



Natural Environment Board

Date: MONDAY, 10 JULY 2023

Time: 10.00 am

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

Members:

Caroline Haines	Catherine McGuinness
Andrew McMurtrie	Benjamin Murphy
Deputy Graeme Doshi-Smith	Oliver Sells KC
Alderman Ian David Luder	Alderman Gregory Jones KC (Ex-Officio Member)
Wendy Mead	William Upton KC (Ex-Officio Member)

Enquiries: Blair Stringman
Blair.Stringman@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

Ian Thomas CBE
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. **ORDER OF THE COURT OF COMMON COUNCIL**

To receive the Order of the Court of Common Council dated 27 April 2023, appointing the Committee and setting its Terms of Reference.

For Information
(Pages 7 - 8)

4. **ELECTION OF CHAIRMAN**

To elect a Chairman in accordance with Standing Order 29.

For Decision

5. **ELECTION OF DEPUTY CHAIRMAN**

To elect a Deputy Chairman in accordance with Standing Order 30.

For Decision

6. **MINUTES**

To agree the minutes and non-public summary of the previous meeting held on 13 February 2023.

For Decision
(Pages 9 - 16)

7. **APPOINTMENT OF A REPRESENTATIVE TO THE STREETS AND WALKWAYS SUB-COMMITTEE**

The Committee are invited to appoint one Member as a Natural Environment Board representative on the Streets and Walkways Sub-Committee.

For Decision

8. **FORMAL THANKS TO ALDERMAN IAN LUDER**

Chairman to be heard.

For Information

9. **FORMAL THANKS TO STEFANIA HORNE**

Chairman to be heard.

For Information

10. **INTRODUCTION OF THE NATURAL ENVIRONMENT DIRECTOR**

Natural Environment Director to be heard.

For Information

11. **NATURAL ENVIRONMENT BOARD DINNER**

Natural Environment Director to be heard.

For Information

Open Spaces

12. **ENVIRONMENT ACT 2021 REGULATIONS ON BIODIVERSITY**

Report of Remembrancer.

For Information
(Pages 17 - 20)

13. **OPEN SPACES BUSINESS PLAN 2022/23 - YEAR END PERFORMANCE REPORT**

Report of the Executive Director, Environment.

For Information
(Pages 21 - 28)

14. **REVENUE OUTTURN 2022/23 - NATURAL ENVIRONMENT BOARD**

Joint report of Chamberlain and Executive Director, Environment.

For Information
(Pages 29 - 58)

City Gardens

15. **COMMEMORATIVE BENCHES AND TREES POLICY**

Report of the Executive Director, Environment.

For Decision
(Pages 59 - 68)

16. **KING GEORGE'S FIELD-CITY OF LONDON TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022**

Joint report of Chamberlain and Executive Director, Environment.

For Information
(Pages 69 - 86)

17. **RISK MANAGEMENT UPDATE REPORT**

Report of the Executive Director, Environment.

For Decision
(Pages 87 - 98)

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

19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

Part 2 - Non-Public Agenda

20. **EXCLUSION OF THE PUBLIC**

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

For Decision

21. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting held on 13 February 2023.

For Decision
(Pages 99 - 100)

22. **CORPORATE CHARITIES REVIEW SCOPING EXERCISE TO SUPPORT THE NATURAL ENVIRONMENT CHARITIES REVIEW**
Joint report of the Managing Director Bridge House Estates and Natural Environment Director.
For Decision
(Pages 101 - 112)
23. **DEBT ARREARS - NATURAL ENVIRONMENT DIVISION PERIOD ENDING: 31 MAY 2023**
Joint report of Chamberlain and Executive Director, Environment.
For Information
(Pages 113 - 124)
24. **HISTORICAL INCOME REPORT (2017/18-2024) FOR ASHTEAD COMMON**
Report of the Executive Director, Environment.
For Information
(Pages 125 - 132)
25. **HISTORICAL INCOME REPORT (2017/18-2024) FOR BURNHAM BEECHES**
Report of the Executive Director, Environment.
For Information
(Pages 133 - 144)
26. **HISTORICAL INCOME REPORT (2017/18-2024) FOR EPPING FOREST**
Report of the Executive Director, Environment.
For Information
(Pages 145 - 158)
27. **HISTORICAL INCOME REPORT (2017/18-2024) FOR WEST WICKHAM AND COULSDON COMMONS**
Report of the Executive Director, Environment.
For Information
(Pages 159 - 170)
28. **UPDATE ON MONUMENT**
Executive Director, Environment to be heard.
For Information

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

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

Part 3 - Confidential Agenda

31. **TOM PHASE II UPDATE**
Executive Director, Environment to be heard.

For Information

Agenda Item 3

LYONS, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 27 th April 2023, doth hereby appoint the following Committee until the first meeting of the Court in April, 2024.
--------------	---

NATURAL ENVIRONMENT BOARD

1. **Constitution**
A Non-Ward Committee consisting of,
 - eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the following ex-officio Members:-
 - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
 - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee
2. **Quorum**
The quorum consists of any five Members.
3. **Membership 2023/24**
 - 7 (4) Oliver Sells, K.C.
 - 3 (3) Andrew Stratton McMurtrie, J.P.
 - 2 (2) Ian Luder, Alderman *for three years*
 - 2 (2) Graeme Doshi-Smith, Deputy *for three years*
 - 2 (2) Benjamin Murphy
 - 2 (2) Catherine Sidony McGuinness, C.B.E.
 - 6 (1) Caroline Wilma Haines
 - 13 (1) Wendy Mead, O.B.E

together with the ex-officio Members referred to in paragraph 1 above.
4. **Terms of Reference**
To be responsible for:-
 - (a) The allocation of grants in relation to Open Spaces taking account of any views or recommendations expressed by the Epping Forest and Commons Committee, West Ham Park Committee or Hampstead Heath, Highgate Wood and Queen's Park Committee as relevant;

Open Spaces

 - (b) dealing with, or making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management (e.g. policy, financial and staffing) of the City of London Corporation's open spaces where such matters are not specifically the responsibility of another Committee; and
 - (c) the appointment of the Director of Open Spaces (in consultation with the Port Health and Environmental Services Committee);

City Open Spaces

 - (d) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
 - (e) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
 - (f) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and
 - (g) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

This page is intentionally left blank

OPEN SPACES AND CITY GARDENS
Monday, 13 February 2023

Minutes of the meeting of the Open Spaces and City Gardens held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 13 February 2023 at 10.00 am

Present

Members:

Caroline Haines (Chair)
Andrew McMurtrie (Deputy Chairman)
James Bromiley-Davis
Alderman Ian David Luder
Wendy Mead
William Upton KC

Observer:

Catherine Bickmore

In attendance:

Benjamin Murphy
Oliver Sells KC

Officers:

Sally Agass	- Environment Department
Chloe Ainsworth	- Town Clerk's Department
Joe Kingston	- Environment Department
Juliemma McLoughlin	- Environment Department
Simon Owen	- Chamberlain's Department
Helen Read	- Environment Department
Edward Wood	- Comptroller and City Solicitor's Department

1. **APOLOGIES**

Apologies for absence were received from Deputy Graeme Doshi-Smith.

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

There were no declarations.

3. **WELCOME TO NEW MEMBER**

The Chair introduced Mr James Bromiley-Davis who had been elected to the Committee by the Court of Common Council.

4. **MINUTES**

RESOLVED – The public minutes and non-public summary of the meeting held on 5 December 2022 were approved as a correct record.

4.1 Matters Arising

In response to a query from a Member, the Committee was informed that there was a budget update scheduled for later in the meeting.

The Committee received a verbal update from the Executive Director of Environment on Finsbury Circus.

Members were informed that Officers from the Environment Department had given a presentation to the Resource Allocation Sub-Committee (RASC) on the Finsbury Circus project outlining its history and the options going forward.

It was noted that the current funding envelope is £5.9 million, including an in-principle allocation of £2.5 million from the Community Infrastructure Levy (CIL) agreed by RASC in 2020, £3.2 million compensation agreed by Crossrail and funding of £200,000 from the Climate Action Fund.

It was also noted that Officers had received five responses to a tender exercise and had not yet had the opportunity to evaluate these in detail.

Members were informed that delivery of the Finsbury Circus scheme, including the provision for a pavilion, as consented to by Planning and Transportation Committee, would range from £7.9 million to £8.9 million and that a value engineering option would deliver savings of approximately £300,000.

Officers explained that the landscaping scheme without the pavilion would cost between £5.7 million to £6.1 million. Members were informed that this option fits within the budget and that there was a strong steer from RASC Members that this was the preferred option.

It was noted that the current tenders were only valid for three-month period.

Members agreed that open grass space had proved popular following the Covid-19 pandemic. A Member stated that open space was better for biodiversity.

Members discussed the various possibilities for amenities, including utilising the toilet facilities of local pubs and cafes. Members noted the proximity of Liverpool Street.

RESOLVED, that Members –

- Endorse the landscape only option.
- Delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chair, to consider a gateway 5 report on plans for Finsbury Circus.

5. FINANCE PROGRESS REPORT

The Committee received a report of the Chamberlain providing an update on the operational finance position as @ period 9 (April - December) 2022/23 for the Natural Environment Divisions local risk revenue budget to date and

projected year-end outturn position, current live capital projects and outstanding debt position.

In response to a query from a Member, the Committee was informed that there were plans to develop a tourist centre for the Monument on Pudding Lane and that this would generate income for the City Corporation. A Member suggested adding the Monument's inaccessibility to the risk register as a financial risk.

Members agreed that the City Corporation should recover debts owed to it from utilities and leaseholders. An Officer confirmed that there was no movement of funds between charities.

Members agreed that the City Corporation should continue to explore implementing gift aid at its charities. Officers agreed to progress this and reassured the Committee that the April deadline would be met.

The Executive Director Environment agreed to explore the cost of the directorate's agency staffing and to share the findings with the Committee.

RESOLVED – That the report be noted.

6. **RISK MANAGEMENT UPDATE**

The Committee considered a report of the Executive Director Environment providing assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011.

The Chair stated that if the issues related to the Monument are not resolved then these should be reflected on the risk register.

A Member stated that the health and safety risk should include that more staff are required centrally to support the management of health and safety concerns. A Member was of the view that where the City Corporation does not fully understand the problem then risk ratings should be marked at the highest value.

Members were informed that there had been further developments in relation to Wanstead Reservoir and that the work required would be delivered by Spring 2024. Members noted that Officers had been unable to include this information in the report due to the timing of the various committees involved.

A Member stated that the extreme weather and climate change risk should include two additional mitigating actions:

- 1) The flexibility of the staff support model to assist in critical periods (i.e. with fires or floods).
- 2) The City Corporation's working relationship with fire and rescue partners.

A Member requested further information to assist in their understanding of cross-divisional risks. Officers agreed to provide this information outside of the meeting.

RESOLVED, that Members –

- agreed to confirm, on behalf of the City Corporation as Trustee, the Natural Environment Cross-Divisional Risk Register (Appendix 1) satisfactorily sets out the key top-level risks to the charities and that appropriate systems are in place to identify and mitigate risks across the charities.
- note the content of this report, the City Gardens Risk Register (Appendix 2), and the action being taken to effectively manage these risks.

7. **DRAFT HIGH-LEVEL BUSINESS PLAN (2023/24)**

The Committee considered a report of the Executive Director Environment setting out the draft high-level business plan for the Environment Department for 2023/24.

In response to a query from a Member, the Committee was informed that the Environment Department was completing its own equality, diversity and inclusion work which feeds into the corporate work in this space.

RESOLVED, that Members –

- Note the factors taken into consideration in compiling the Environment Department Business Plan; and
- Approve, subject to the incorporation of any changes sought by this Committee, the departmental high-level Business Plan 2023/24.

8. **DIRECTOR'S REPORT**

The Committee received a report of the Executive Director Environment providing an update on matters relating to the work of the Natural Environment Division of the Environment Department since the last Committee in December 2022.

The Executive Director Environment made a small correction to page 80 of the report stating that the list of 142 property assets also included land assets.

Members were informed that the byelaws work had been paused as the Environment Department did not have the resources to progress this.

RESOLVED – That the report be noted.

9. **REVISED TERMS OF REFERENCE (TO FOLLOW)**

The Committee was informed that this report would not be available for this meeting as the terms of reference was still in development.

10. **NATURE RESILIENCE**

Members received a presentation of the Executive Director Environment on the City of London Corporation staff visit to Spain.

Members requested that the paper relating to the restoration of the lapsed beech pollards be circulated to the Committee.

