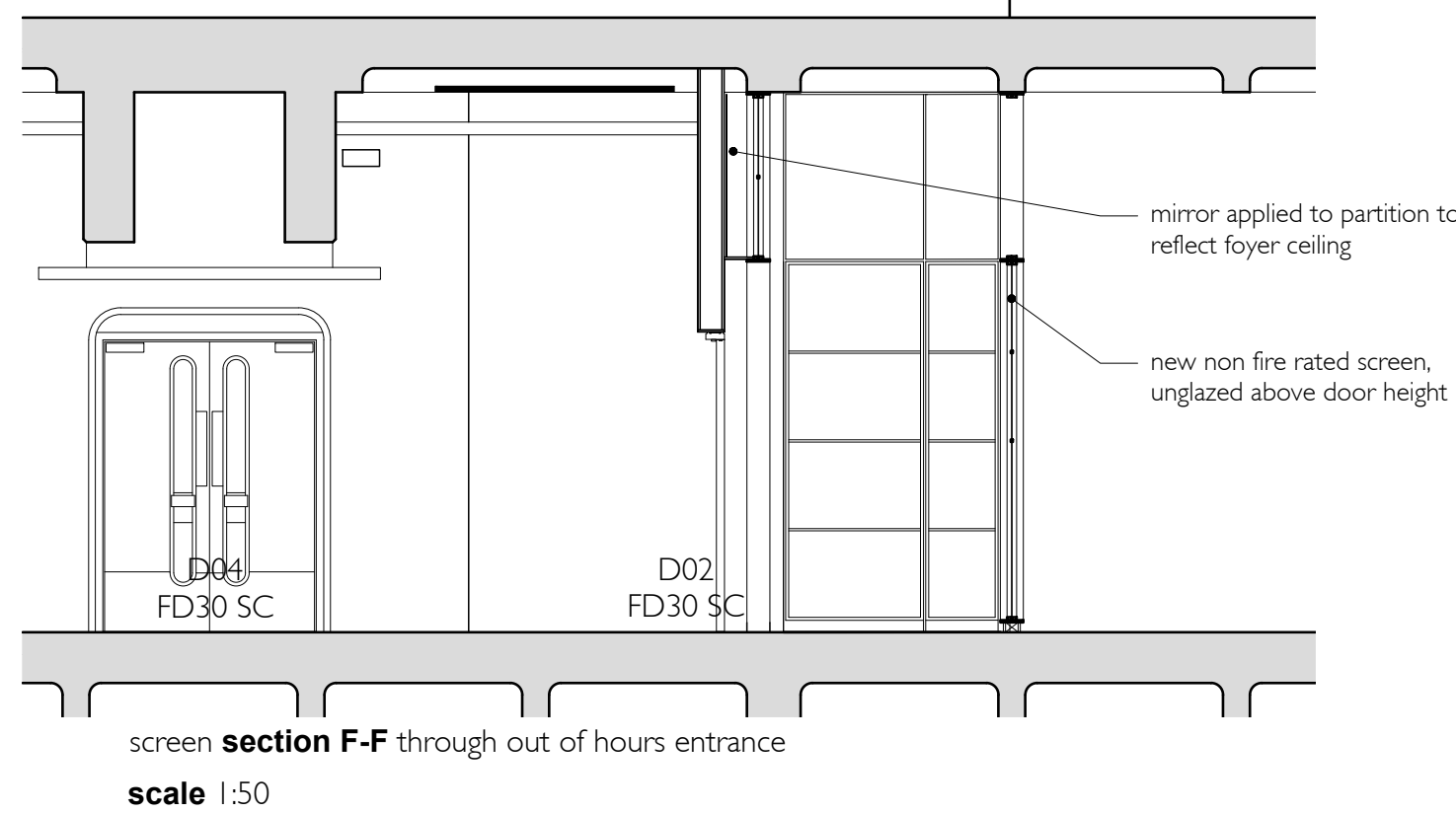
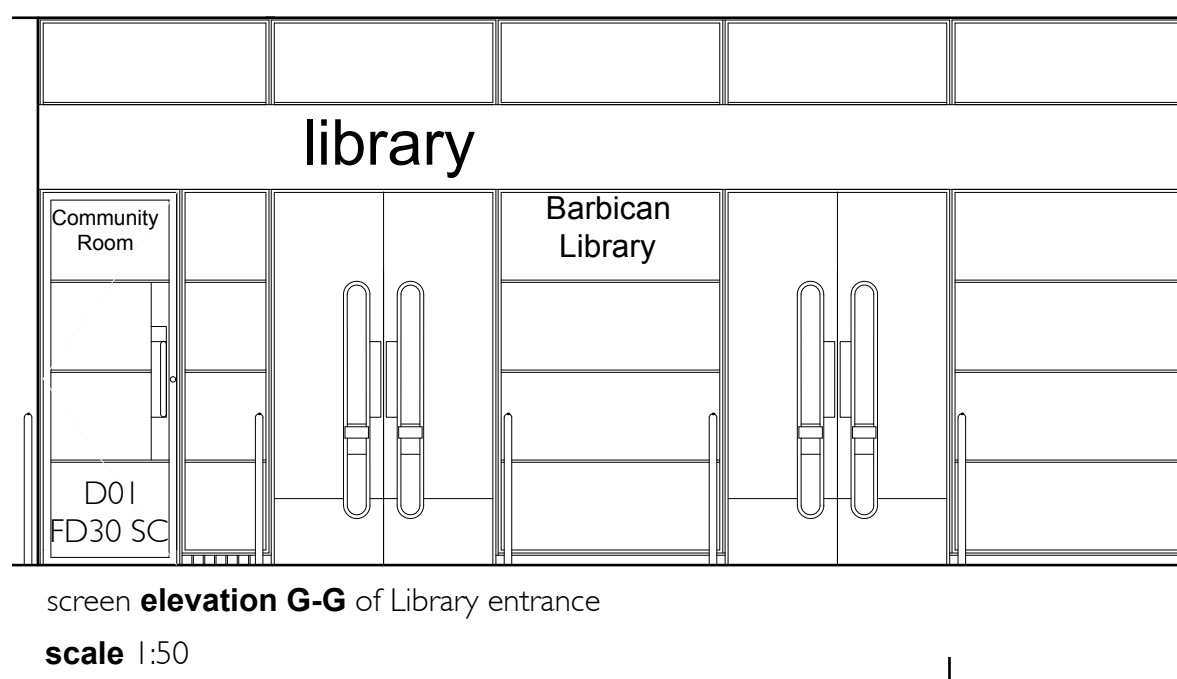
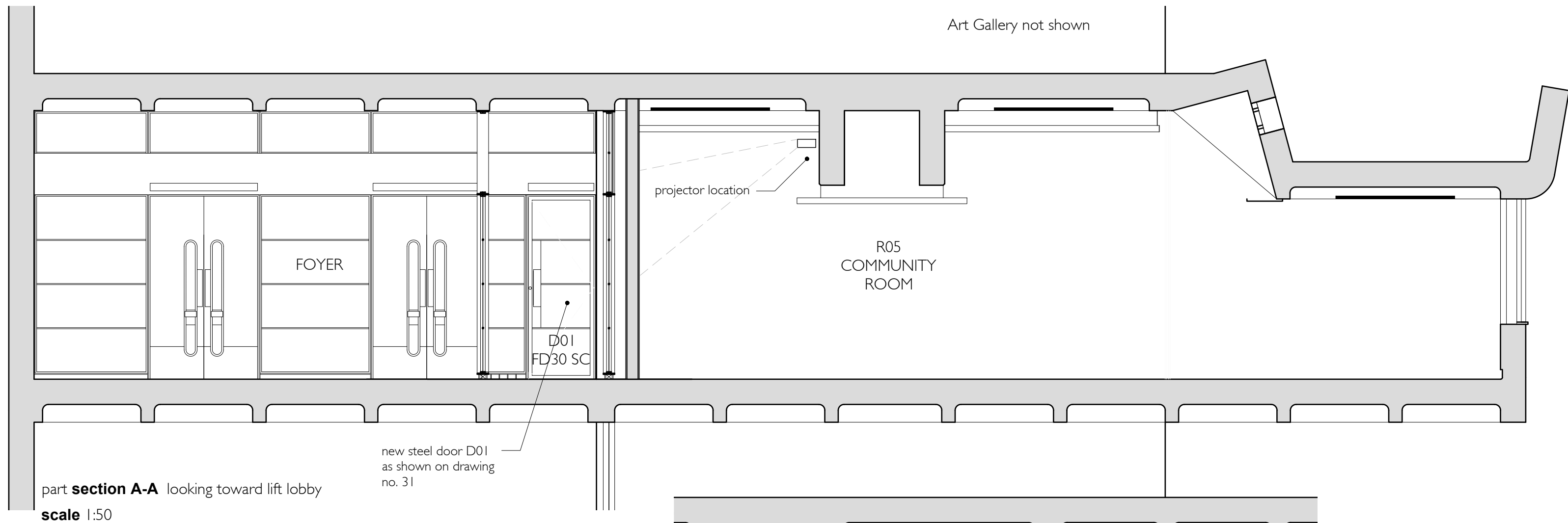
scale bar



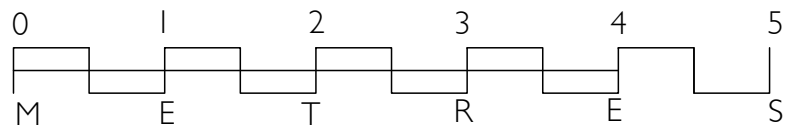
floor plan

scale 1:50

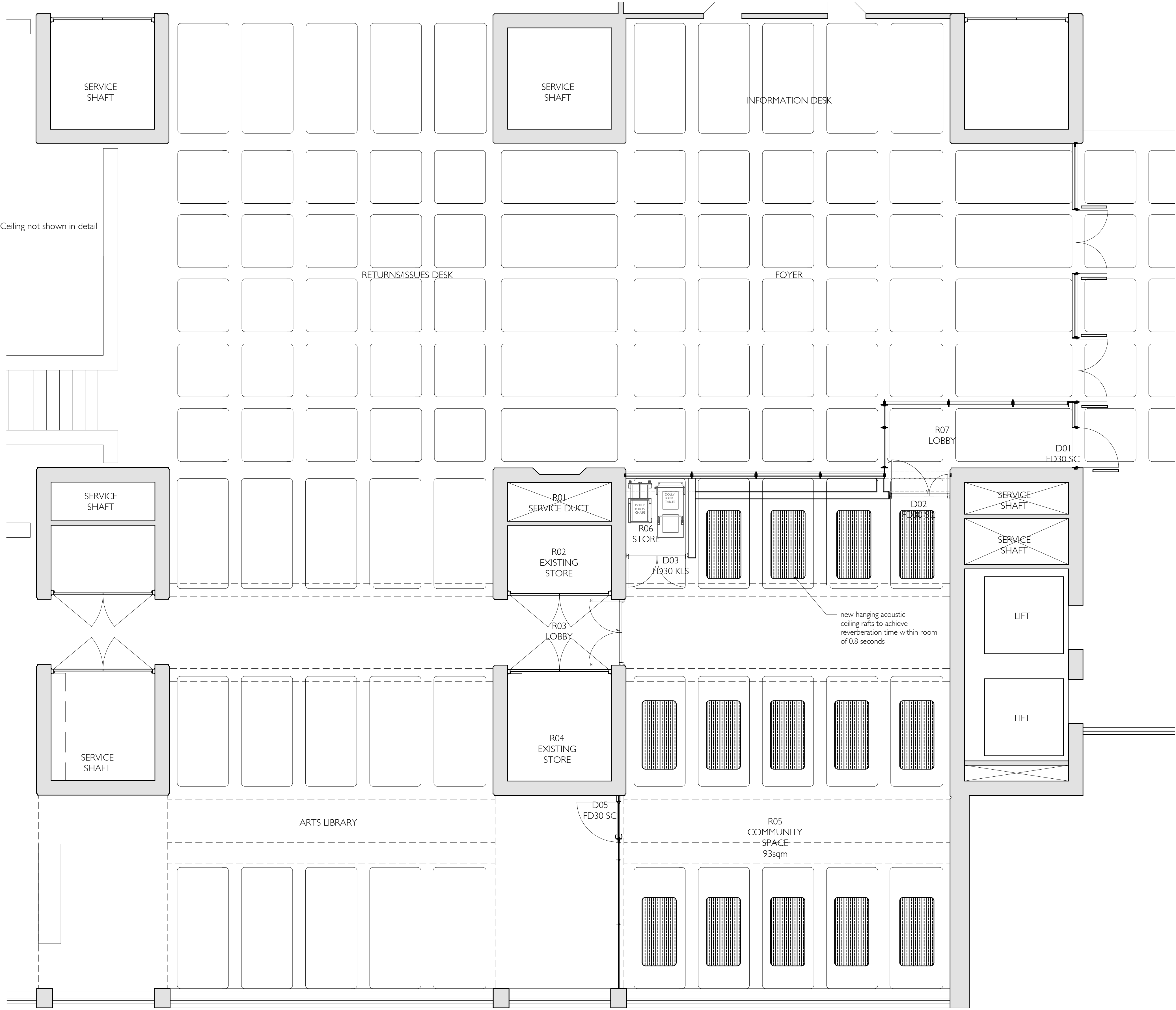
PI	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Chd	Date
Client City of London				
Project Barbican Library				
Drawing Proposed plan				
Drawn	DESIGN	FOR COMMENT		
Designed	BUILDING CONTROL	FOR APPROVAL		
File ref	TENDER	FOR MEASUREMENT		
Tid No	01273 734064	CONSTRUCTION		
Drawing No 397 / 10		Scale @ A1 1:50	Rev PI	



PI	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Chkd	Date
Client City of London				
Project Barbican Library				
Drawing Proposed sections and internal elevations				
Drawn	DESIGN	FOR COMMENT		
Designed	PLANNING	FOR INFORMATION	X	
File ref	BUILDING CONTROL	FOR APPROVAL	X	
Tel No	TENDER	FOR MEASUREMENT		
	CONSTRUCTION	FOR RECORD		
Drawing No 397 / 11		Scale @ A1 1:50	Rev PI	