In response to a query, Members were informed that younger pollards could generate income from charcoal or fuel. However, it was challenging to produce in quantities that would be valuable to the City Corporation.

RESOLVED – That the presentation be noted.

11. **CITY GARDENS MANAGER'S UPDATE / FINSBURY CIRCUS**

Members received a verbal update from the Executive Director of Environment on the following points:

- a) The City Gardens team would have a fully electric fleet by the beginning of the next calendar year.
- b) The team was in the midst of its tree planting programme and aimed to plant 68 trees across the Square Mile.
- c) The following projects were underway: Dukes Place, Moor Lane, Jubilee Gardens, Guildhall Pond, Cheapside Sunken Garden and the Crescent, a new green space.
- d) At the Clean Streets Awards there was an award for garden of the year for City Gardeners.

RESOLVED – that the update be noted.

12. **CITY CLUSTER VISION - WELL-BEING & CLIMATE CHANGE RESILIENCE PROGRAMME: JUBILEE GARDENS IMPROVEMENTS (GW5)**

The Committee considered a report of the Executive Director Environment on the Jubilee Gardens project.

In response to a query from a Member, the Committee was informed that it was not necessary to implement anti-skateboarding measures as the plans for the space included arms and backrests on the chairs, metal edges and curving paths, which are all unsuitable surfaces for skateboarding.

RESOLVED - That Members agree authorisation to implement the Jubilee Gardens relandscaping works as set out in Appendix 3.

13. **2023/24 EVENTS FEES AND CHARGES**

The Committee considered a report of the Executive Director Environment setting out proposed events fees and charges for the City Gardens sites for the period of 2023 and 24.

Members were informed of an error in Appendix 1. It was noted that the report should reflect that the City Corporation would freeze fees for charity and non-profit events.

RESOLVED – That Members approve the proposed 2023/24 fees and charges as set out in Appendix 1 of the report, subject to the amendment highlighted above.

14. **SPORTS STRATEGY UPDATE**

The Committee was informed that this update would not be available for this meeting and would instead be provided at a future meeting.

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

There were no questions.

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

There was no urgent business.

17. **EXCLUSION OF THE PUBLIC**

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

Item	Paragraph
18,19	3

18. **NON-PUBLIC MINUTES**

RESOLVED – The non-public minutes of the meeting held on 5 December 2022 were approved as a correct record.

19. **TARGET OPERATING MODEL (TOM) UPDATE**

The Committee received a verbal update of the Executive Director Environment on the target operating model (TOM).

RESOLVED – That the update be noted.

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

There were no questions.

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

There was no urgent business.

22. **CONFIDENTIAL MINUTES**

RESOLVED – The confidential minutes of the meeting held on 5 December 2022 were approved as a correct record.

The meeting ended at 11.45 am

Chairman

Contact Officer: Chloe Ainsworth
Chloe.Ainsworth@cityoflondon.gov.uk

This page is intentionally left blank

Committee(s): Open Spaces and City Gardens Committee – For Information	Dated: 10 July 2023
Subject: Environment Act 2021 Regulations on Biodiversity	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2, 5, 11
Does this proposal require extra revenue and/or capital spending?	No
Report of: Remembrancer	For Information
Report author: Kiki Hausdorff	

Summary

The Environment Act 2021 amended existing environmental legislation to introduce new measures in a range of environmental policy areas. Since Royal Assent, regulations have come into force to implement the Act’s measures in each policy area. These regulations specify long-term environmental targets for biodiversity and the date by which they must be achieved. Regulations have also brought into force provisions of the Act which place additional duties on planning applicants and local authorities. This report provides a synopsis of the implementation Regulations.

Recommendation

Members are asked to note the contents of this report.

Main Report

The Environment Act 2021

1. The Government stated that the Act was a response to “the clear and scientific case, and growing public demand, for a step-change in environmental protection and recovery” and “as a key part of delivering the government’s manifesto commitment to create the most ambitious environmental programme of any country on earth.”
2. The Act addressed the cessation of EU environmental principles and governance mechanisms following Brexit, by creating a new domestic framework for environmental governance through the new Office for

Environmental Protection. It also made provision on specific environmental policy areas including nature and biodiversity.

3. As reported to the Communications and Corporate Affairs Sub Committee and the Port Health and Environmental Services Committee, the Corporation was active during the Act's passage and amendments were tabled by Lord Tope (Liberal Democrat), seeking discretionary powers for Local Authorities to control emissions from combustion plant. The proposals prompted discussion in the Lords and received cross-party support but were not ultimately adopted by the Government.

Environmental Targets under the Act

4. The Act obliges the Secretary of State to set long-term environmental targets for air quality, water, biodiversity, resource efficiency and waste reduction. These targets must be of at least 15 years in duration and must be set out in secondary legislation. During the passage of the Bill, attempts were made to place a duty on the Government to set legally binding interim targets, to ensure the long-term targets are met. The Government rejected this proposal, and instead it was agreed that non-legally binding interim targets will be monitored as part of the government's Environment Improvement Plan.
5. Section 1 of the Act requires the Government to set at least one target in the priority area of biodiversity. Section 3 of the Act requires the Government to set a target relating to the abundance of species with a specified date of 31st December 2030.
6. Defra Minister at the time of the Bill's passage, Lord Goldsmith of Richmond Park, asserted that the targets would "build on progress towards achieving the long-term vision of the 25-year environment plan, complement our net-zero target and help tackle some of the serious challenges that remain." He assured peers that the long-term targets would be set "following a robust, evidence-led process that will include seeking independent expert advice, a role for stakeholders and the public, as well as scrutiny from Parliament."
7. As part of its continued engagement with Defra in relation to the 2021 Act, the Remembrancer's Office provided the Corporation's responses to consultations on the proposed environmental targets in collaboration with officers from the Environment Department. Copies of the consultation responses are available from the Remembrancer's Office. Following the support provided to Lord Tope's air quality amendments, the Office further assisted Lord Tope in his contributions to parliamentary debate regarding the air quality target regulations.

Biodiversity Targets

8. The Environmental Targets (Biodiversity) (England) Regulations 2023 came into force on 30 January and set out three long-term targets for biodiversity:
 - 1) **Species' extinction risk target:** to reduce the risk of species' extinction by 2042, when compared to the risk of species' extinction in 2022.

- 2) **Wildlife-rich habitat restoration or creation target:** in excess of 500,000 hectares of a range of wildlife-rich habitats will be restored or created by 31st December 2042.
 - 3) **Long-term biodiversity target to reverse the decline of species abundance:** the overall relative species abundance index by 31st December 2042 will be—
 - a) higher than the overall relative species abundance index for 31st December 2022; and
 - b) at least 10% higher than the overall relative species abundance index for 31st December 2030.
9. The Regulations also establish the **2030 species abundance target:** that the overall relative species abundance index on 31st December 2030 indicates that the decline in the abundance of species has been halted.

Biodiversity Net Gain

10. The Act introduces a mandatory biodiversity net gain condition for new development in England under the Town and Country Planning Act 1990. This provision is expected to be brought into force by regulations in late 2023.
11. The condition, that a biodiversity gain plan must be submitted to and approved by the planning authority, applies to all planning permissions granted in England, subject to certain exceptions. There is, for example, an exception for development granted permission by the General Permitted Development Order, which allows various types of development to proceed without requiring a planning application. Further exceptions may be provided for in secondary legislation.
12. Under the net gain condition, planning applicants will be required to deliver at least 10% gain in biodiversity above the current baseline. Currently, biodiversity net gain is encouraged in the National Planning Policy Framework but is not mandatory. Many local planning authorities require biodiversity net gain for development or have net gain policies in place.
13. Biodiversity gains may be delivered on the development site, off-site, or as a last resort by purchasing statutory biodiversity credits from the government. A biodiversity gain site register will record off-site gains. The Government have announced that they would make £4 million of funding available to local planning authorities to implement mandatory biodiversity net gain.
14. A net gain plan will need to be submitted by the planning applicant. This will include:
 - a) an assessment of the value of natural habitat before and after development.
 - b) details of how at least 10% net gain in biodiversity will be achieved.
 - c) details of the steps that will be taken to minimise harm to habitats during development.

Biodiversity Duties and Reports

15. Before the 2021 Act, there was a duty on public authorities to have regard to the conservation of biodiversity when delivering their functions. The 2021 Act strengthens this duty by requiring public authorities, including the Common Council in its capacity as a local authority, to assess how they can take action to conserve and enhance biodiversity, and then take these actions.
16. The Act also requires local authorities and local planning authorities to produce biodiversity reports at least every five years, detailing the action they have taken to conserve and enhance biodiversity. The first biodiversity report must cover a period chosen by the authority which is no longer than three years from 1 January 2023.
17. Local authority biodiversity reports must include:
 - a) a summary of the action which the authority has taken to conserve and enhance biodiversity in the period covered by the report,
 - b) a summary of the authority's plans for complying with this duty over the five years following the period covered by the report,
 - c) any other information that the authority considers it appropriate to include.
18. Local planning authority biodiversity reports must also include:
 - a) a summary of the action taken by the authority in carrying out functions relating to the mandatory biodiversity net gain condition of planning permission over the period covered by the report,
 - b) information about any biodiversity gains resulting or expected to result from biodiversity net gain plans approved by the authority during that period, and
 - c) a summary of the authority's plans for carrying out these functions over the five-year period following the period covered by the report.

Conclusion

19. The 2021 Act has introduced new measures in a broad range of environmental policy areas. Environmental targets and many other substantive provisions of the Act have come into force more recently by regulations. The new measures in relation to biodiversity include long-term biodiversity targets, a mandatory 10% biodiversity net gain for new development, and strengthened duties on local authorities to conserve and enhance biodiversity and report on their actions.

Kiki Hausdorff

Assistant Parliamentary Affairs Counsel

Remembrancer's Office

Kiki.Hausdorff@cityoflondon.gov.uk

Committee(s)	Dated:
Natural Environment Board	10 July 2023
West Ham Park Committee	10 July 2023
Epping Forest and Commons Committee	13 July 2023
Hampstead Heath, Highgate Wood and Queens Park Committee	17 July 2023
Subject: Open Spaces Business Plan 2022/23 – Year End Performance Report	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	Outcomes: 2, 3, 5, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
Report of: Executive Director, Environment	For Information
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

This report provides Members with a review of the delivery of the 2022/23 high-level Open Spaces Business Plan which was approved by the Open Spaces and City Gardens Committee in December 2021. As the 2022/23 Business Plan was written prior to the formation of the new Environment Department, it referred to the ‘Natural Environment Division’ as ‘Open Spaces’.

The Business Plan set out the major workstreams and key performance indicators (KPIs) for 2022/23. This report summarises the progress made against those workstreams and performance indicators.

An update on the end-of-year financial position is provided in the separate Chamberlain’s Revenue Outturn Report also presented to this Committee.

Recommendation

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

1. The Open Spaces and City Gardens Committee approved the Open Spaces high-level Business Plan 2022/23 (Appendix 1) on 7 December 2021. The Business Plan set out the major workstreams and key performance indicators (KPIs) for 2022/23.
2. Under the Corporation’s new Target Operating Model, with effect from 1 April 2022 the former Open Spaces Department became the Natural Environment Division of the new Environment Department. As the 2022/23 Business Plan was

written prior to the formation of the new Environment Department, it refers to the Natural Environment Division as 'Open Spaces'.

3. To ensure Committees are kept informed, progress made against the high-level Business Plan is reported to you every six months. This approach allows Members to ask questions and have input into areas of particular importance to them.

Current Position

Major workstreams

4. Throughout the year, your Committee has been kept informed of progress made against the major workstreams included in the 2022/23 Business Plan by way of regular Assistant Director Update reports and/or separate detailed reports. A summary of progress made during the year is presented below.
5. **Finalise the new open spaces vision and 5-year improvement plan and progress its implementation.**
 - Work to finalise the new vision and 5-year Improvement Plan will continue during 2023/24. Members will be consulted and kept informed of progress.
 - The high-level Business Plan for 2023/24, sets out the key priorities for the coming year, and was approved by the Natural Environment Board in May 2023.
6. **Progress the landscaping of Finsbury Circus, the access and security improvements at the Heath's swimming facilities, and the replacement playground at West Ham Park.**
 - The project to redevelop the Finsbury Circus site progressed. The contract was awarded and contractors will commence work on site in autumn 2023.
 - The project to improve safety, access and security at the three Bathing Ponds at Hampstead Heath has progressed through the project Gateway process and is expected to be delivered to timescales, with completion due in August 2023.
 - The new playground at West Ham Park was completed and opened in August 2022.
7. **Progress the Carbon removal projects to deliver the open spaces element of the Climate Action Strategy.**
 - This work continued throughout the year.
 - Carbon sequestration and storage calculations were completed by consultants who also produced a report on opportunities for increasing sequestration.
 - As opportunities in terms of kiloton (kt) of carbon are small, and following the heatwave of summer 2022, consultants are working on a habitats climate vulnerability assessment and mitigation plan.
 - Initial stakeholder engagement on the plan for Epping Forest's Copped Hall was undertaken in autumn 2022.