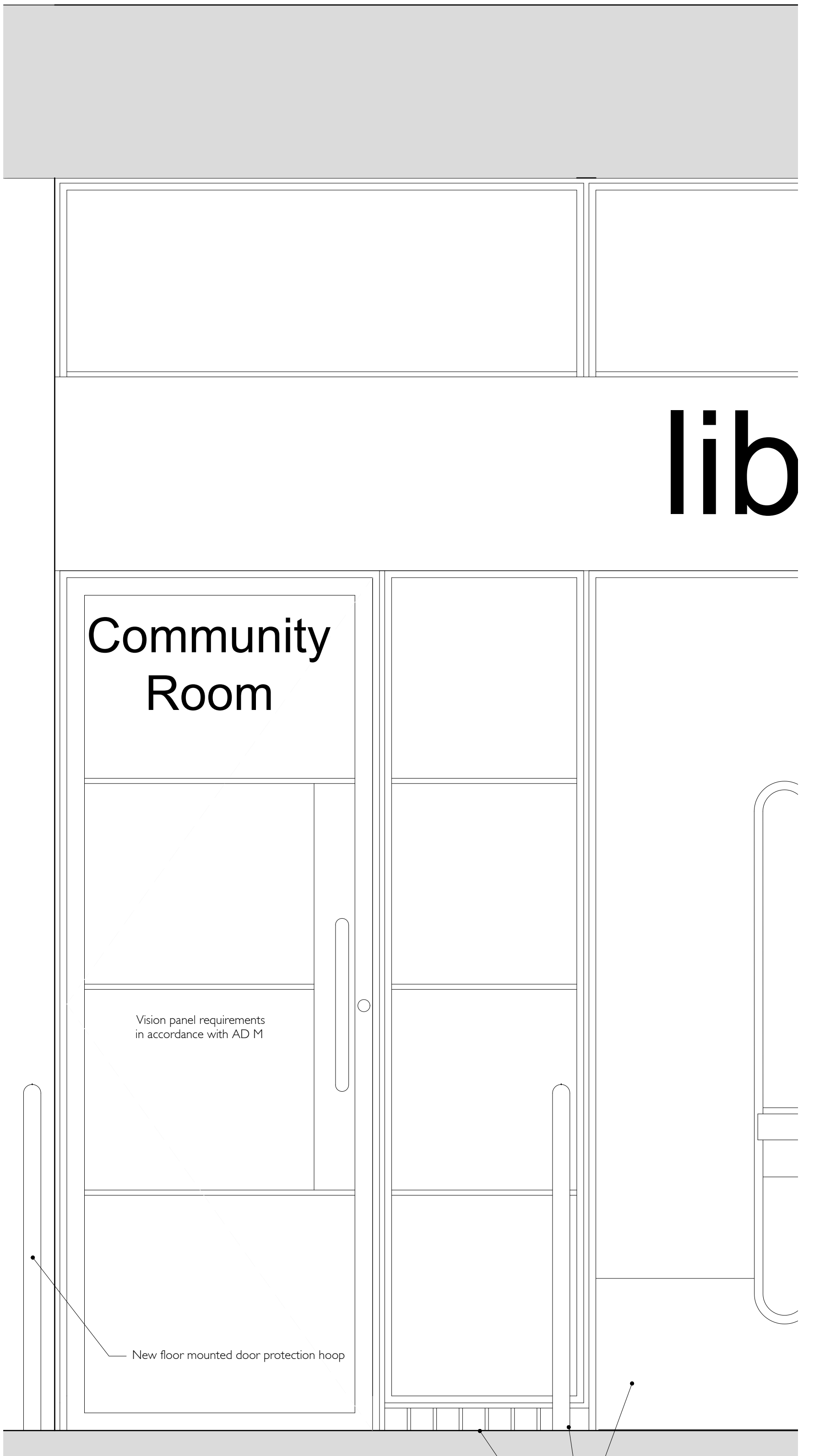


scale bar

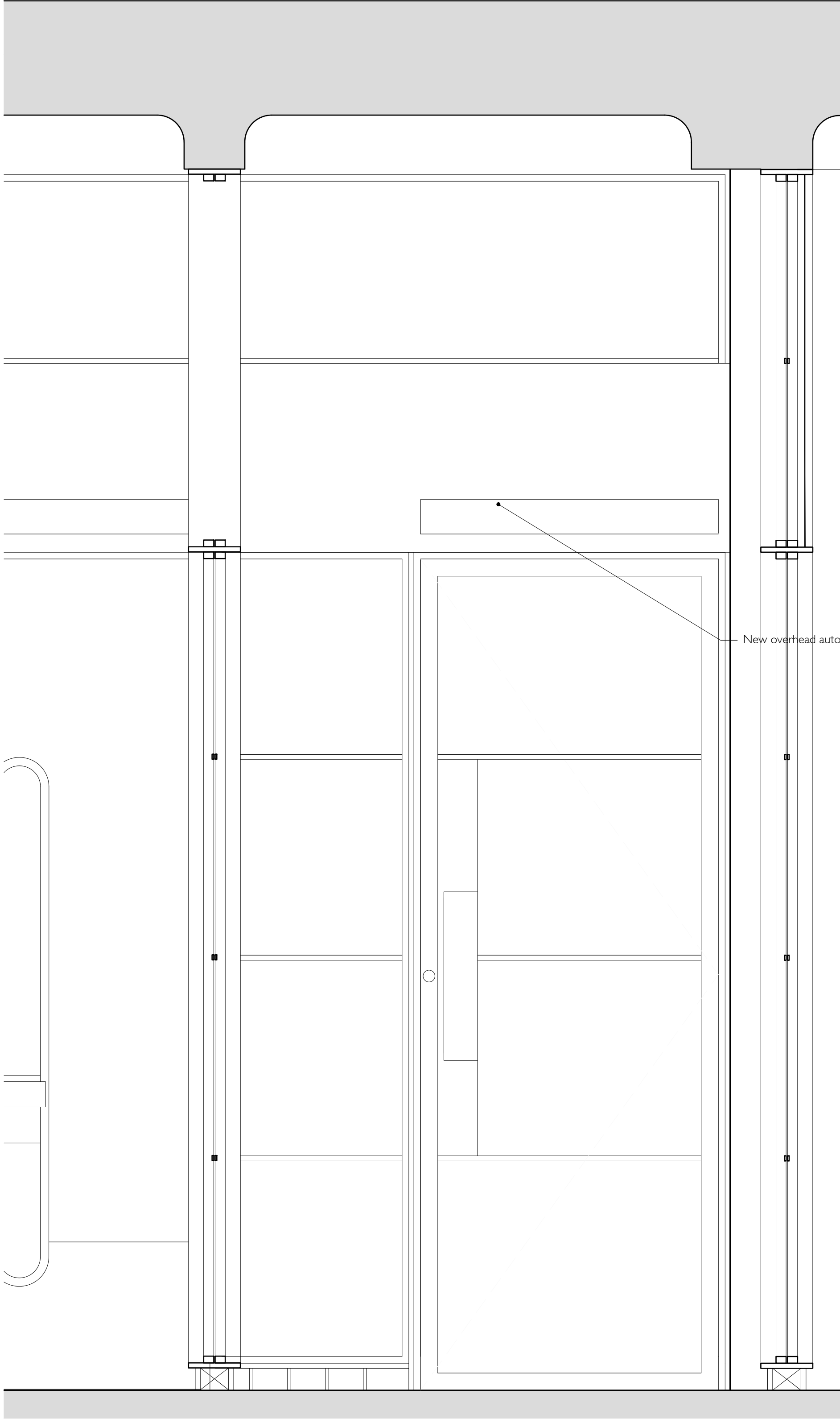
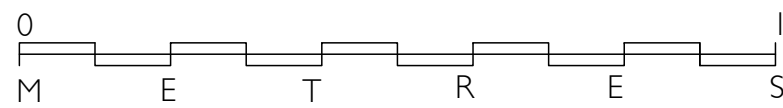


part reflected ceiling plan
scale 1:50

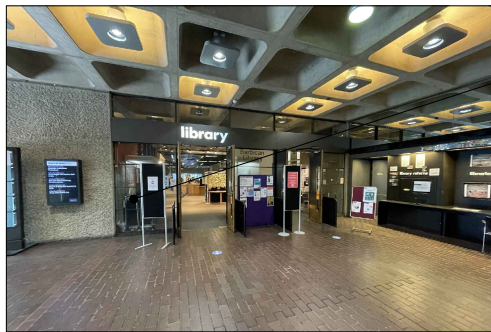
PI	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Chkd	Date
Client City of London				
Project Barbican Library				
Drawing Proposed part reflected ceiling plan - level 2				
Drawn	DESIGN	FOR COMMENT		
Designed	PLANNING	X	FOR INFORMATION	
File ref	BUILDING CONTROL	FOR APPROVAL	X	
Tel No	TENDER	FOR MEASUREMENT		
	CONSTRUCTION	FOR RECORD		
Drawing No 397 / 12		Scale @ A1 1:50	Rev PI	



door D01 pull elevation
scale 1:10



door D01 push elevation
scale 1:10



door D01 location

New glazed steel outward opening door
formed in steel glazed screen

New overhead automatic opening controller

P1	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Checked	Date



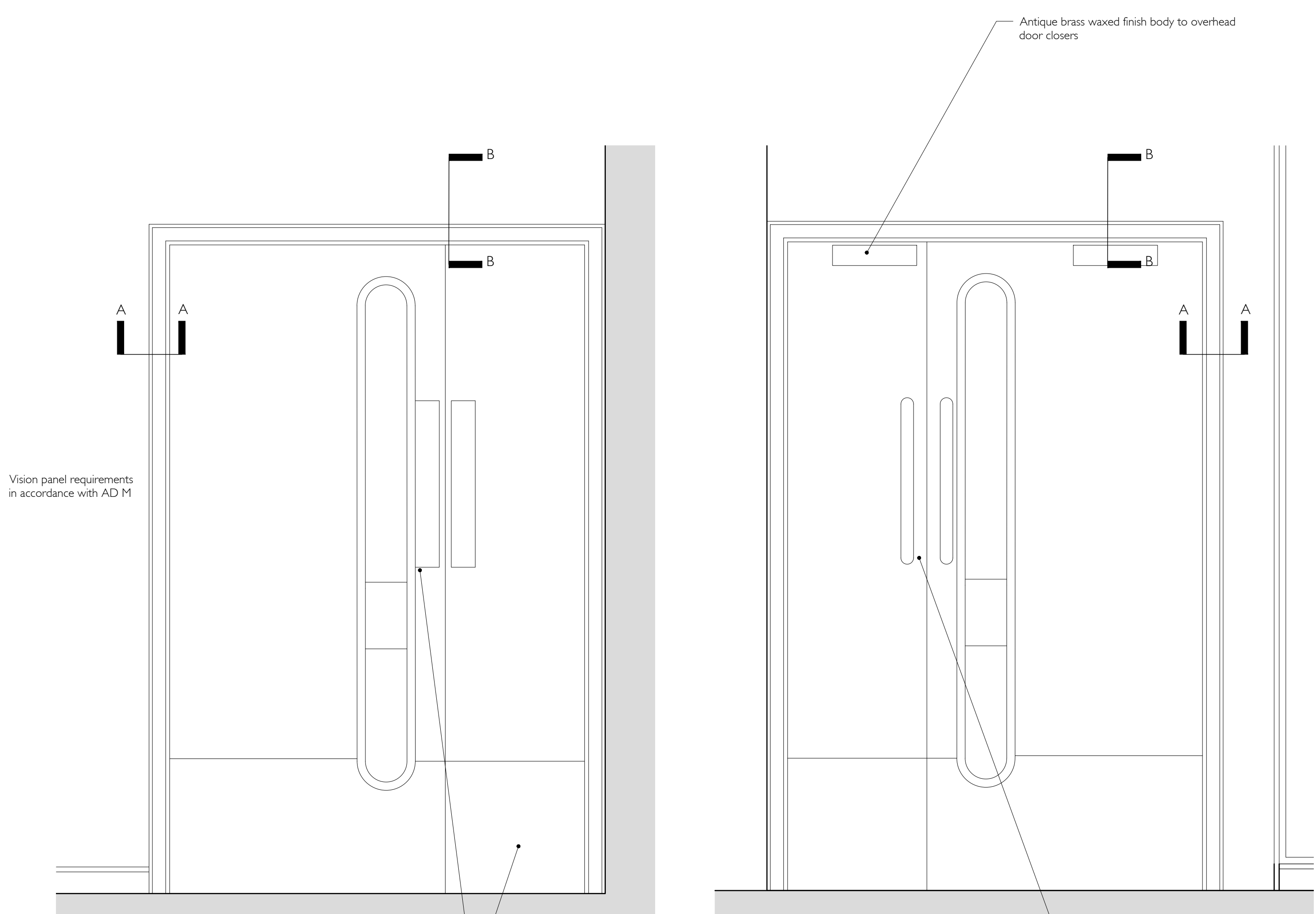
Client
City of London

Project
Barbican Library

Drawing
Door D01 elevations and details

	DESIGN	FOR COMMENT
Drawn	PLANNING	X FOR INFORMATION
Designed	BUILDING CONTROL	FOR APPROVAL X
File ref.	TENDER	FOR MEASUREMENT
Tel No.	01273 734064	FOR RECORD

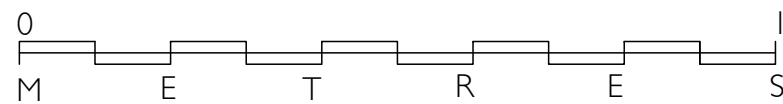
Drawing No 397 / 31	Scale @ A1 1:50	Rev PI
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door D02 push elevation
scale 1:10

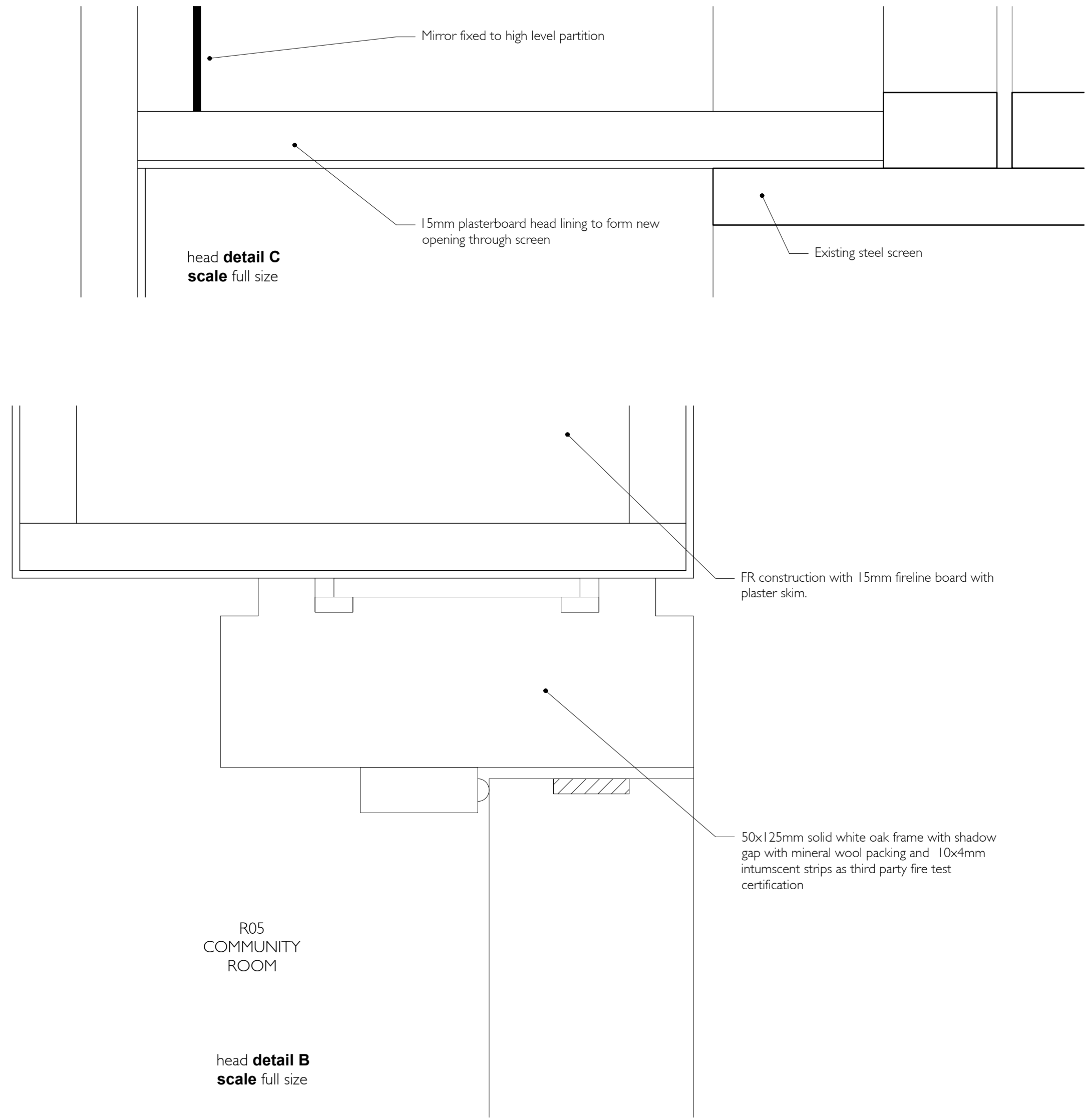
door D02 pull elevation
scale 1:10

door D02 section
scale 1:10



Antique brass waxed finish kick plates both faces of door 400mm high with semi circle cut out as A&H Brass web: aandhbrass.co.uk
Antique brass waxed finish push plate 500x100mm wide as A&H Brass web: aandhbrass.co.uk

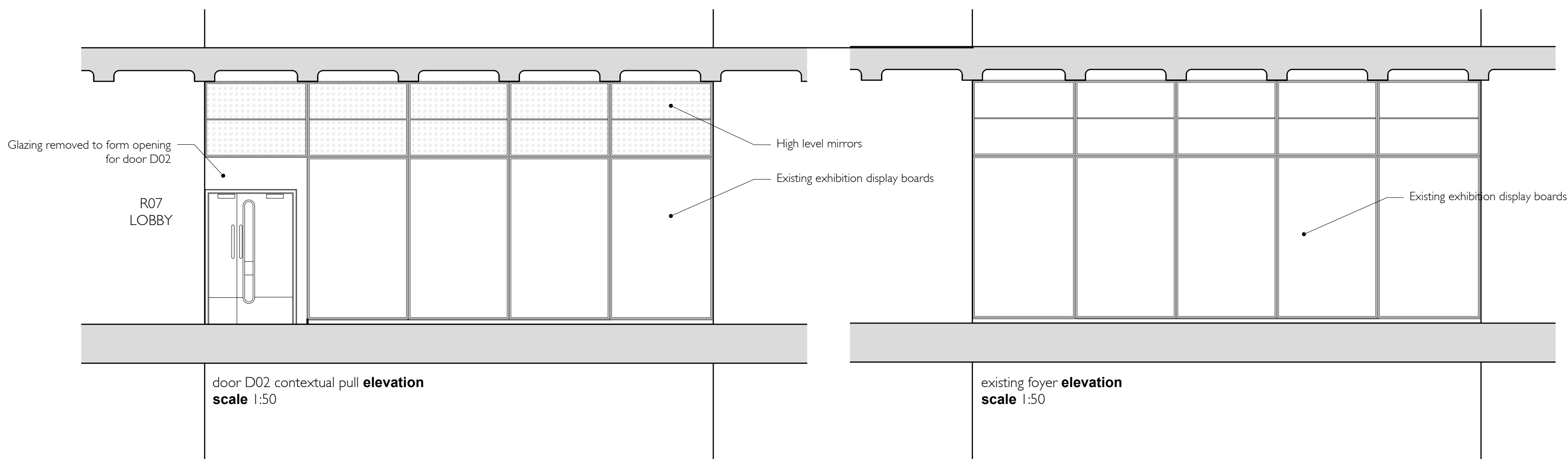
Antique brass waxed finish 'd' pull handle 500mm long x38 dia through fixed, at least 40mm from leading edge as A&H Brass web: aandhbrass.co.uk



head detail B
scale full size

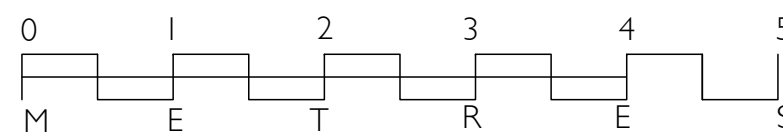
R05 COMMUNITY ROOM

FR construction with 15mm fireline board with plaster skim.
50x125mm solid white oak frame with shadow gap with mineral wool packing and 10x4mm intumescent strips as third party fire test certification