8. **Actively engage in the review of Chilterns and Surrey Hills Areas of Outstanding Natural Beauty (AONB) boundaries**
- Natural England is responsible for considering which areas in England meet the criterion, set down in law, for being included in an AONB, and whether to proceed with their designation.
 - Natural England did not consider Coulsdon Commons, Kenley Common or Riddlesdown to meet the criterion required for an AONB. However, part of Farthing Downs was considered suitable.
 - In May 2023, the Epping Forest and Commons Committee agreed to support the inclusion of part of Farthing Downs in the proposed Happy Valley extension to the Surrey Hills AONB.

Key Performance Indicators (KPI) 2022/23

9. Performance against KPIs has been monitored throughout the year. A summary of performance during 2022/23 is presented below.

Performance Measure Description	Target 2022/23	Performance 2022/23 (Full year result)
Retain our Green Heritage Site Accreditation	13 Awards	13
Retain our Green Flag Awards	14 Awards	14
Increase the number of 'visitors' to our web pages. <i>(in comparison to 2021/22 performance).</i>	>954,063 'visits'	921,079
Increase the number of hours of tennis court usage across all sites <i>(in comparison to 2021/22 performance).</i>	Total >66,697 hours <i>West Ham Park >23,610 Parliament Hill >22,075 Golders Hill Park >8,131 Queen's Park >12,881</i>	Total: 73,489 hours <i>West Ham Park: 22,364 Parliament Hill: 24,969 Golders Hill Park: 9,504 Queen's Park: 16,652</i>
Health and safety accident investigations completed within 21 days.	85% <i>(Corporate target)</i>	85.1% <i>(Due to implementation of new management system, figure covers the period from 23/12/2022 only.)</i>

Corporate & Strategic Implications

Strategic implications – The monitoring of key improvement objectives and performance measures links to the achievement of the aims and outcomes set out in the Corporate Plan 2018-23.

Financial Implications – Financial implications are addressed in the separate Chamberlain’s Revenue Outturn Report presented to this Committee.

Resource implications – The Natural Environment Division continues to progress through the Target Operating Model (TOM) process.

Risk implications - Risks to achieving the objectives set out in the Business Plan are identified and managed in accordance with the City of London Risk Management Framework and Charity Commission requirements. Risk Registers are reported to Members quarterly.

Climate implications – The work of Natural Environment Division supports the delivery of the Corporate Climate Action Strategy through its Carbon Removals Project, and a range of other workstreams.

Charity implications - Many of the Natural Environment sites are registered charities. Any decisions must be taken in the best interests of the relevant charity.

Appendices

- Appendix 1 – Open Spaces high-level Business Plan 2022/23

Background Reports

‘Open Spaces Business Plan for 2022/23’

Open Spaces and City Gardens Committee, 7 December 2021

West Ham Park Committee, 7 December 2021

Epping Forest & Commons Committee, 17 January 2022

Hampstead Heath, Highgate Wood and Queen’s Park Committee, 9 February 2022

Contact

Joanne Hill, Business Planning and Compliance Manager, Environment Department

T: 020 7332 1301

E: Joanne.Hill@cityoflondon.gov.uk

THE CURRENT OPEN SPACES VISION IS:

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

Our overarching objectives are:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people’s lives.
- C. Business practices are responsible and sustainable.

Our major workstreams this year will be...

1. Implement the approved recommendations of the Target Operating Model report and embed the new Environment Department.
2. Finalise the new open spaces vision and 5-year plan and progress its implementation.
3. Progress the landscaping of Finsbury Circus, access and security improvements at the Heath’s swimming facilities, the replacement playground at West Ham Park, and all other RASC approved capital projects.
4. Progress the Carbon removal projects to deliver the open spaces element of the Climate Action Strategy.
5. Actively engage in the review of Chilterns and Surrey Hills Areas Of Outstanding Natural Beauty (AONB) boundaries with potential inclusion of Burnham Beeches and Stoke Common in the former, Ashted Common and South London Downs NNR in the latter.

The Corporate Plan outcomes we have a direct impact on are...

- Outcome 2 - People enjoy good health and wellbeing**
- Outcome 3 - People have equal opportunities to enrich their lives and reach their full potential**
- Outcome 5 - Businesses are trusted and socially and environmentally responsible**
- Outcome 10 - We inspire enterprise, excellence, creativity and collaboration**
- Outcome 11 - We have clean air, land and water and a thriving and sustainable natural environment.**
- Outcome 12 - Our spaces are secure, resilient and well-maintained.**

What’s changed during 2021

- *Open Spaces are now part of the new Environment Department with a new Executive Director and the retirement of the Director of Open Spaces.*
- *Significant long lasting ‘wear and tear’ on our sites due to increased visitor numbers during 2020.*
- *More staff adopting a hybrid pattern of work.*
- *Effectiveness of MS Teams has increased efficiency by reducing need for ‘travel time’ between sites for meetings.*
- *More public realm enhancements installed to encourage workers back to the City with arising changes to working methods to maintain these scattered assets.*
- *Progress of projects has been delayed due to the impacts of COVID and availability of materials.*
- *Online booking and payment continues and reflected by improved visitor experience*
- *Covid and long Covid continues to affect staffing levels*

Plans under consideration	Time Scale
<i>Offices unlikely to return to full capacity– long term use of office accommodation to be considered</i>	2022/23
<i>Visitor attractions, may require re-setting of business models</i>	2021/23
<i>Prioritising high priority select bids for Capital that meet the precise capital funding criteria</i>	2021 onwards

Our Strategic Commitments

Below are some of the Corporate Strategy Actions we will help deliver

Apprenticeship Strategy

- Deliver apprenticeships within the organisation from levels 2 to 7, in terms of placements and training, which generate positive feedback from those involved in completing and delivering them and achieve target retention rates

Climate Action Strategy

- Introduce new land management practices across our open spaces aiming to maximise their ability to remove carbon, and optimise their biodiversity and resilience value
- Advocate the importance of green spaces and urban greening as natural carbon sinks, and their contribution to biodiversity and overall wellbeing

Cultural Strategy

- Support cultural excellence in a range of fields and champion an ethos of innovation, creative risktaking and artistic citizenship
- Support the delivery of the City of London's Education Strategy by nurturing an exemplary Cultural Education Partnership

Responsible Business Strategy

- Contribute to delivering the various strategy actions, particularly under the strategy outcome: *The planet is healthier*

Social Mobility Strategy

- Remove barriers, overcome gaps and improve access and participation in order to improve attainment.

Sport & Physical Activity Strategy

- Contribute to delivering the various strategy actions, particularly under the strategy outcome: *People enjoy good health and wellbeing and health inequalities are reduced*

Volunteering Strategy

- Promote volunteering opportunities and benefits to drive more and better volunteering.

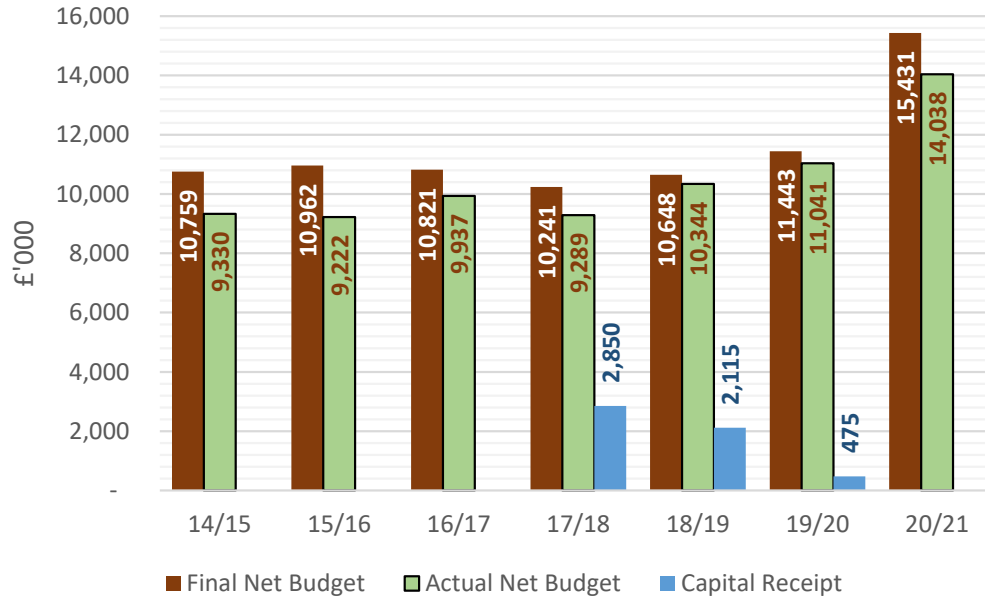
Red & Amber Open Spaces Departmental and Corporate Risks

Open Spaces Risk Title	Score
Wanstead Park reservoirs	24
Repair and maintenance of buildings and structural assets	16
Maintaining the City's water bodies	16
Accelerated Long-term Damage to Open Spaces Sites	16
Budget reduction and Income Loss	16
Impact of development	12
The effect of a major event in central London on the tourism business at Tower Bridge and Monument	12
Pests and diseases	12
Health and safety	8
Extreme weather and climate change	6
These are reported Departmentally apart from Wanstead Park Reservoirs which is a Corporate risk	

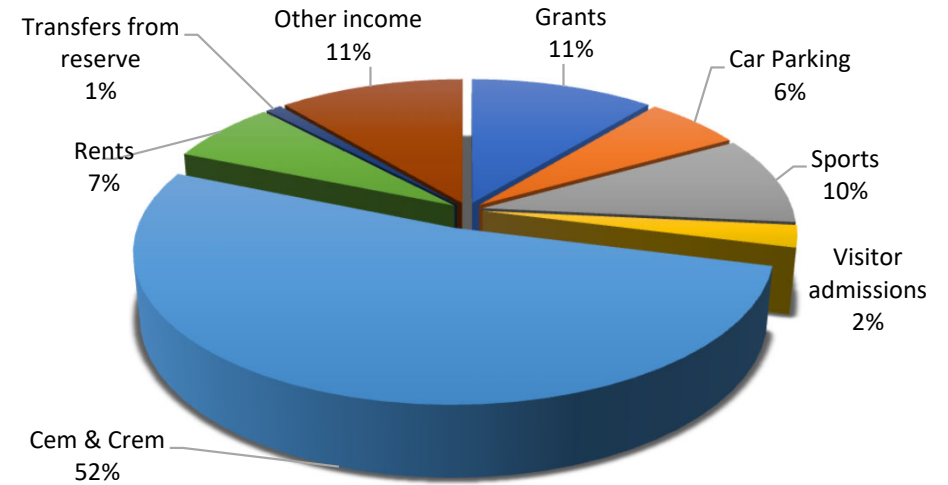
	0	4	5	Total = 9
Likely (4)			2	
Possible (3)		1	2	1
Unlikely (2)			1	2
Rare (1)				
	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	Impact			

Performance Measures include	2021/22 Performance	2022/23 direction of travel or target
Green Heritage Accreditation	14 Awards	14 Awards
Green Flag Awards	15 Awards	15 Awards
Visits to Departments webpages	698,512 (at end Sept)	Increase above 2021/22 actual
Tennis court usage	42,368 (at end Sept)	Increase above 2021/22 actual
Our environmental footprint	Annual Measure	Reduce below 2021/22 actual
Department Net expenditure	£5.271M At end Sept	Achieve budget
Short term sickness	to date	Maintain
H&S accident investigations	91% to date	Achieve corporate target

2020/21 Directors local risk Net budget, outturn net position and capital receipts



Where our income came from in 2020/21



CoL Funded Capital Projects

Completed in 2020/21:

- Cremator replacement project

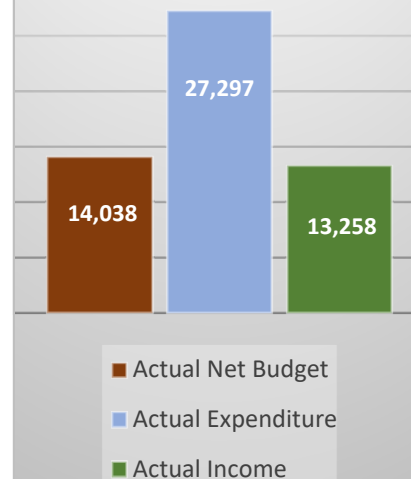
Live in 2021/22:

- Finsbury Circus
- West Ham Park playground
- Hampstead Heath ponds and lido
- Tower Hill playground
- East Heath car park
- ParkLife
- Carbon Removal (Climate Action Strategy)

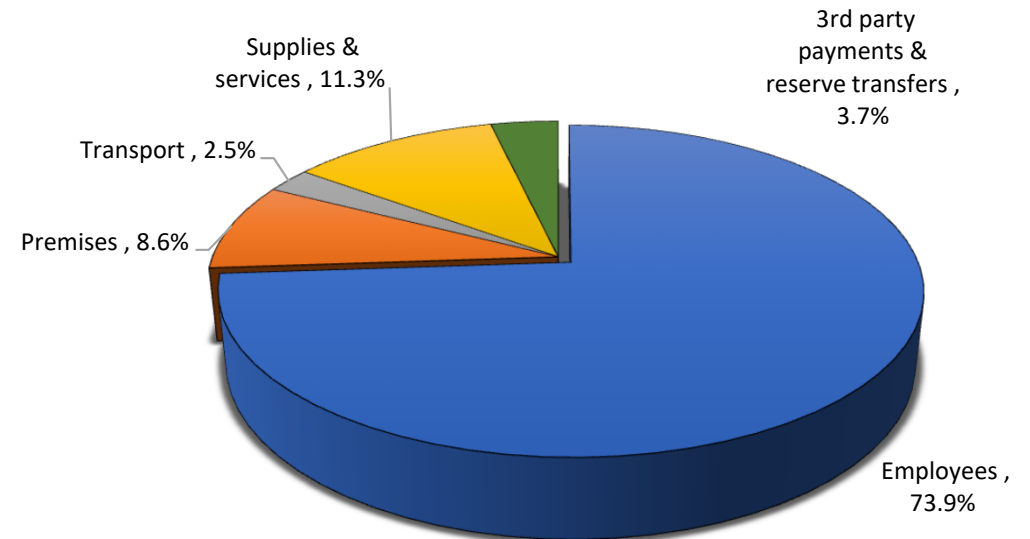
Requested in Nov 2021/22

- Hampstead Heath athletics track resurfacing
- Epping Forest path restoration
- Queens Park playground and sandpit refurbishment

Outturn local risk 2020/21



How we spent our local risk budget in 2020/21



This page is intentionally left blank

Agenda Item 14

Committee(s) Natural Environment Board	Dated: 10 July 2023
Subject: Revenue Outturn 2022/23 – Natural Environment Board	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 8, 11 & 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: Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Board in 2022/23 with the final agreed budget for the year. In total, there was an adverse budget position of (£257k) for the services overseen by your Board compared with the final agreed budget for the year as set out in the table below.

The Natural Environment Board is the strategic overarching committee for the entire Natural Environment Division and whilst this report details the 2022/23 revenue outturn position for the Natural Environment Directorate, Learning Programme, City Gardens and Bunhill Fields, revenue outturn reports for all of the sections within the Natural Environment Division (excluding Keats House and The Monument which are reported to the Culture, Heritage and Libraries Committee) are also provided in the appendices.

	Final Agreed Budget	Revenue Outturn	Variation Better/ (Worse)
	£000	£000	£000
Local Risk			
Executive Director Environment	(2,331)	(2,392)	(61)
City Surveyor	(171)	(278)	(107)
Total Local Risk	(2,502)	(2,670)	(168)
Central Risk	(271)	(248)	23
Recharges	691	579	(112)
Total	(2,082)	(2,339)	(257)

Explanations for significant budget variances within the Executive Director's local risk budget are detailed in paragraphs 5 to 10.

The Executive Director Environment had an overall local risk overspend of (£61k) (excluding City Surveyor) for activities overseen by your Board. The Executive Director also had net a local risk underspend totalling £1.186m on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Executive Director Environment is proposing that her maximum permitted underspend of £500k be carried forward into 2023/24, £60k of which relate to activities overseen by your Board. A request has also been made to carry forward £4k in unspent Transformation Fund monies into 2023/24.

Recommendation(s)

Note the report and the proposed carry forward of local risk and Transformation Fund underspending to 2023/24.

Main Report

Budget Position for 2022/23

1. The 2022/23 original budget for services overseen by your Board (received in December 2021) was (£1.801m) net expenditure. This budget was endorsed by the Court of Common Council in March 2022 and subsequently updated for approved net increases of (£281k). These consisted of:
 - net reduction of £63k in the Executive Director Environment's local risk budget primarily due to part of the Directorate's contingency budget being allocated to other sections of the Natural Environment Division during 2022/23, as well as a reduction in the Directorate's staffing budget following the introduction of the Target Operating Model.
 - (£126k) increase in the City Surveyor's net local risk budget largely due to the re-phasing of works as part of the Cyclical Works Programme (CWP).
 - (£251k) increase in central risk net expenditure during 2022/23 largely explained by centrally funded budgets being provided for pension strain and redundancy costs.
 - net budget adjustments to recharges of £33k largely relating to changes in the Directorate and Learning Team budgets, resulting in additional recharges to other areas of the Natural Environment Division.
2. A reconciliation between the original budget and the final agreed budget for 2022/23 is provided in Appendix A.

Revenue Outturn 2022/23

- Actual net expenditure for your Board's services during 2022/23 totalled (£2.339m), an adverse budget variance of (£257k) compared with the final agreed budget of (£2.082m).
- A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50k) are commented on.

Natural Environment Board Comparison of 2022/23 Revenue Outturn with Final Agreed Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	Better (Worse) £000	Para
LOCAL RISK						
Executive Director Environment						
City Gardens	Expenditure	(1,824)	(1,874)	(1,813)	61	5
	Income	600	600	552	(48)	6
Bunhill Fields	Expenditure	(104)	(108)	(110)	(2)	
	Income	-	-	-	-	
Directorate	Expenditure	(712)	(581)	(759)	(178)	7
	Income	-	-	-	-	
Learning Programme	Expenditure	(394)	(408)	(313)	95	8
	Income	40	40	51	11	
Sub-Total	Expenditure	(3,034)	(2,971)	(2,995)	(24)	
Sub-Total	Income	640	640	603	(37)	
Total Net Expenditure		(2,394)	(2,331)	(2,392)	(61)	
City Surveyors Local Risk (Repairs and Maintenance)		(45)	(47)	(39)	8	
City Surveyors (Cyclical Works Programme)		0	(124)	(239)	(115)	9
TOTAL LOCAL RISK		(2,439)	(2,502)	(2,670)	(168)	
CENTRAL RISK						
City Gardens		(20)	(133)	(110)	23	
Bunhill Fields		0	(1)	(1)	-	
Directorate		-	(137)	(137)	-	
TOTAL CENTRAL RISK		(20)	(271)	(248)	23	

RECHARGES

Insurance	(16)	(16)	(22)	(6)
Admin Buildings	(88)	(88)	(89)	(1)
Support Services	(387)	(387)	(510)	(123)
Surveyor's Employee Recharge	(63)	(63)	(61)	2
IT Recharges	(77)	(77)	(91)	(14)
Film Liaison Staff Costs	-	(5)	(7)	(2)
Capital Charges	(22)	(22)	(26)	(4)
Recharges Within Fund (Directorate, Democratic Core, & Learning)	998	2,195	2,068	(127)
Recharges Across Fund (Directorate Recharges)	313	(846)	(683)	163
TOTAL RECHARGES	658	691	579	(112)
OVERALL TOTAL NET EXP	(1,801)	(2,082)	(2,339)	(257)

10

Reasons for Significant Variations

5. The £61k underspend on City Gardens expenditure primarily relates to savings from employment costs due to vacant posts.
6. The (£48k) adverse variance on income at City Gardens is largely explained by reduced maintenance income from historic Section 106 contributions. This was partly offset by increased income from filming.
7. The (£178k) overspend on expenditure on the Directorate is due to additional agency costs being required to cover vacant posts, including the Interim Director of Natural Environment position. This was partly offset by the Directorate's contingency budgets not being fully utilised by other sections of the Natural Environment Division during 2022/23.
8. The £95k favourable variance on the Learning Programme's expenditure is due to underspends on employment costs due to vacant posts.
9. The (£115k) adverse variance within the CWP is due to re-phasing of the delivery of the CWP projects over the life cycle of the programme. The overspend on CWP expenditure primarily relates to the Bunhill Fields Burial Grounds project. The CWP is a three-year rolling programme reported to the Operational Property and Projects Sub Committee (OPPSC) quarterly, where the City Surveyor will report on financial performance and phasing of the projects. Under the governance of the programme, variances on budgets are adjusted for the life of the programme to allow for the completion of works which span multiple financial years.
10. The (£112k) adverse variance relating to recharges is due to increased expenditure associated with the level of support services provided by corporate departments during the year as well as lower than anticipated recharges from the Directorate and Learning Programme to other Natural Environment Divisions. This was largely due to lower than anticipated recharges from the Environment Department's Directorate to the Natural Environment Division.

Local Risk Carry Forward to 2023/24

11. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee. In accordance with Financial Regulations any overall Departmental overspends are carried forward in full and are met from the agreed 2023/24 budgets.
12. The Executive Director Environment had a local risk overspend of (£61k) on the activities overseen by your Board. The Executive Director also had a net local risk underspend totalling £1.186m on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Executive Director is proposing that her maximum eligible underspend of £500,000 be carried forward, of which £60k relates to activities overseen by your Board for the following purpose:
 - To develop management plans for Sites of Importance for Nature Conservation (SINCs) within the City in order to deliver the ambitions of the Biodiversity Action Plan.
13. Please also note that a request has been made to carry forward £4k in unspent central risk Transformation Fund monies relating to the IT Transformation project at City Gardens into 2023/24.

Conclusion

14. This report presents the revenue outturn position for 2022/23 for the Natural Environment Board for Members to note.

Appendices

- Appendix A - Movement between the 2022/23 Original Budget and the 2022/23 Final Agreed Budget
- Appendix B - Outturn Report 2022/23 (Hampstead Heath, Highgate Wood & Queen's Park Committee)
- Appendix C - Outturn Report 2022/23 (Epping Forest & Commons Committee)
- Appendix D - Outturn Report 2022/23 (West Ham Park Committee)

Clem Harcourt

Finance Business Partner (Natural Environment)
Chamberlain's Financial Services Division

E: Clem.Harcourt@cityoflondon.gov.uk

Appendix A - Movement between the 2022/23 Original Budget and the 2022/23 Final Agreed Budget

Natural Environment Board	£000
Original Budget (All Risks)	(1,801)
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(2,439)
Executive Director Environment	
Centrally funded cost of living staff pay rises effective July 2022	(70)
Allocation from Directorate contingency budgets to fund initiatives within other sections of Natural Environment Division	86
Budget adjustments to Directorate staffing budgets following introduction of Target Operating Model	47
City Surveyor	
Re-phasing of works as part of the Cyclical Works Programme at City Gardens and Bunhill Fields	(124)
Additional Planned & Reactive Works managed by City Surveyor's	(2)
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(2,502)
Central Risk	
Original Central Risk Budget (Executive Director Environment)	(20)
Centrally funded pension strain costs	(125)
Centrally funded redundancy costs	(122)
Carry forward funding from Transformation Fund for IT projects at City Gardens	(4)
Final Agreed Central Risk Budget	(271)
Recharges	
Original Recharges Budget	658
Additional Directorate recharges to other areas of Natural Environment due to pay increases and other budget adjustments	24
Additional Learning Programme recharges to other areas of Natural Environment Division due to pay increases to staff	14
Increased budget for filming recharges at City Gardens	(5)
Final Agreed Recharges Budget	691
Final Agreed Budget (All Risks)	(2,082)

Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	17 July 2023
Subject: Revenue Outturn 2022/23 – Hampstead Heath, Highgate Wood and Queen's Park	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 8, 11 & 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: Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2022/23 with the final agreed budget for the year. Overall, there was a favourable budget variance of £406k for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	Variation Better/ (Worse) £000
Local Risk			
Executive Director Environment	(4,588)	(3,845)	743
City Surveyor	(1,408)	(1,229)	179
Total Local Risk	(5,996)	(5,074)	922
Central Risk	1,422	1,076	(346)
Recharges	(1,930)	(2,100)	(170)
Total	(6,504)	(6,098)	406

Significant budget variances compared with the final agreed budget are detailed with further information provided in paragraphs 5 to 11.