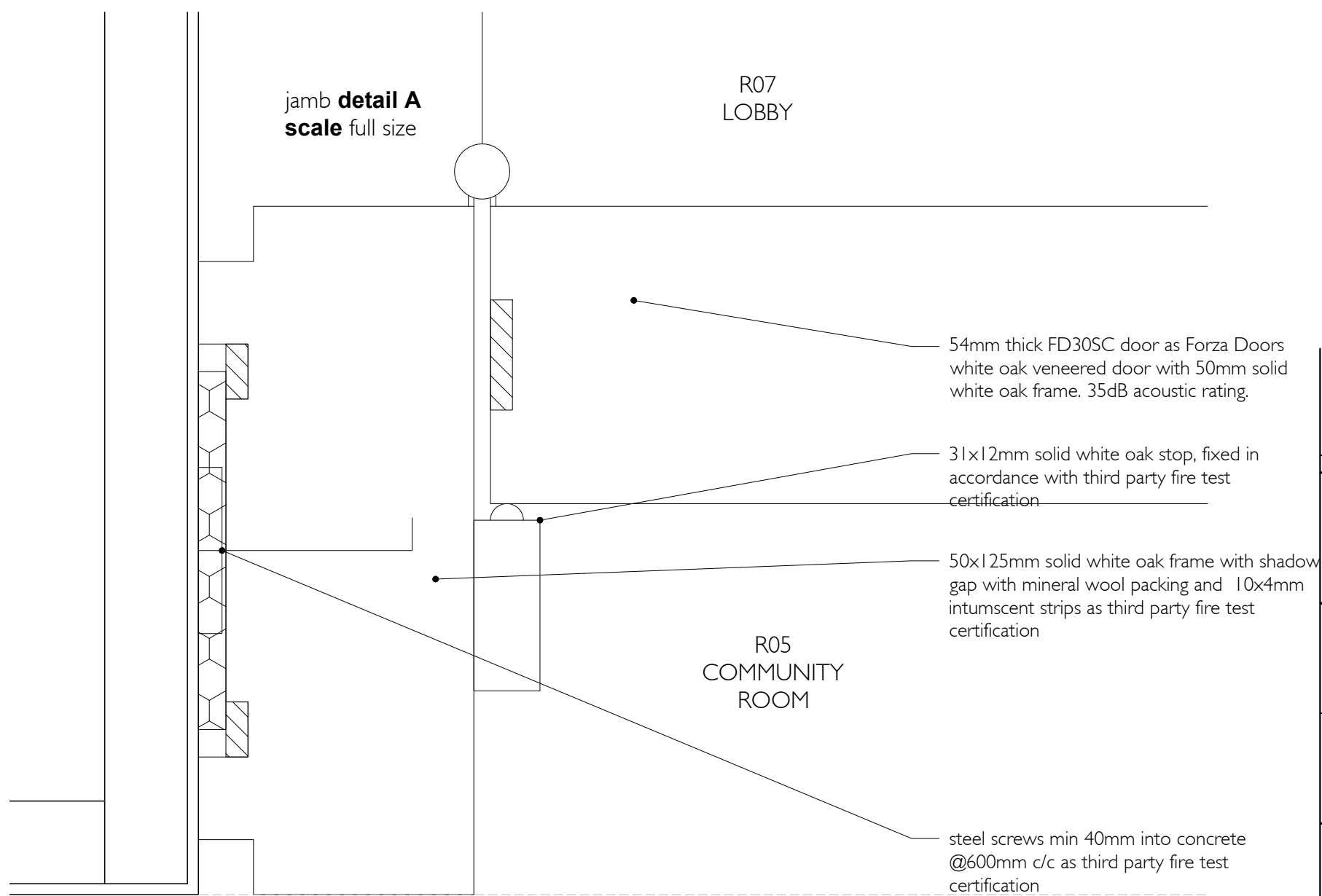


door D02 contextual pull elevation
scale 1:50

existing foyer elevation
scale 1:50



scale bar



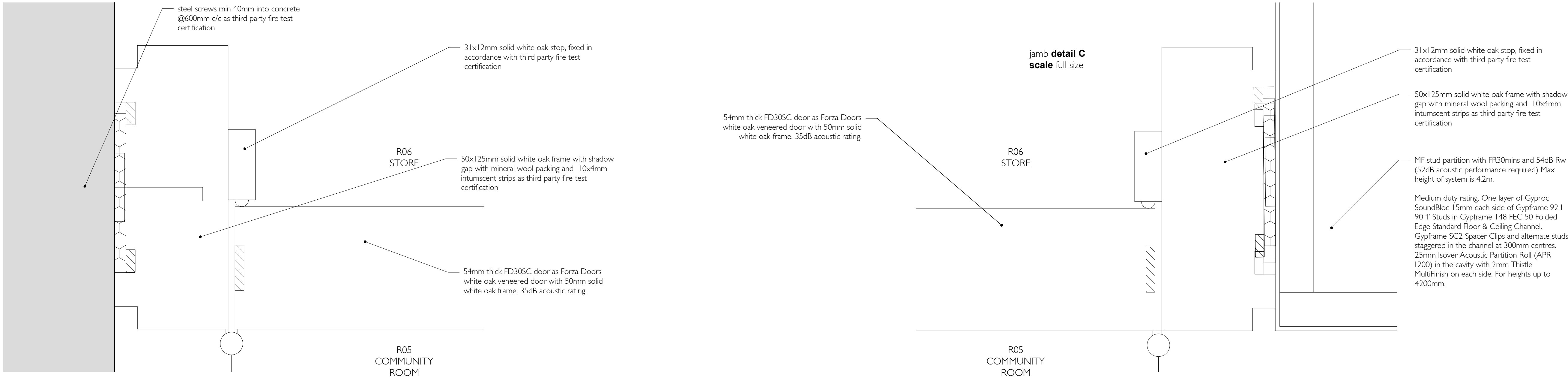
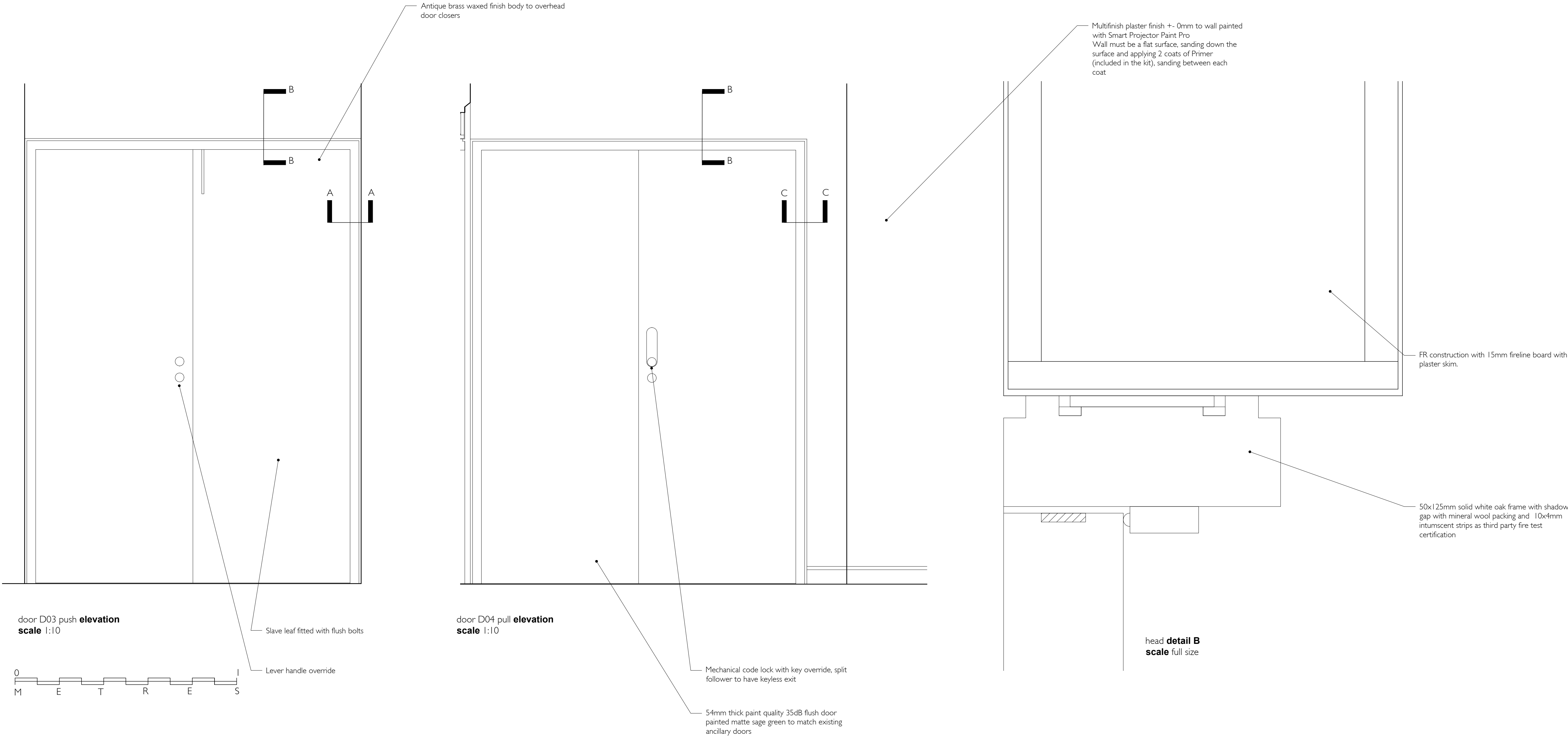
jamb detail A
scale full size

R07 LOBBY

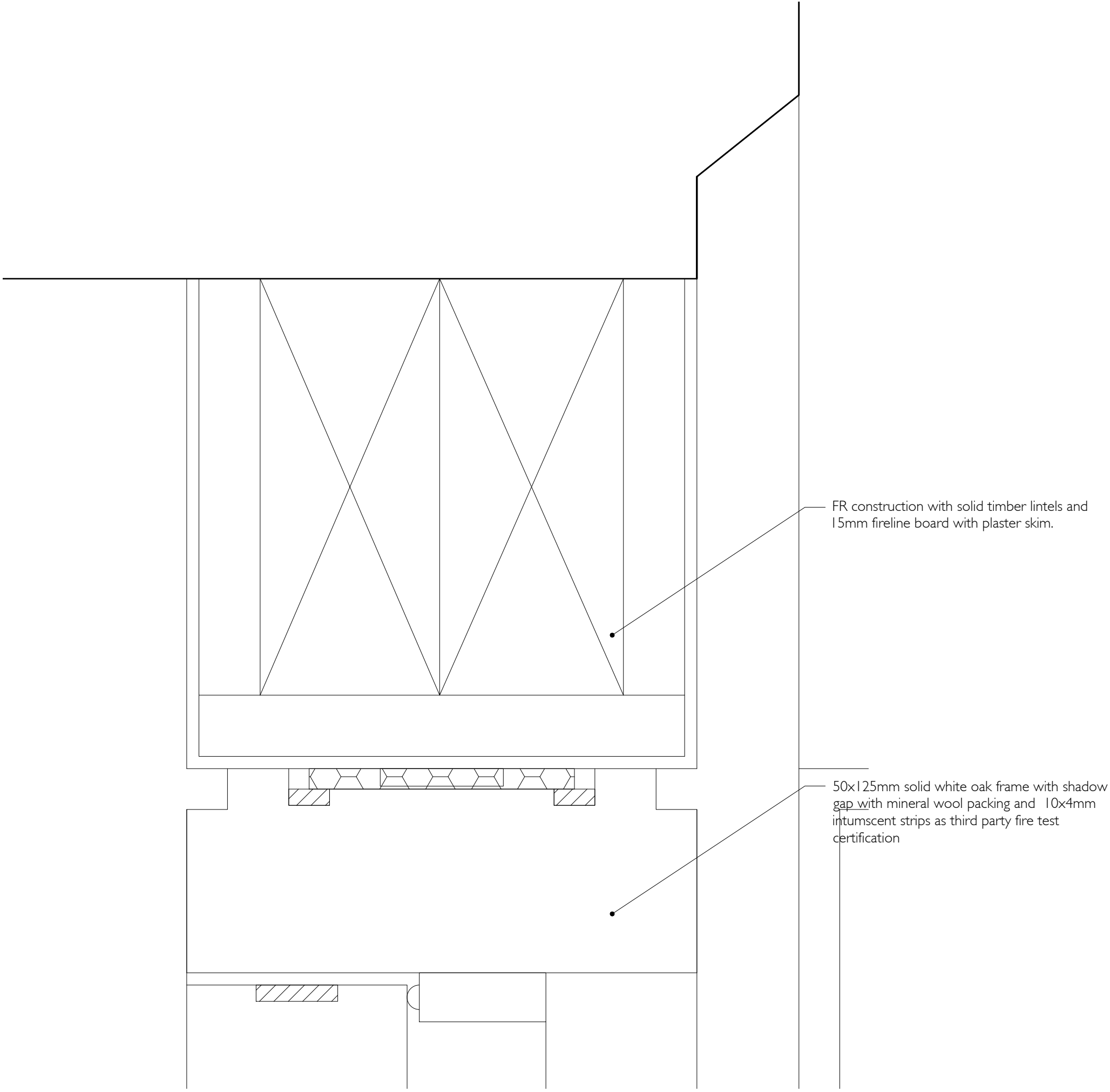
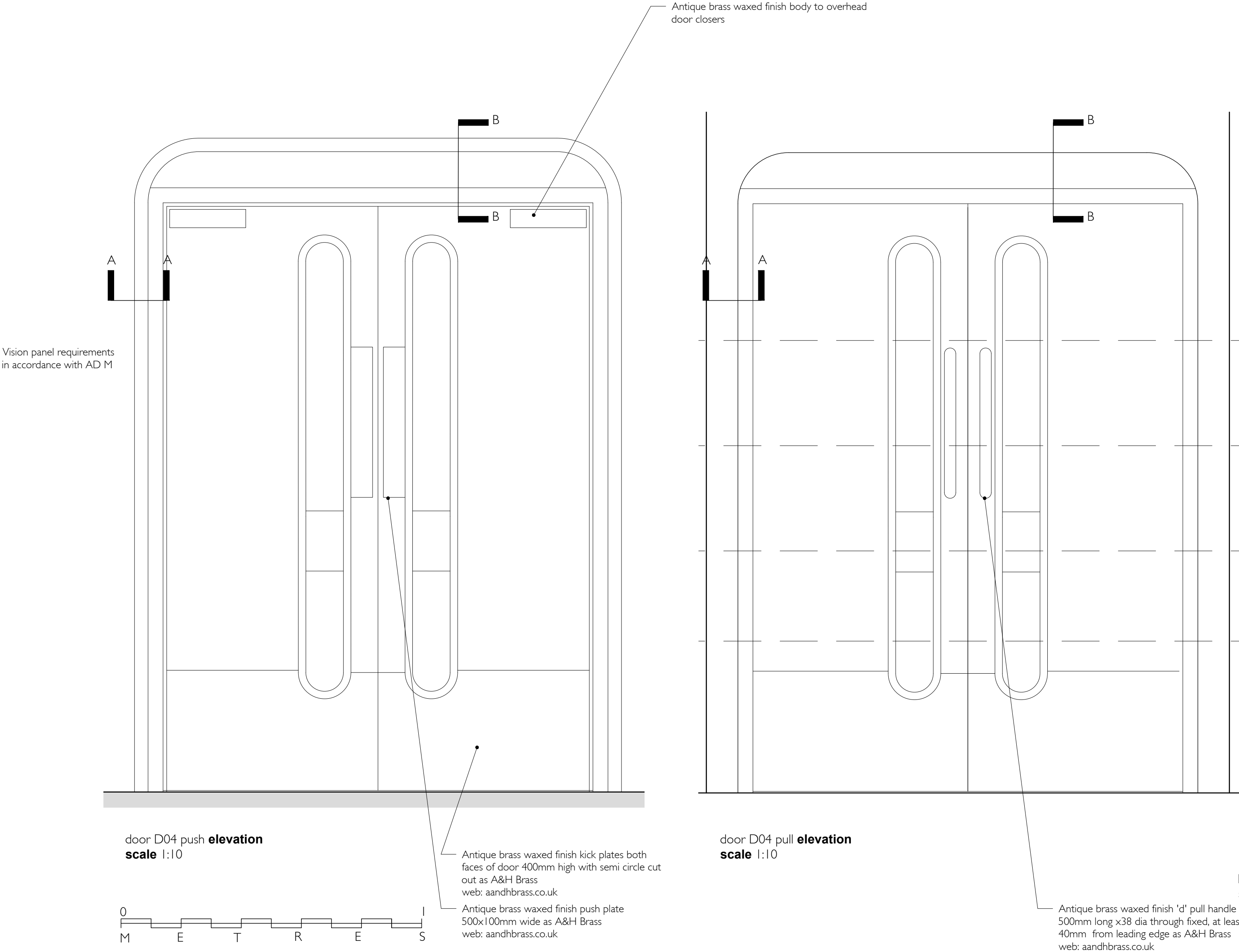
R05 COMMUNITY ROOM

54mm thick FD30SC door as Forza Doors white oak veneered door with 50mm solid white oak frame. 35dB acoustic rating.
31x12mm solid white oak stop, fixed in accordance with third party fire test certification
50x125mm solid white oak frame with shadow gap with mineral wool packing and 10x4mm intumescent strips as third party fire test certification
steel screws min 40mm into concrete @600mm c/c as third party fire test certification

PI	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Checked	Date
Client City of London				
Project Barbican Library				
Drawing Door D02 elevations and details				
Drawn	DESIGN	X	FOR COMMENT	X
Designed	BUILDING CONTROL		FOR APPROVAL	
File ref.	TENDER		FOR MEASUREMENT	
Tel No.	01273 734064	CONSTRUCTION	FOR RECORD	
Drawing No 397 / 34		Scale @ A1 1:50		Rev PI



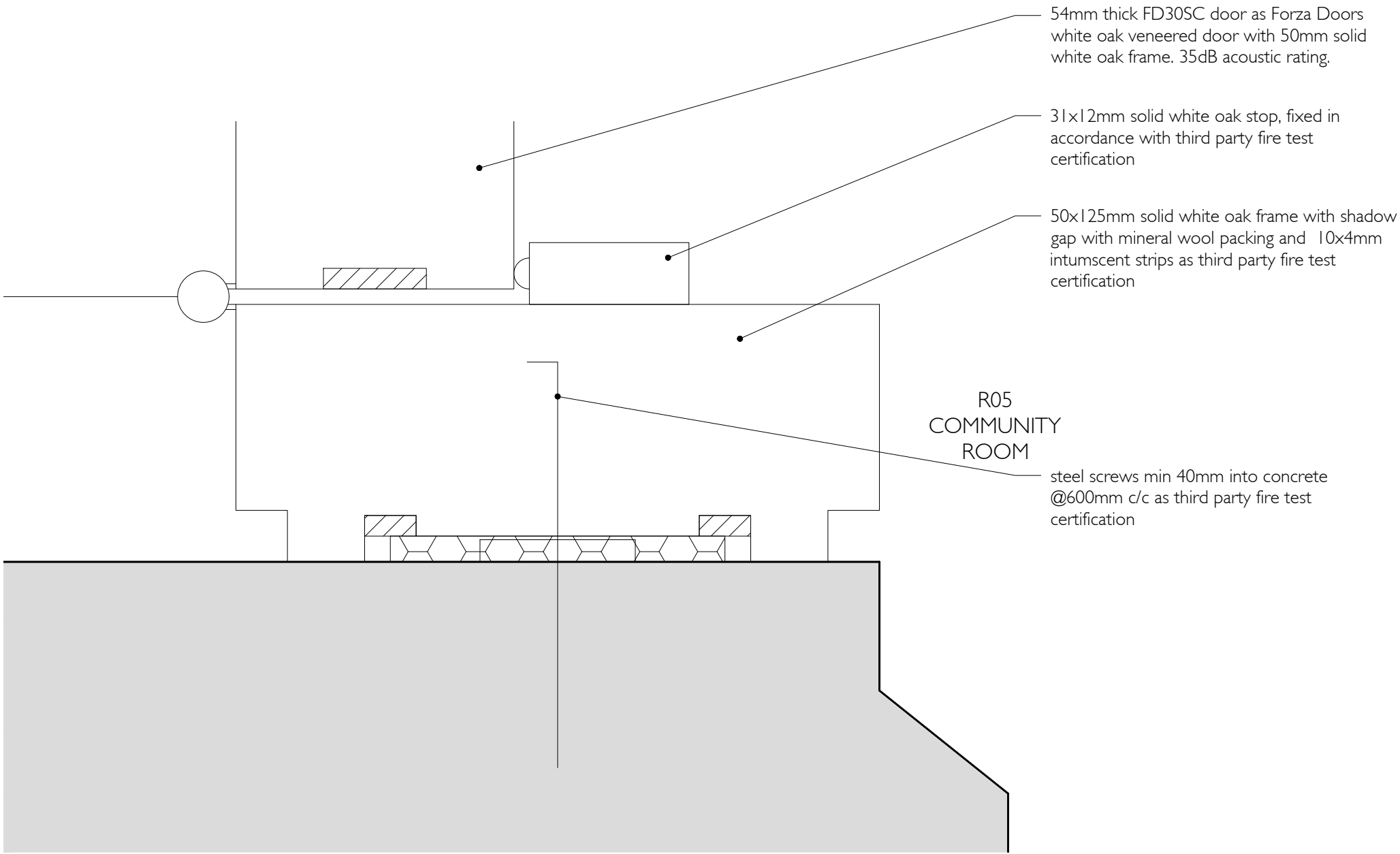
PI	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Check	Date
Client City of London				
Project Barbican Library				
Drawing Door D03 elevations and details				
Drawn	DESIGN	X	FOR COMMENT	X
Designed	BUILDING CONTROL		FOR APPROVAL	
File ref.	TENDER		FOR MEASUREMENT	
Tel No.	01273 734064	CONSTRUCTION	FOR RECORD	
Drawing No 397 / 33		Scale @ A1 1:50		Rev PI



door D1 location

Existing prepared opening for door D04

jamb detail A scale full size



PI	Planning issue	bw	rm	22.08.22
Rev	Revision details	Drawn	Checked	Date
Client City of London				
Project Barbican Library				
Drawing Door D04 elevations and details				
Drawn	DESIGN	X	FOR COMMENT	X
Designed	PLANNING		FOR INFORMATION	
File ref.	BUILDING CONTROL		FOR APPROVAL	
Ten No.	TENDER		FOR MEASUREMENT	
	CONSTRUCTION		FOR RECORD	
Drawing No 397 / 34		Scale @ A1 1:50		Rev PI

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Committee(s)	Dated:
Culture, Heritage, and Libraries	17 th July 2023
Subject: Revenue Outturn – 2022/23	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1-4, 7-12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Deputy Town Clerk Executive Director of Innovation and Growth Executive Director Environment Executive Director of Children's & Community Services Report Author: Mark Jarvis, Head of Finance, Chamberlain's Department Reece Surridge- Finance Business Partner - Chamberlains	For Information

Summary

This report compares the revenue outturn for the services overseen by your committee in 2022-23 with the final budget for the year. It also details the carry forward requests which are yet to be approved.