The Executive Director Environment had an overall local risk underspend of £743k (excluding City Surveyor) for your Committee. The Executive Director also had a net local risk underspend totalling £382k on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Director has requested that her maximum eligible

underspend of £500k be carried forward into 2023/24, of which £140k relates to activities overseen by your Committee.

Recommendation(s)

Note the report and the proposed carry forward of local risk underspending to 2023/24.

Main Report

Budget Position for 2022/23

1. The 2022/23 original budget for services overseen by your Committee (received in December 2021) was (£5.137m). This budget was endorsed by the Court of Common Council in March 2022 and was subsequently updated for approved net increases of (£1.367m). These consisted of:
 - (£781k) re-phasing in budgets for projects falling under the Cyclical Works Programme (CWP) managed by City Surveyors.
 - (£596k) increase in Directorate and Learning recharges following changes to the Environment Department's Target Operating Model (TOM).
 - (£68k) increase in central risk expenditure in relation to funding for the swimming facilities Supplementary Revenue Project (SRP) at Hampstead Heath.
 - £91k net reduction in your Committee's local risk budget in 2022/23 relating to the local risk budget being used to fund capital projects for swimming facilities and vehicle purchases at Hampstead Heath.
 - (£13k) net increase in repairs and maintenance budgets managed by City Surveyor's.
2. Movement of the original budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2022/23

3. Actual net expenditure for your Committee's services during 2022/23 totalled (£6.098m), a favourable budget variance of £406k compared with the final agreed budget of (£6.504m).
4. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to

denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50k) are commented on.

Hampstead Heath, Highgate Wood, and Queen's Park
Comparison of 2022/23 Revenue Outturn with Final Agreed
Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	Variation Better/(Worse) £000	Para
LOCAL RISK						
Executive Director Environment						
Hampstead Heath						
	Expenditure	(6,161)	(6,325)	(6,191)	134	5
	Income	2,262	2,549	3,026	477	6
		(3,899)	(3,776)	(3,165)	611	
Queens Park						
	Expenditure	(626)	(647)	(541)	106	7
	Income	179	179	148	(31)	
		(447)	(468)	(393)	75	
Highgate Wood						
	Expenditure	(415)	(426)	(365)	61	8
	Income	82	82	78	(4)	
		(333)	(344)	(287)	57	
Total Executive Director Environment		(7,202)	(7,398)	(7,097)	301	
Total Executive Director Environment		2,523	2,810	3,252	442	
		(4,679)	(4,588)	(3,845)	743	
City Surveyor						
Repairs and Maintenance						
		(468)	(481)	(495)	(14)	
Cyclical Works Programme						
		(146)	(927)	(734)	193	9
Total City Surveyor Local Risk		(614)	(1,408)	(1,229)	179	
TOTAL LOCAL RISK		(5,293)	(5,996)	(5,074)	922	
CENTRAL RISK						
Hampstead Heath						
		1,501	1,433	1,092	(341)	10
Queen's Park						
		(16)	(16)	(23)	(7)	
Highgate Wood						
		5	5	7	2	
TOTAL CENTRAL RISK		1,490	1,422	1,076	(346)	
RECHARGES						
Insurance						
		(105)	(105)	(111)	(6)	
Support Services						
		(440)	(440)	(575)	(135)	
Surveyor's Employee Recharges						
		(259)	(259)	(282)	(23)	
IT Recharges						
		(215)	(215)	(251)	(36)	
Recharges Within Fund (Directorate, Democratic Core, and Learning)						
		(298)	(894)	(868)	26	
Recharges Across Fund (Structural Maintenance - Inspections)						
		(17)	(17)	(13)	4	
TOTAL RECHARGES		(1,334)	(1,930)	(2,100)	(170)	11
OVERALL TOTAL NET EXP		(5,137)	(6,504)	(6,098)	406	

Reasons for Significant Variations

5. The £134k underspend on expenditure at Hampstead Heath largely related to savings on employment costs due to a number of posts being held vacant whilst the Natural Environment division has undergone the TOM restructure. This was in addition to an underspend on transport costs with vehicle purchases not taking place during 2022/23. The underspend was partly offset by additional equipment purchases being required for the Heath Extension Playground.
6. Income on the Hampstead Heath local risk budget was also £477k greater than budgeted which can be explained by additional income generated from the Lido and Bathing Ponds as a result of increased visitors during the summer period. Additional income was also generated from tennis as well as donations being received for the playground improvements campaign and the receipt of cricket related grant income.
7. The £106k underspend on local risk expenditure at Queens Park can largely be explained by savings on salary costs due to vacant posts being held whilst the Natural Environment division has undergone the TOM staffing restructure. This is addition to reduced expenditure on fees and services.
8. There was a £61k underspend at Highgate Wood on local risk expenditure compared with the final agreed budget. This is predominantly explained by lower than budgeted employment costs due to a number of vacancies being held whilst the TOM staffing restructure has been undertaken.
9. The £193k underspend on CWP expenditure largely relates to the rephasing of projects managed by the City Surveyor at Hampstead Heath in connection with works on the Men's Bathing Pond and Sandy Heath and West Heath. The CWP is a three-year rolling programme reported to the Operational Property and Projects Sub Committee (OPPSC) quarterly, where the City Surveyor will report on financial performance and phasing of the projects. Under the governance of the programme, variances on budgets are adjusted for the life of the programme to allow for the completion of works which span multiple financial years.
10. There was a (£341k) adverse variance on the central risk income budget at Hampstead Heath compared with the final agreed budget. This is largely attributable to reduced contributions from the Hampstead Heath Trust during 2022/23. This can be explained by reduced income from dividends as a result of a lower yield earned on UK equities compared with the previous year. The shortfall was offset by increased deficit funding from City's Cash reserves to meet the total net expenditure of the Hampstead Heath charity for 2022/23.
11. There was a net overspend of (£170k) on recharges for 2022/23 compared with the final agreed budget. This is primarily attributable to an overspend on the cost of services provided by corporate departments due to increased expenditure incurred during 2022/23 associated with these departments.

Local Risk Carry Forward to 2023/24

12. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending was not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee. In accordance with Financial Regulations, any overspends are carried forward in full and are met from the agreed 2023/24 budgets.
13. The Executive Director Environment had a net local risk underspend of £743k on the activities overseen by your Committee. The Executive Director Environment also had a net local risk underspend totalling £382k on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Executive Director Environment is proposing that her maximum eligible underspend of £500,000 be carried forward, £140k of which relates to your Committee for the following purposes:
 - £70k relating to health and safety works on playground and path repairs at Hampstead Heath which were unable to be undertaken during 2022/23 as a result of CWP funding not being available from City Surveyors;
 - £40k to fund roof repairs on the Highgate Wood Education Building which will be used to house a 1st Century Roman Kiln. Carry forward monies will be used to partly fund the repairs in addition to funding from a CWP project managed by City Surveyors;
 - £30k in works at Hampstead Heath to support the redevelopment of the Parliament Hill playground and Lido. The proposed works will help secure future Community Infrastructure Levy (CIL) funding from London Borough of Camden.

Please note that at the time this report was written, a decision has not yet been made regarding Member approval of these carry forward bids.

Conclusion

14. This report presents the revenue outturn position for 2022/23 for Members to note.

Appendices

- Appendix A – Movement between the 2022/23 Original Budget and the 2022/23 Final Agreed Budget

Clem Harcourt

Finance Business Partner (Natural Environment)

Chamberlain's Department – Financial Services

E: Clem.Harcourt@cityoflondon.gov.uk

Appendix A - Movement between the 2022/23 Original Budget and the 2022/23 Final Agreed Budget

	£000
Original Budget (All Risks)	(5,137)
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(5,293)
Executive Director Environment	
Local risk funding provided to part fund Swimming Facilities capital project at Hampstead Heath	257
Transfer to capital expenditure budgets to fund vehicle purchases	94
Centrally funded cost of living staff pay rises effective July 2022	(240)
Centrally funded budget uplift to cover increasing energy prices	(20)
City Surveyor	
Re-phasing of works as part of projects managed under the Cyclical Works Programme primarily relating to the bathing ponds project at Hampstead Heath	(781)
Additional Planned & Reactive Works managed by City Surveyor's	(13)
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(5,996)
Central Risk	1,490
Original Central Risk Budget (Executive Director Environment)	
Supplementary Revenue Project (SRP) funding for Hampstead Heath Swimming Facilities Safety, Access and Improvements	(68)
Final Agreed Central Risk Budget	1,422
Recharges	(1,334)
Original Recharges Budget	
Additional Directorate recharges due to pay increases and budget adjustments arising from Target Operating Model	(588)
Additional Learning Programme recharges due to pay increases	(8)
Final Agreed Recharges Budget	(1,930)
Final Agreed Budget (All Risks)	(6,504)

Committee(s)	Dated:
Epping Forest & Commons	13 July 2023
Subject: Revenue Outturn 2022/23 – Epping Forest and Commons	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 8, 11 & 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: Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2022/23 with the final agreed budget for the year. Overall, there was an overspend of (£42k) for the services overseen by your committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	Variation Better/(Worse) £000
Local Risk			
Executive Director Environment	(3,936)	(4,005)	(69)
City Surveyor	(1,358)	(1,238)	120
Total Local Risk	(5,294)	(5,243)	51
Central Risk	(600)	(552)	48
Recharges	(1,840)	(1,981)	(141)
Total	(7,734)	(7,776)	(42)

Explanations for significant budget variances with the final agreed budget are set out in the report detailed in paragraphs 5 to 10.

The Executive Director Environment had an overall local risk overspend (excluding City Surveyor) of (£69k) for activities overseen by your Committee. The Executive Director also had a net local risk underspend totalling £1.194m on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Executive Director Environment is

proposing that her maximum eligible underspend of £500k be carried forward into 2023/24, £210k of which relates to your Committee and £67k is also carried forward in unspent Priorities Investment Pot (PIP) monies related to your Committee.

Recommendation(s)

Note the report and the proposed carry forward of local risk and PIP underspending to 2023/24.

Main Report

Budget Position for 2022/23

1. The 2022/23 original budget for Epping Forest & Commons services overseen by your Committee (received in November 2021) was (£6.299m) net expenditure. This budget was endorsed by the Court of Common Council in March 2022 and was subsequently updated for approved net increases of (£1.435m). These consisted of:
 - re-phasing of projects under the Cyclical Works Programmes (CWP) managed by City Surveyors amounting to (£683k).
 - additional Directorate and Learning Programme recharges (£507k) following changes arising from the Environment Department's Target Operating Model (TOM).
 - net (£113k) increase in your Committee's local risk budget relating to centrally funded cost of living pay rises to staff effective from July 2022 and allocations from the Natural Environment's Directorate contingency budgets.
 - other agreed net budget movements during 2022/23 totalling (£132k), primarily relating to the carry forward of Priorities Investment Pot (PIP) monies from 2021/22 at Epping Forest and Burnham Beeches, as well as funding for Supplementary Revenue Projects (SRP) at Epping Forest.
2. A reconciliation between the original budget and the final agreed budget is shown in Appendices A and B.

Revenue Outturn 2022/23

3. Actual net expenditure for your Committee's services during 2022/23 totalled (£7.776m), an overspend of (£42k) compared with the final agreed budget of (£7.734m).

4. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50k) are commented on. A more detailed comparison with the final agreed budget can be found in appendices C and D.

Comparison between 2022/23 Revenue Outturn and Final Agreed Budget – Epping Forest (see Appendix C)

	Original Budget	Final Agreed Budget £000	Outturn £000	Variation Better/ (Worse) £000	Para Ref
Local Risk					
Executive Director Environment	(2,416)	(2,528)	(2,500)	28	5
City Surveyor	(495)	(906)	(602)	304	
Total Local Risk	(2,911)	(3,434)	(3,102)	332	
Central Risk	(443)	(543)	(482)	61	6
Recharges	(1,022)	(1,376)	(1,449)	(73)	7
Total	(4,376)	(5,353)	(5,033)	320	

Comparison between 2022/23 Revenue Outturn and Final Agreed Budget – The Commons (see Appendix D)

	Original Budget	Final Agreed Budget £000	Outturn £000	Variation Better/ (Worse) £000	Para Ref
Local Risk					
Executive Director Environment	(1,407)	(1,408)	(1,505)	(97)	8
City Surveyor	(160)	(452)	(636)	(184)	9
Total Local Risk	(1,567)	(1,860)	(2,141)	(281)	
Central Risk	(45)	(57)	(70)	(13)	10
Recharges	(311)	(464)	(532)	(68)	
Total	(1,923)	(2,381)	(2,743)	(362)	

Reasons for Significant Variations

Epping Forest (see Appendix C)

5. The underspend on budgets managed by City Surveyors is largely attributable to a £323k underspend on Cyclical Works Programme (CWP) expenditure due to the rephasing of projects falling under the CWP. This included projects relating to The Warren and Wanstead Park. The CWP is a three-year rolling programme reported to the Operational Property and Projects Sub Committee (OPPSC) quarterly, where the City Surveyor will report on financial performance and phasing of the projects. Under the

governance of the programme, variances on budgets are adjusted for the life of the programme to allow for the completion of works which span multiple financial years.

6. Central risk expenditure was underspent by £61k at Epping Forest. This was due to expenditure associated with the Licences, Leases and Wayleaves project funded by the Priorities Investment Pot (PIP) not being required during 2022/23. A request has been made to carry forward this expenditure into 2023/24.
7. The (£73k) overspend relating to recharges is primarily attributable to an overspend on the cost of services provided by corporate departments due to increased expenditure incurred during 2022/23 associated with these departments. This was partly offset by increased recharges from Woodredon and Warlies to City Fund to offset the increased net cost of this Division of Service.

The Commons (see Appendix D)

8. The overspend on the local risk budget largely related to a (£77k) adverse variance on expenditure at City Commons. This can be attributed to additional grounds maintenance costs being required at West Wickham in relation to tree safety works as well as equipment purchase costs being greater than budgeted. This was in addition to efficiency savings not being fully identified during 2022/23. The overspend was also attributable to a (£9k) net adverse variance at Burnham Beeches as a result of additional transport costs due to a deposit being paid in advance for the purchase of a tractor and front loader.
9. There was a total overspend of (£184k) in relation to budgets managed by the City Surveyor at The Commons. This was primarily attributable to an additional (£133k) in repairs and maintenance costs in relation to the Buildings, Repairs and Maintenance contract and an additional (£51k) in extra CWP expenditure, predominantly at Burnham Beeches, due to a rephasing of projects falling under the three-year rolling programme.
10. Total recharges were (£68k) overspent compared with the final budget at The Commons. This was largely due to an overspend on the cost of services provided by corporate departments (£43k) due to increased expenditure incurred during 2022/23 associated with these departments. This was in addition to increased Directorate recharges

Local Risk and Central Risk Carry Forward to 2023/24

11. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of Resources Allocation Sub Committee. In accordance with Financial Regulations any

overspends are carried forward in full and are met from the agreed 2023/24 budgets.

12. The Executive Director Environment had a net local risk overspend of (£69k) on the activities overseen by your Committee. The Executive Director Environment also had a net local risk underspend totalling £1.194m on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Executive Director Environment is proposing that her maximum eligible underspend of £500,000 be carried forward, £210k of which relates to activities overseen by your Committee for the following purpose:

- essential health & safety works on known dangerous trees at Epping Forest. These works were unable to be completed during 2022/23 as a result of the contractor suffering equipment failures. Please note that at the time this report was written, a decision had not yet been made regarding this carry forward bid.

13. The Executive Director Environment has also submitted the following Priorities Investment Pot (PIP) central risk carry forward requests amounting to £67k which relate to this Committee:

- £61k unspent expenditure associated with the Epping Forest Licences, Leases and Wayleaves project;
- £6k unspent expenditure associated with facilitating the 'Biodiversity net gain' project at Burnham Beeches.

Conclusion

14. This report presents the revenue outturn position for 2022/23 and the carry forward bids for 2023/24 budgets for Members to note.

Appendices

- Appendix A - Movement between the Original 2022/23 Budget and the 2022/23 Final Agreed Budget (Epping Forest)
- Appendix B - Movement between the Original 2022/23 Budget and the 2022/23 Final Agreed Budget (The Commons)
- Appendix C - Comparison between 2022/23 Revenue Outturn and Final Agreed Budget – Epping Forest
- Appendix D - Comparison between 2022/23 Revenue Outturn and Final Agreed Budget – The Commons

Clem Harcourt

Finance Business Partner (Natural Environment)
Chamberlain's Department – Financial Services

E: Clem.Harcourt@cityoflondon.gov.uk

Appendix A - Movement between the 2022/23 Original Budget and the 2022/23 Final Agreed Budget – Epping Forest

	£000
Original Budget (All Risks)	(4,376)
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(2,911)
Executive Director Environment	
Centrally funded cost of living staff pay rises effective July 2022	(131)
Allocation from Directorate contingency budgets to fund initiatives within Epping Forest in relation to The Warren PV Batteries and costs associated with Oak Processionary Moth (OPM)	(34)
Transfer to capital expenditure budgets in relation to vehicle purchases incurred during 2022/23	53
City Surveyor	
Re-phasing of works as part of projects managed under the Cyclical Works Programme	(391)
Additional Planned & Reactive Works managed by City Surveyor's	(20)
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(3,434)
Central Risk	
Original Central Risk Budget (Executive Director Environment)	(443)
Carry forward funding from Priorities Investment Pot (PIP) from 2021/22 in relation to Licences, Leases and Wayleaves project	(61)
Supplementary Revenue Programme (SRP) funding for Artificial Grass Pitch Provision project at Wanstead Flats and Wanstead Park Ponds Project	(39)
Final Agreed Central Risk Budget	(543)
Recharges	
Original Recharges Budget	(1,022)
Additional Directorate recharges due to pay increases and budget adjustments arising from Target Operating Model	(351)
Additional Learning Programme recharges due to pay increases to staff	(3)
Final Agreed Recharges Budget	(1,376)
Final Agreed Budget (All Risks)	(5,353)

Appendix B - Movement between the 2022/23 Original Budget and the 2022/23 Final Agreed Budget – The Commons

	£000
Original Budget (All Risks)	(1,923)
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(1,567)
Executive Director Environment	
Centrally funded cost of living staff pay rises effective July 2022	(61)
Allocation from Directorate contingency budgets to fund initiatives in relation to works for the replacement of dangerous signs	(42)
Transfer to capital project budgets for proposed vehicle purchases at West Wickham and Coulsdon Common and Burnham Beeches	102
City Surveyor	
Re-phasing of works as part of projects managed under the Cyclical Works Programme at Farthing Downs, Burnham Beeches and Ashted Common	(292)
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(1,860)
Central Risk	
Original Central Risk Budget (Executive Director Environment)	(45)
Carry forward funding from Priorities Investment Pot (PIP) from 2021/22 in relation to Facilitating 'Biodiversity net gain' project at Burnham Beeches	(12)
Final Agreed Central Risk Budget	(57)
Recharges	
Original Recharges Budget	(311)
Additional Directorate recharges due to pay increases and budget adjustments arising from Target Operating Model	(153)
Final Agreed Recharges Budget	(464)
Final Agreed Budget (All Risks)	(2,381)

Appendix C - Comparison between 2022/23 Revenue Outturn and Final Agreed Budget – Epping Forest

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	Better/ (Worse) £000	Note
LOCAL RISK						
Executive Director Environment						
Epping Forest						
	Expenditure	(3,696)	(3,805)	(4,720)	(915)	1
	Income	1,299	1,314	2,267	953	2
		(2,397)	(2,491)	(2,453)	38	
Epping Forest – Countryside						
Stewardship Scheme						
	Expenditure	(173)	(173)	(334)	(161)	
	Income	173	173	334	161	
		-	-	-	-	
Chingford Golf Course						
	Expenditure	(273)	(283)	(317)	(34)	
	Income	348	348	503	155	
		75	65	186	121	3
Wanstead Flats						
	Expenditure	(208)	(214)	(257)	(43)	
	Income	90	90	48	(42)	
		(118)	(124)	(209)	(85)	4
Woodredon & Warlies						
	Expenditure	(57)	(59)	(82)	(23)	
	Income	81	81	58	(23)	
		24	22	(24)	(46)	
Sub-Total						
	Expenditure	(4,407)	(4,534)	(5,710)	(1,176)	
	Income	1,991	2,006	3,210	1,204	
Total Net Expenditure						
		(2,416)	(2,528)	(2,500)	28	
City Surveyor						
City Surveyors Repairs and Maintenance						
		(270)	(290)	(309)	(19)	
Cyclical Works Programme						
		(225)	(616)	(293)	323	5
Total City Surveyor Local Risk						
		(495)	(906)	(602)	304	
TOTAL LOCAL RISK						
		(2,911)	(3,434)	(3,102)	332	
CENTRAL RISK						
Epping Forest						
		(415)	(476)	(415)	61	6
Wanstead Flats						
		(28)	(67)	(67)	-	
TOTAL CENTRAL RISK						
		(443)	(543)	(482)	61	
RECHARGES						
Insurance						
		(86)	(86)	(82)	4	
Support Services						
		(307)	(307)	(396)	(89)	
Surveyor's Employee Recharges						
		(294)	(294)	(297)	(3)	
IT Recharges						
		(124)	(124)	(145)	(21)	
Recharges Within Fund (Directorate, Democratic Core, and Learning)						
		(194)	(548)	(552)	(4)	
Recharges Across Fund						
Woodredon & Warlies						
		(5)	(5)	42	47	
Structural Maintenance						
		(12)	(12)	(19)	(7)	
TOTAL RECHARGES						
		(1,022)	(1,376)	(1,449)	(73)	7
OVERALL TOTAL NET EXP						
		(4,376)	(5,353)	(5,033)	320	

Reasons for Significant Variations

1. The (£915k) overspend on expenditure at Epping Forest relates to the proceeds of an insurance claim in relation to Loughton Golf Course being transferred to reserves. This was in addition to overspends on repairs and maintenance costs needed for the upkeep of the lodges as well as additional equipment and software purchases being required during 2022/23.
2. Income was £953k greater than budgeted due to the proceeds of an insurance claim being received in relation to Loughton Golf Course. This was in addition to extra income being generated from sources such as licenses, car parking and filming during 2022/23.
3. The £121k local risk underspend at Chingford Golf Course can be attributed to additional income achieved from golfing and green fees, partly offset by the purchase of equipment incurred during 2022/23 being funded from the Chingford Machinery Fund.
4. The net overspend of (£85k) in relation to the Wanstead Flats local risk budget is explained by lower than anticipated income from football as well as additional energy and materials costs.
5. The underspend on budgets managed by City Surveyors is largely attributable to a £323k underspend on Cyclical Works Programme (CWP) expenditure due to the rephasing of projects falling under the CWP. This included projects relating to The Warren and Wanstead Park. The CWP is a three-year rolling programme reported to the Operational Property and Projects Sub Committee (OPPSC) quarterly, where the City Surveyor will report on financial performance and phasing of the projects. Under the governance of the programme, variances on budgets are adjusted for the life of the programme to allow for the completion of works which span multiple financial years.
6. Central risk expenditure was underspent by £61k at Epping Forest. This was due to expenditure associated with the Licences, Leases and Wayleaves project funded by the Priorities Investment Pot (PIP) not being required during 2022/23. A request has been made to carry forward this expenditure into 2023/24.
7. The (£73k) overspend relating to recharges is primarily attributable to an overspend on the cost of services provided by corporate departments due to increased expenditure incurred during 2022/23 associated with these departments. This was partly offset by increased recharges from Woodredon and Warlies to City Fund to offset the increased net cost of this Division of Service.