The outturn presented in this report are for the services, which are summarised below:

- i) **Deputy Town Clerk** – Small Business, Research & Enterprise Centre, Guildhall Library, London Metropolitan Archives & CHL Central Management.
- ii) **Executive Director of Innovation & Growth** – Destination City.
- iii) **Executive Director of Children's & Community Services** – Barbican & Artizan Street Libraries.
- iv) **Executive Director Environment** - Monument & Keats House.
- v) **City Surveyors**- Lower Thames Street.

Overall total net expenditure during the year was £21.604m whereas the budget was £20.990m representing an overspend of £0.614m as summarised below.

	Original Budget £000's	Final Budget £000's	Revenue Outturn £000's	Variations (Worse)/Better against Final Budget £000's
Chief Officer				
The Deputy Town Clerk	(9,723)	(9,983)	(9,975)	8
Executive Director of Innovation Growth	(1,565)	(1,792)	(2,022)	(230)
Executive Director of Community and Children's Services	(2,541)	(2,721)	(2,532)	189
Executive Director of Environment	41	10	(155)	(165)
The City Surveyor	(106)	(106)	(50)	56
Total Chief Officer	(13,894)	(14,592)	(14,734)	(142)
The City Surveyor (including Cyclical Works Programme)	(523)	(794)	(616)	178
Support Services	(5,558)	(5,604)	(6,254)	(650)
Net Expenditure	(19,975)	(20,990)	(21,604)	(614)

Expenditure and unfavourable variances are presented in brackets.

The overall outturn represented an overspend of £0.614m comprising of variations across several service areas detailed in paragraphs 3 & 4 of this report. The main variations are:

- **Executive Director of Innovation & Growth- increased net expenditure of £0.230m** – This is due to overspends in visitor services partially mitigated by underspends in the guildhall art gallery. In addition to central risk staffing overspends.
- **Executive Director of Community & Children's services- decreased net expenditure of £0.189m** – The primary driver of this variance is a staffing underspend of £0.186m at the Barbican library due to vacancies.
- **Executive Director Environment – increased net expenditure of £0.165m** - This increased expenditure is mostly due to income levels at Monument not returning to their pre pandemic budgeted levels.

Recommendations

Members are asked to note the:

- Revenue outturn for 2022/23 showing an overall unfavourable variance to final budget of £0.614m and
- There are no carry forward requests for 2023/24 in relation to CHL committee.

In Report

Budget Position for 2022-23

1. The 2022-23 original budget for the services overseen by your committee was £19.975m as endorsed by the Court of Common Council in March 2022. This has subsequently been increased to a final budget of £20.990. An analysis of the increase of £1.015m is provided in appendix 1.

Revenue Outturn for 2022-23

Summary Revenue Budgets 2022/23 By Chief Officer and Risk	Original Budget 2022/23 £000's	Final Budget 2022/23 £000's	Revenue Outturn 2022/23 £000's	Variations (Worse)/Better against Final Budget £000's
Local Risk				
The Deputy Town Clerk	(3,689)	(3,949)	(3,944)	5
Executive Director of Innovation Growth	(1,225)	(1,328)	(1,444)	(116)
Executive Director of Community and Children's Services	(2,258)	(2,438)	(2,268)	170
Executive Director of Environment	49	18	(145)	(163)
The City Surveyor	(100)	(100)	(44)	56
Total Local Risk	(7,223)	(7,797)	(7,845)	(48)
Central Risk				
The Deputy Town Clerk	(6,034)	(6,034)	(6,031)	3
Executive Director of Innovation Growth	(340)	(464)	(578)	(114)
Executive Director of Community and Children's Services	(283)	(283)	(264)	19
Executive Director of Environment	(8)	(8)	(10)	(2)
The City Surveyor	(6)	(6)	(6)	-
Total Central Risk	(6,671)	(6,795)	(6,889)	(94)
The City Surveyor (including Cyclical Works Programme)	(523)	(794)	(616)	178
Capital and Support Services	(5,558)	(5,604)	(6,254)	(650)
Committee Total	(19,975)	(20,990)	(21,604)	(614)

Expenditure and unfavourable variances are presented in brackets.

2. As indicated in the table in the summary, actual net expenditure for your committee's services during 2022-23 totalled £21.604m compared to a budget of £20.990m, resulting in an overspend of £0.614m. A comparison of the final budget with the revenue outturn by Chief Officer is shown in the Summary and is analysed by risk in the table below.
3. The main reasons for the variation to the **local risk budgets** are:
 - i. **The Executive Director of Innovation & Growth - £0.116m overspend** – The increased expenditure is predominately driven by overspends on visitor services recruitment costs (£0.034m), consultancy fees (£0.070m), and reduced income (£0.084m). These overspends are mitigated by underspends in print & catering (£0.027m) and underspends on marketing (£0.035m), equipment/ materials (£0.043m) at the Guildhall Art Gallery.
 - ii. **Executive Director of Community & Childrens Services - £0.170m underspend** - The primary driver of this variance is a staffing underspend of £0.186m at the Barbican library due to the recruitment freeze which was in place during the majority of 2022/23.
 - iii. **Executive Director Environment - £0.163m overspend** - This overspend is mainly due to Monument income levels remaining

significantly below pre pandemic budgeted levels. Monument also recorded increased expenditure on business rates offset by a staffing underspend.

- iv. **The City Surveyor - £0.056m underspend** - The reduction in spend is due to an underspend on vehicle maintenance in relation to vehicles used for the Lord Mayors show (£0.460m).

4. The main reasons for the variation to the **central risk budgets** are:

- i. **The Executive Director of Innovation & Growth - £0.114m overspend** – The driver of this increased expenditure was higher than expected staffing costs (£0.137m) offset by non-staffing underspends of (£0.023m).

Carry Forwards to 2023-24

5. There are no carry forward requests for 2023/24 in relation to CHL committee.

Year-end position and financial pressure in 2023/24

- 6. Looking forward to 2023/24 there the main financial risk is at Monument where the income remains below pre pandemic levels. The department are trying to explore alternative models of increasing footfall and ways to enhance the attraction to ensure income shortfalls are minimised.

Appendices

- Appendix 1 – Analysis of movements from 2022-23 Original Budget to 2022-23 Final Budget.

Contact:

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Reece Surridge

Finance Business Partner: Chamberlain's Department

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Appendix 1

Analysis of movements 2022-23 Original Budget to Final Budget	£000
Original Local Risk Budget (Deputy Town Clerk)	(3,689)
July '22 Pay Award	(232)
2022-23 Centrally Funded Apprenticeships	(35)
Final Local Risk Budget (Deputy Town Clerk)	(3,949)
Original Local Risk Budget (Executive Director IG)	(1,225)
2022-23 Pay award	(28)
2022-23 Centrally Funded Apprenticeships	(45)
2022-23 Carry forward statues review	(30)
Final Local Risk Budget (Executive Director IG)	(1,328)
Original Local Risk Budget (Executive Director DCCS)	(2,258)
2022-23 Pay award	(80)
2022-23 Carry Forwards- Fire Safety work	(55)
Transfer of budget from Housing for library services	(45)
Final Local Risk Budget (Executive Director DCCS)	(2,438)
Original Local Risk Budget (City Surveyor)	(100)
Final Local Risk Budget (City Surveyor)	(100)
Original Local Risk Budget (Executive Director Environment)	49
2022-23 Pay award	(22)
Open spaces virement to monument re: Feasability Study	(10)
Final Local Risk Budget (Executive Director Environment)	18
Original Central Risk Budget (Deputy Town Clerk)	(6,034)
Net Movements	0
Final Central Risk Budget (Deputy Town Clerk)	(6,034)
Original Central Risk Budget (Executive Director IG)	(340)
2022-23 Pay Award	(5)
2022-23 Pension Strain	(119)
Final Central Risk Budget (Executive Director IG)	(464)
Original Central Risk Budget (Executive Director DCCS)	(283)
Net Movements	0
Final Central Risk Budget (Executive Director DCCS)	(283)
Original Central Risk Budget (Executive Director Environment)	(8)
Net Movements	0
Final Central Risk Budget (Executive Director Environment)	(8)
Original Central Risk Budget (City Surveyor)	(6)
Net Movements	0
Final Central Risk Budget (City Surveyor)	(6)
Original Support Services and Capital Charges Budget	(5,558)
Net movements	(46)
Final Support Services and Capital Charges Budget	(5,604)
Total Original Budget	(19,452)
Total increase	(744)
Total Final Budget	(20,196)

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Committee(s): Culture, Heritage and Libraries – For Decision Community & Children’s Services - For information	Dated: 17/7/23 17/7/23
Subject: Artizan Street Library & Community Centre Makerspace Charges	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	3,4,7,9,10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Judith Finlay, Director of Community and Children’s Services	For Decision- CHL For Information- CCS
Report author: Sarah Townsend, Customer Services Manager, and Claire Doolan, Centre Manager, Barbican & Community Libraries	

Summary

In 2021, the City of London made a successful bid to the DCMS/Arts Council England *Libraries Improvement Fund- Round 1*. This resulted in a grant of £226k to refurbish Artizan Street Library, incorporating into it a ‘Makerspace’- a community space for learning new digital creative skills.