Appendix D - Comparison between 2022/23 Revenue Outturn and Final Agreed Budget – The Commons

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	Better/ (Worse) £000	Note
LOCAL RISK						
Executive Director Environment						
Burnham Beeches						
	Expenditure	(696)	(753)	(1,650)	(897)	1
	Income	276	301	1,189	888	2
		(420)	(452)	(461)	(9)	
Stoke Common						
	Expenditure	(42)	(51)	(64)	(13)	
	Income	20	20	34	14	
		(22)	(31)	(30)	1	
City Commons						
	Expenditure	(1,172)	(1,132)	(1,209)	(77)	3
	Income	207	207	195	(12)	
		(965)	(925)	(1,014)	(89)	
Sub-Total	Expenditure	(1,910)	(1,936)	(2,923)	(987)	
Sub-Total	Income	503	528	1,418	890	
Total Net Expenditure		(1,407)	(1,408)	(1,505)	(97)	
City Surveyor						
City Surveyors Repairs and Maintenance						
		(154)	(154)	(287)	(133)	
Cyclical Works Programme						
		(6)	(298)	(349)	(51)	
Total City Surveyor Local Risk		(160)	(452)	(636)	(184)	4
TOTAL LOCAL RISK		(1,567)	(1,860)	(2,141)	(281)	
CENTRAL RISK						
Burnham Beeches						
		(44)	(56)	(60)	(4)	
City Commons						
		(1)	(1)	(10)	(9)	
TOTAL CENTRAL RISK		(45)	(57)	(70)	(13)	
RECHARGES						
Insurance						
		(21)	(21)	(21)	-	
Support Services						
		(148)	(148)	(191)	(43)	
Surveyor's Employee Recharges						
		(39)	(39)	(40)	(1)	
IT Recharges						
		(57)	(57)	(67)	(10)	
Recharges Within Fund (Directorate & Democratic Core)						
		(46)	(199)	(213)	(14)	
TOTAL RECHARGES		(311)	(464)	(532)	(68)	5
OVERALL TOTAL NET EXP		(1,923)	(2,381)	(2,743)	(370)	

Reasons for Significant Variations

1. There was an overspend of (£897k) on local risk expenditure at Burnham Beeches which was primarily attributable to unspent monies on a Section 106 agreement with Slough Borough Council and contributions from

Buckinghamshire County Council in relation to the Strategic Access Management & Monitoring Strategy (SAMMS) being transferred to reserves for use in future years. This was in addition to an overspend on transport costs due to a deposit being paid in advance for the purchase of a tractor and front loader.

2. Income was £888k greater than budgeted at Burnham Beeches due to additional income being received in advance from local authorities in relation to the above agreements as well as additional income being generated from filming projects.
3. The overspend on the local risk budget at the City Commons was largely related to a (£77k) adverse variance on expenditure. This can be attributed to additional grounds maintenance costs being required at West Wickham in relation to tree safety works as well as equipment purchase costs being greater than budgeted. This was in addition to efficiency savings not being fully identified during 2022/23. The overspend was partly offset by an underspend in employment costs due to vacant posts at West Wickham.
4. There was a total overspend of (£184k) in relation to budgets managed by the City Surveyor at The Commons. This was primarily attributable to an additional (£133k) in repairs and maintenance costs in relation to the Buildings, Repairs and Maintenance contract and an additional (£51k) in extra CWP expenditure, predominantly at Burnham Beeches, due to a rephasing of projects falling under the three-year rolling programme.
5. Total recharges were (£68k) overspent compared with the final budget at The Commons. This was largely due to an overspend on the cost of services provided by corporate departments (£43k) due to increased expenditure incurred during 2022/23 associated with these departments. This was in addition to increased Directorate recharges.

This page is intentionally left blank

Committee(s)	Dated:
West Ham Park Committee	10 July 2023
Subject: Revenue Outturn 2022/23 – West Ham Park	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 8, 11 & 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: Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2022/23 with the final agreed budget for the year. In total, there was a favourable budget position of £87k for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget	Outturn	Variation Better/(Worse)
	£000	£000	£000
Local Risk			
Executive Director Environment	(667)	(535)	132
City Surveyor	(187)	(193)	(6)
Total Local Risk	(854)	(728)	126
Central Risk	(31)	(54)	(23)
Recharges	(363)	(379)	(16)
Total	(1,248)	(1,161)	87

Explanations for significant variations compared with the final agreed budget can be found in paragraphs 5 to 7.

The Executive Director Environment had an overall local risk underspend of £132k (excluding City Surveyor) for activities overseen by your Committee. The Executive Director also had a net local risk underspend totalling £993k on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22.

Recommendation(s)

It is recommended that the revenue outturn report for 2022/23 is noted.

Main Report

Budget Position for 2022/23

1. The 2022/23 original budget for services overseen by your Committee (received in December 2021) was (£992k). This budget was endorsed by the Court of Common Council in March 2022 and has been subsequently updated for approved budget adjustments totalling (£256k). These consisted of:
 - (£31k) increase in local risk budgets to cover increases in pay rises awarded to staff effective from July 2022.
 - (£22k) increase in central risk expenditure to cover redundancy payments as well as funding for Supplementary Revenue Projects (SRP).
 - (£119k) in funding for projects as part of re-phasing of the Cyclical Works Programme (CWP) managed by City Surveyors.
 - (£3k) increase in other repairs and maintenance budgets managed by City Surveyors.
 - (£81k) increase in recharge budgets owing to additional recharges from the Natural Environment Directorate.
2. A reconciliation between the original budget and the final agreed budget for 2022/23 can be found in Appendix A.

Revenue Outturn 2022/23

3. Actual net expenditure for your Committee's services during 2022/23 totalled (£1.161m), a favourable budget variance of £87k compared with the final agreed budget of (£1.248m).
4. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50k) are commented on.

West Ham Park
Comparison of 2022/23 Revenue Outturn with Final Agreed Budget

		Original	Final	Revenue	Better/(Worse)	Reason
		£000	£000	£000	£000	Para
LOCAL RISK						
Executive Director Environment						
West Ham Park						
	Expenditure	(957)	(988)	(819)	169	5
	Income	321	321	280	(41)	6
Parks and Gardens (Rechargeables)						
	Expenditure	-	-	(36)	(36)	
	Income	-	-	40	40	
Sub-Total	Expenditure	(957)	(988)	(855)	133	
Sub-Total	Income	321	321	320	(1)	
Total Net Expenditure		(636)	(667)	(535)	132	
City Surveyor						
	City Surveyors Repairs and Maintenance	(65)	(68)	(83)	(15)	
	Cyclical Works Programme	0	(119)	(110)	9	
	Total City Surveyor Local Risk	(65)	(187)	(193)	(6)	
TOTAL LOCAL RISK		(701)	(854)	(728)	126	
TOTAL CENTRAL RISK		(9)	(31)	(54)	(23)	
RECHARGES						
	Insurance	(19)	(19)	(16)	3	
	Support Services	(94)	(94)	(124)	(30)	
	Surveyor's Employee Recharges	(39)	(39)	(38)	1	
	IT Recharges	(28)	(28)	(34)	(6)	
	Recharges Within Fund (Directorate, Democratic Core, Learning)	(102)	(183)	(167)	16	
TOTAL RECHARGES		(282)	(363)	(379)	(16)	7
OVERALL TOTAL NET EXP		(992)	(1,248)	(1,161)	87	

Reasons for Significant Variations

- The £169k favourable expenditure variance is mainly due to savings from employment costs due to a number of vacancies being held at West Ham Park whilst the Natural Environment Division has gone through the second phase of the Target Operating Model (TOM).

6. The (£41k) adverse variance in relation to income is partly explained by reduced football bookings due to the disbanding of long standing football teams. This is in addition to lower than anticipated income generated by bandstand bookings as well as reduced income from tennis with a wider review of fees and charges due to take place during 2023/24.
7. The overall adverse variance of (£16k) relating to recharges is due to increased expenditure associated with the level of support services provided by corporate departments during the year. This overspend is partly offset by reduced recharges from the Learning Programme.

Local Risk Carry Forward to 2023/24

8. Chief Officers can generally request underspends of up to 10% or £500k (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of Resources Allocation Sub Committee. In accordance with financial regulations, any overall Departmental local risk overspends are carried forward in full and are met from the agreed 2023/24 budgets.
9. The Executive Director Environment had a local risk underspend of £132k for 2022/23 on the activities overseen by your Committee. The Executive Director also had net local risk underspends for 2022/23 totalling £993k on activities overseen by other Committees within her remit, after adjusting for unspent carry forwards from 2021/22. The Executive Director is proposing that her maximum eligible underspend of £500k be carried forward into 2023/24, none of which relates to activities overseen by your Committee.

Conclusion

10. This report presents the revenue outturn position for 2022/23 for West Ham Park for Members to note.

Appendices

- Appendix A – Movement between 2022/23 Original Budget and 2022/23 Final Agreed Budget

Clem Harcourt

Finance Business Partner (Natural Environment)
Chamberlain's Financial Services Division

E: Clem.Harcourt@cityoflondon.gov.uk

Appendix A

Movement between 2022/23 Original Budget and 2022/23 Final Agreed Budget

West Ham Park	£000
Original Budget (All Risks)	(992)
Original Net Local Risk Budget (Executive Director Environment & City Surveyor)	(701)
Executive Director Environment	
Cost of living pay increases for staff effective July 2022	(31)
City Surveyor	
Re-phasing of Cyclical Works Programme projects for 2022/23	(119)
Additional Planned & Reactive Works managed by City Surveyor's	(3)
Final Agreed Net Local Risk Budget (Executive Director Environment & City Surveyor)	(854)
Central Risk	
Original Central Risk Budget (Executive Director Environment)	(9)
Centrally Funded Redundancy Payments	(14)
Supplementary Revenue Project (SRP) funding relating to West Ham Park Nursery Alternative Uses project	(8)
Final Agreed Central Risk Budget (Executive Director Environment)	(31)
Recharges	
Original Recharges Budget	(282)
Additional Recharges from Natural Environment Directorate as a result of pension strain costs and recharges from Environment Department Directorate	(81)
Final Agreed Recharges Budget	(363)
Final Agreed Budget (All Risks)	(1,248)

This page is intentionally left blank

Committee(s): Natural Environment Board Streets and Walkways Sub Committee	Dated: 10 July 2023 26 Sept 2023
Subject: Commemorative Benches and Trees Policy	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	Contribute to a flourishing society Shape outstanding environments
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	For Decision
Report author: Jake Tibbetts – Environment	

Summary

1. The Commemorative Benches and Trees Policy aims to formalize the existing offer for benches and trees in City Gardens and Public Realm. It includes details on bench type, plaque, location, ownership, and aftercare. The policy also aims to improve the process and make applications easier through the introduction of a dedicated webpage. Commemorative trees will no longer be offered, but opportunities for tree planting contributions will be explored separately.

Recommendation(s)

It is recommended that:

- Members approve the adoption of the draft Commemorative Benches and Trees Policy (see Appendix 1)

Main Report

Background

2. The City Gardens team have for many years dealt with requests for commemorative benches and trees on an ad-hoc basis without a formal policy in place. This paper proposes the adoption of a policy which will formalise and standardise both the offer and the application process.

3. There has been a long tradition of placing benches with an engraving or a plaque in the Square Mile's public realm, parks, gardens and churchyards to commemorate loved one's or mark a special event.

In the past there has been on an ad hoc approach for managing commemorative trees which has sometimes evolved into a more strategic approach to for initiatives such as the Queen's Green Canopy scheme.

4. The management of these schemes across City Gardens and the Public Realm has sometimes been inconsistent and the process for applicants has been unclear. It is proposed that a coherent unified Policy will provide clarity and consistency.

Current Position

5. The City Gardens team are responsible for approximately 270 benches across the Square Mile and Bunhill Fields typically located in parks, gardens and churchyards. The replacement and maintenance of these benches is currently met through City Fund revenue budgets or as part of a capital improvement project.
6. Requests for commemorative benches within gardens are processed by the City Gardens Team. The current price is £1,300 which covers the cost of purchasing, installing and maintaining a bench and plaque.
7. Typically most requests are for one of four popular sites. St Paul's, Postman's Park, St Dunstan in the East and Bunhill Fields. There are few suitable bench locations remaining in these popular sites with the largest gardens typically able to accommodate less than twenty benches in total. There is no current waiting list.
8. There are 127 existing historic commemorative trees managed by City Gardens either with or without an associated plaque. The management of this has proved challenging in the past due to holding historic personal data and the added level of complexity when redesigning gardens and public spaces.
9. Current requests for commemorative trees are infrequent and increasingly difficult to accommodate due to high pedestrian footfall adjacent to trees on the Highways, meaning that accommodating plaques at the base of a tree in a safe and secure way is problematic. In addition to this there are challenges around trees dying or maintaining a database and register of sponsored trees.
10. Currently commemorative trees are not offered and any enquiries from members of the public are provided with details of opportunities for a commemorative bench.