This work has now been carried out and the Makerspace is expected to open by September 2023. As part of this project, a scoping exercise has been carried out to develop a sustainable revenue system for the maintenance of the Makerspace equipment and the replenishment of related materials.

It is proposed that the City of London adopts a charge per use system for the Makerspace equipment. This reflects best practice in other library authorities with Makerspaces. Lower fees will be charged to City residents, in order to encourage use by local residents and to ensure that local people have access to new digital technologies that will support their learning and enjoyment within their local community.

Recommendation(s)

Members are asked to:

- Agree to the proposed fees.

Main Report

Background

1. In **Libraries Deliver: Ambition for Public Libraries in England 2016-21**, a report commissioned by the Department for Digital, Culture, Media & Sport (DCMS), the Libraries Taskforce committed to support the extension of partnership projects such as makerspaces.
2. To achieve the aims of **Libraries Deliver**, DCMS has funded 3 rounds of a 'Libraries Improvement Fund' (LIF), administered by Arts Council England. This fund is specifically to improve accessibility to new digital technologies within local communities through libraries, as well as increase library footfall.
3. In 2021, the City of London Libraries were successful in the first round of the LIF and received a £226k grant to refurbish and improve Artizan Street Library, creating a modern, vibrant, public library that reflects the textiles heritage of the Portsoken ward and local communities. A digital creative Makerspace has been created as a major part of this project and is expected to open by September 2023.
4. At the beginning of the LIF project, library staff visited Makerspaces in other library services, in particular Hull, Watford and Redbridge. This experience ensured the team were able to make informed decisions on the right equipment to offer in the Makerspace at Artizan Street Library and Community Centre.
5. The library team have also worked collaboratively with library customers and local residents in developing the equipment offer in the Makerspace, to ensure the equipment provided reflects potential user needs.
6. The equipment that will be initially offered in the Makerspace is a 3D printer, Cricut vinyl cutter, electronic sewing and embroidery machines, a heat press and laptops for coding. Library staff have been trained to use all equipment effectively and safely. They have created 'how to' guides for each piece of equipment and will be available to pass on their knowledge and experience through the induction process and beyond. All members of the public using the equipment will receive training and be required to sign an agreement of use.

Current Position

7. The capital phase of the Artizan Street Library transformation has now been completed. However, there are on-going revenue costs associated with the use and maintenance of the Makerspace equipment. An essential part of the development work around the Makerspace has been to scope out a system for recovering these costs, whilst still ensuring that it fulfils the aim of improved accessibility to this new technology.
8. A scoping exercise was carried out to review other library authorities' policies and charges for use of their Makerspaces. These ranged from charging a membership subscription fee for fair use of the equipment and space, to charging

an hourly rate for using a piece of equipment. No authority was found that either made no charge or only charged for material use.

9. As part of the public consultation on the redesign and Makerspace, members of the public were also consulted on their preferences between a subscription model and a pay per use model.
10. Costs for business/group hire of the Makerspace have also been considered within the scope of this exercise. This is to ensure that the Makerspace charges are aligned to the community hall hire function of Artizan Street Library & Community Centre.

Options

There are three options available to members:

- a. Option 1: all equipment is free to use and there is no additional charge for materials used
 - b. Option 2: to charge Makerspace users only for materials used
 - c. Option 3: charge a fee for equipment use, which it is proposed to be lower for City of London residents (Appendix 1)
11. Option 1 would not be considered viable as this would put an unsustainable pressure on the Artizan Street Library & Community Centre budget.
 12. Option 2 has been explored extensively, as the preferred option from the public consultation. However, it has not been possible to find a suitable method to account for materials used, particularly given the range of different equipment that is being offered. This option is therefore not recommended.
 13. Option 3 is the preferred option. This option will ensure an income to cover the maintenance of the equipment and the purchase of new materials for future use. The pricing has been set to ensure costs are still accessible to all and that using the Makerspace is particularly attractive and accessible to those who live in the City of London.
 14. The pricing structure that is being proposed is reflective of the pricing structure for the hireable halls at Artizan Street Library and Community Centre. There is an additional pricing structure for individual users. The aim is to offer customers, especially residents of the local estates, the opportunity to use the equipment at a rate that is affordable and sustainable.
 15. When setting the pricing structure, many variables were considered, including the cost of filament / vinyl / plastic sheets, alongside potential maintenance of the equipment. For each machine, the number of variables such as density of filament, the amount of support material needed, the type of vinyl and size of design could all impact on the amount of material used, the time the machine is use for, the wastage and the cost. Due to this, the pricing structure for individuals has been designed to be clear and easy to understand. A flat fee for using the equipment will result in some individuals paying a little bit more than the potential costs, and others paying a little less. However, this is outweighed by the overall benefit of ease to both customers and staff.

Proposals

16. The proposal is that the City agree to Option 3, approving the hire charges for the Makerspace and Makerspace equipment for group hire and individuals.

Key Data

17. Barbican & Community Libraries' Business Plan 2023-24 KPI to recruit 80 unique adult users of the Makerspace in the first year.
18. Arts Council England has commissioned an external research consultancy to evaluate all its LIF projects. This is expected to measure increases in the following outputs:
- number of visits
 - number of visits by users for whom English is a second language
 - book issues
 - IT use
 - participation in learning activities
 - number of partnerships.
19. The aim is to achieve higher level outcomes in:
- customer satisfaction
 - ratings for the role of libraries
 - participation in learning activities
 - employment skills for users
 - digital creative skills for users
 - partner collaborations.

Corporate & Strategic Implications –

20. The refurbished Artizan Street Library and Community Centre is aligned to the three core aims of the City of London's Corporate Plan (2018–23) which are also reflected in the Barbican and Community Libraries' Strategy (2021–23):
- Contribute to a Flourishing Society**
 - People have equal opportunities to enrich their lives and reach their full potential - through access to lifelong learning and resources to support skills development, social and digital inclusion and social mobility.
 - To shape outstanding environments**
 - We are digitally and physically well-connected and responsive - giving access to excellent quality IT resources and innovative technologies.
 - We inspire enterprise, excellence, creativity and collaboration - through encouraging local people to gain new skills and share them with others in their community

Financial implications - The work that has been carried out at Artizan Street Library makes effective use of partnerships, commissioning and grant funding opportunities and is therefore cost-effective. The proposed charging structure will mitigate pressure on the

Artizan Street Library & Community Centre budget through income generation to cover costs.

Resource implications – N/A

Legal implications – N/A

Risk implications - Robust risk assessments are in place and are reviewed annually. All customers will have to complete an induction before using the equipment and sign a conditions of use form.

Equalities implications – there are no negative implications. The new Makerspace resource will improve digital creative facilities for local residents and library users.

Climate implications - N/A

Security implications – N/A

Conclusion

21. City of London Libraries offer a varied range of services and activities for children and their families, going far beyond the basic library functions. The addition of a Makerspace will enhance this offer and create opportunities that are innovative and cost-effective for people from all our communities.

Appendices

- Appendix 1 – Pricing Structure

Background Papers

Artizan Street Library Transformation Project, author Rachel Levy - 25/04/2022

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Appendix 1- Proposed Pricing Structure for Artizan Street Library & Community Centre Makerspace Use

3D Printing/Cricut/Form Box – Individuals Pricing Structure

Standard Rate - £5 per job
Subsidised Rate - £2.50 per job

City of London Resident:
1 job free per week then subsidised rate.

3D Printing/Cricut/Form Box – Group/Business Pricing Structure

Charities / Corp groups
subsidised rate - £18 per hour to use the makerspace. Additional charges for using the multi hall as well.

Companies/Private classes
Commercial Rate - £36 per hour to use the makerspace. Additional charges for using the multi hall as well.

Sublimation printing – Individuals Pricing Structure

Plain mug - £4 per mug
Special mug - £5 per mug
T shirt(adult) - £8 per T shirt
T shirt (child) - £5 per T shirt

Sublimation printing - Group/Business Pricing Structure

Charities / Corp groups
subsidised rate - £18 per hour to use the makerspace + cost of mugs/T shirts. Additional charges for using the multi hall as well.

Companies/Private classes
Commercial Rate - £36 per hour to use the makerspace + cost of mugs/T shirts. Additional charges for using the multi hall as well.

Sewing/Embroidery/Overlocker Machine- Individual Pricing Structure

Standard Rate - £2.50 per hour
Subsidised Rate - £1.50 per hour

City of London Resident:
1 hour free per week then subsidised rate.

Sewing/Embroidery/Overlocker Machine- Group/Business Pricing Structure

Charities / Corp groups

subsidised rate - £18 per hour to use the makerspace. Additional charges for using the multi hall as well.

Companies/Private classes

Commercial Rate - £36 per hour to use the makerspace. Additional charges for using the multi hall as well.

All prices subject to review annually

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