Options

Members are asked to agree one of the following options:

11. Option 1: continue considering commemorative bench and tree requests on an ad-hoc basis (not recommended)
12. Option 2: approve the adoption of the draft Commemorative Benches and Trees Policy (recommended)

Proposals

13. The Policy aims to formalise the details of the existing offer including type of bench and plaque available to purchase, how locations are offered, duration the bench remains in place, ownership, and aftercare.
14. The Commemorative Benches and Trees Policy is detailed in Appendix 1. The Policy formalises the offer a 1.95m bench with a standard stainless-steel plaque. Attaching a new plaque to an existing bench is not offered. Two centralised arm rests are included to provide support to users and increase accessibility.
15. The locations offered are typically parks, gardens and churchyards in the Square Mile managed by the City Gardens team plus Bunhill Fields. New commemorative benches typically replace existing, undedicated benches as suitable positions for benches are usually fully occupied. Sponsors usually have a preferred site in mind and are informed of the specific locations within the garden available. Benches may be temporarily or permanently relocated at any time due to operational reasons. Benches are placed to provide good clearance for both users and for staff to carry out operational tasks.
16. The fee to sponsor a bench with a commemorative plaque will be £1,980. The fee covers the placing of a bench with inscribed plaque, administration and will fund a second bench to be placed in the City where most needed.
17. The bench will be maintained for a minimum of ten years and replaced by the City if it is damaged beyond repair within that time.
18. The proposed fee has been benchmarked against other central London local authorities or similar organisations (Appendix 2). The fee will be reviewed and agreed annually as part of the City Gardens Fees and Charges committee report.
19. The adoption of the Policy will also be accompanied by a new webpage on the City of London Corporation's website to detail the opportunity to sponsor a commemorative bench. There will also be an updated audit to identify existing commemorative benches and opportunities for new ones.
20. The Policy removes the opportunity to sponsor commemorative trees with a plaque. In exceptional circumstances any proposed commemorative trees are to be approved by this Committee.

21. Opportunities are to be explored where individuals and organisations can contribute towards tree planting in the Square Mile and for this contribution to be acknowledged. This will be reported to committee at a later date.

Key Data

22. The City Gardens team has provided and installed on average three commemorative benches per year over the last five years. The aim of the Policy would be to assist with accelerating the bench replacement programme to target eighteen benches per year to maintain a good provision of well-placed benches through our sites.

23. City Gardens manage 270 benches, which have an estimated life expectancy of 15 years but with many remaining in good condition well beyond this time. To ensure that we maintain our stock of benches we should be replacing approximately eighteen a year. Through projects, sponsorship and maintenance budgets we currently replace on average eight a year, leaving a shortfall. This draft Policy aims to reduce that shortfall.

Strategic implications

24. Contributing towards creating accessible, well maintained and inviting open spaces supports a number of key City of London Corporate Plan outcomes:

25. Contribute to a flourishing society: 1) People are safe and feel safe, 2) People enjoy good health and wellbeing.

26. Shape outstanding environments: 9) We are digitally and physically well-connected and responsive, 10) We inspire enterprise, excellence, creativity and collaboration, 12) Our spaces are secure, resilient and well-maintained.

27. The Policy supports actions of the City Gardens Management Plan and Bunhill Fields Burial Ground Management Plan.

Financial implications

28. The adoption of this policy will increase the amount of benches replaced each year without impacting on revenue budgets.

Resource implications N/A

Legal implications N/A

Risk implications N/A

Equalities implications

29. The policy has a positive effect on equalities as the style of bench that has been chosen, and in use for a number of years, has been selected for seat to be a higher more suitable height. The outside and centralised arms assist with users transferring to and from the bench for those with mobility issues or visual impaired. Many existing older benches are positioned too low and do not have the centralised arms, replacing the old benches for the new model will improve accessibility.

Climate implications N/A

Security implications N/A

Conclusion

30. The Policy (see appendix 1) formalises the current approach for managing requests for commemorative benches and trees within City Gardens managed sites and a limited number if agreed locations on the highway. Its adoption will provide a consistent approach to bench sponsorship throughout the square mile.

Appendices

- Appendix 1 – draft Commemorative Benches and Trees Policy
- Appendix 2 – Fee benchmarking

Background Papers

Jake Tibbetts
City Gardens Manager

T: 020 7332 4127

E: jake.tibbetts@cityoflondon.gov.uk

This page is intentionally left blank

DRAFT Commemorative benches and trees policy

Commemorative benches

This policy applies to all free-standing benches owned and/or managed by the City of London Corporation primarily in parks, gardens and churchyards in the City of London and some areas of the public realm where the positioning of commemorative benches is deemed appropriate. The policy is aimed at individuals wishing to commemorate loved ones or special occasions.

The Offer

A 1.95m bench with a stainless-steel plaque [figure 1] and inscription of the sponsors choice. The bench is constructed out of sustainability sourced Iroko wood and includes two centralised arms.

The plaque is manufactured from standard stainless steel and is 150mm x 50mm (6 x 2") in size. The plaque can accommodate an inscription of approximately 150 characters including spacing and punctuation. The inscription will be subject to approval by the City of London Corporation. Additional charges may apply to variations from the standard plaque.

Location

The City of London offers commemorative benches primarily in parks, gardens and churchyards in the City of London as these are more typically areas of peace and reflection as well as being less susceptible to damage and relocation. Sites outside these areas will only be considered if the environment is similarly appropriate.

The City of London Corporation reserves the right to determine the exact location of the commemorative benches. The sponsor may choose a preferred location based on availability at the time of the request. New commemorative benches are usually sited where current, undedicated benches currently exist. Bench locations have been carefully considered to provide seating where needed while providing clear routes of access for all. Due to works or development it may be necessary to either temporarily or permanently remove or relocate the bench at any time.

Duration

The fee covers for the bench to be maintained for a minimum of ten years. After this date benches will remain in place until the end of their useful life or until they are beyond repair. If this occurs, we will attempt to contact the sponsor to discuss the options available for further sponsorship.

Fee

The cost to sponsor a bench with a commemorative plaque in a location in the City of London is £1980 + VAT. Payment in full (non-refundable) should be made once the application form has been submitted and a location confirmed.

Your sponsorship fee covers the placing of a bench with inscribed plaque, plus administration and maintenance costs for a period of ten years beginning from the installation of the bench.

The bench and plaque are made to order with delivery approximately 5-10 weeks from the date when the order is placed. Once received an installation date can be arranged.

The fee will be reviewed regularly and may be subject to change.

Ownership

The commemorative bench will remain the property of the City of London Corporation at all times.

Aftercare

As part of our standard programme, a sponsored bench will receive an annual inspection. In the event of a bench being damaged or vandalised beyond repair or serviceable use, we are prepared to cover the cost of one full replacement bench per sponsorship period. If the bench continues to be vandalised, it may be necessary to relocate the bench to an alternative location.

Additional memorabilia such as photos, statues, flowers and balloons are not permitted and will be removed.

Waiting list

Where demand for new commemorative benches cannot be met within specific locations, applicants may choose to be added to a waiting list. The waiting list will be capped at a maximum of 50 applicants for all locations covered by the policy.

Commemorative trees

The City of London Corporation does not offer commemorative trees. A separate document will be developed for opportunities to make a donation to plant tree and for this contribution be acknowledged.

Figure 1 – 1.95m bench with two central arms



Appendix 2 - Fee benchmarking

Local Authority / Charity	Offer	Maintenance period	Fee (including VAT)
Islington Council	Memorial bench and inscription	n/a	£850.00 - £1000.00
Hackney Council	Memorial bench excluding plaque	10 years	£1400.00
Tower Hamlets Council	Bench and plaque	10 years	£1250.00 (Victoria Park) £950.00 (all other parks)
Southwark Council	Commemorative bench and plaque	10 years	£1000.00
Westminster City Council	Memorial bench and plaque	10 years	£1336.20
Camden Council	Commemorative bench and stainless steel plaque	n/a	£1654.44 £2009.00 £2237.00
The Royal Borough of Kensington & Chelsea	Memorial bench and inscription	5 years	£1746.00
Hampstead Heath	Engraved bench	10 years	£2861.93
The Royal Parks	Waiting list closed		

This page is intentionally left blank

Committee(s)	Dated:
Natural Environment Board	10 July 2023
Subject: King George’s Field–City of London Trustees Annual Report and Financial Statements for the Year Ended 31 March 2022	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	n/a
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 Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain’s Department	

Summary

The Trustee’s Annual Report and Financial Statements for the Year ended 31 March 2022 for King George’s Field–City of London (charity registration number 1085967) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee’s Annual Report and Financial Statements for the 2021/22 Financial Year be noted.

Main Report

1. The Trustee’s Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chamberlain and Chief Financial Officer. The information contained within the Annual Report and Financial Statements has already been presented to your Board via the outturn report on 07 July 2022.
2. It should also be noted that owing to the size of the charity, no audit or independent examination was required for King George’s Field – City of London in 2021/22.
3. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Board. The Trustees Annual Report and Financial Statements was one of these reports. Information

from these statements will form the Annual Return to the Charity Commission. Since this undertaking, the City Corporation has recently approved that a further comprehensive review be undertaken across its charities, the outcome of which will be reported to this Board in due course.

4. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2023.

Appendices

- Appendix 1 – King George's Field–City of London Annual Report and Financial Statements for the year ended 31 March 2022

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

King George's Field–City of London

Annual Report and Financial Statements for the year
ended 31 March 2022

Charity registration number 1085967

CONTENTS

ORIGINS OF THE CHARITY 1

STRUCTURE AND GOVERNANCE 2

FINANCIAL REVIEW 5

STATEMENT OF FINANCIAL ACTIVITIES 7

BALANCE SHEET 8

NOTES TO THE FINANCIAL STATEMENTS 9

ORIGINS OF THE CHARITY

The King George's Field was established in 1936 as a memorial to King George V, the intention being to provide much needed open space for sports, games and recreation. The City of London Corporation was a Trustee of a King George's Field which was originally situated in Vine Street, Minories. In 1973 this site was acquired by compulsory purchase order by the Greater London Council and in return that council transferred to the City Corporation a plot of land in Portsoken Street which was laid out as a children's playground. The playground was closed in 1981, and the space then used as a garden for general public use.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Trust deed dated 19 December 1939. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the Trustee of King George's Field–City of London. The City Corporation is Trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2021/22 were as follows:

- **Finance Committee** - responsible for administering the Trust on behalf of the Trustee.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Open Spaces and City Gardens Committee** – the committee is the overarching policy and strategic body in relation to the activities of the City Corporation's Open Spaces Department. It is also responsible for the day to day management of the gardens, churchyards and green spaces in the City under the control of the Common Council.

Individuals collectively act as Trustee by virtue of positions that they hold in the City of London Corporation in accordance with the governing document. They act as a Trustee during their tenure of these positions.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held in public, enabling the decision-making process to be clear, transparent and publicly accountable. Details of the membership of Committees of the City Corporation are available at www.cityoflondon.gov.uk

Governance Arrangements (continued)

The charity is consolidated within City Fund as the City of London Corporation exercises operational control over their activities. City Fund is a fund of the City Corporation responsible for delivering the functions of a local authority and a police authority for the Square Mile.

The Trustee believes that good governance is fundamental to the success of the charity. A comprehensive review of governance is ongoing to ensure that the charity is effective in fulfilling its objectives. Reference is being made to the good practices recommended within the Charity Governance Code throughout this review. Focus is being placed on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

As part of the City of London Corporation's Target Operating Model (TOM) restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. The new structure was agreed by a total of nine Committees during December 2021 and January 2022. As a result, King George's Field became part of the Environment Department from 1 April 2022.

OBJECTIVES AND ACTIVITIES

The objective for King George's Field–City of London is to preserve in perpetuity a recreational and playing field as a memorial to King George V, under the provisions of the King George's Fields Foundation.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing King George's Field–City of London's aims and objectives and in planning future activities. The purpose of the charity is to preserve in perpetuity a recreational and playing field as a memorial to King George V, under the provisions of the King George's Fields Foundation.

Consequently, the Trustee considers that King George's Field–City of London operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 16.

ACHIEVEMENTS AND PERFORMANCE

King George's Field was maintained during the year at a cost of £19,277 (2020/21 £19,722); this was met by the City of London's City Fund.

PLANS FOR FUTURE PERIODS

The aim for King George's Field is to preserve in perpetuity a recreational and playing field as a memorial to King George V under the provisions of the King George's Fields Foundation.

The Trustee will continue with its plans in line with the charity's objectives.

There are no improvements scheduled for 2022/23 other than general grounds maintenance.

FINANCIAL REVIEW

Income

In 2021/22 the charity total income for the year was £19,277, an overall decrease of £445 against the previous year (£19,722).

The only contributor to income was an amount of £19,277 (2020/21: £19,722) received from the City of London Corporation's City Fund as a contribution towards the running costs of the charity. The charity is supported wholly by the City of London Corporation and expenditure in the year was offset by this income.

Expenditure

Total expenditure for the year was £19,277, all being for the category charitable activities (2020/21: £19,722) Activities consist mainly of grounds maintenance costs £16,881 (2020/21: £16,403), premises maintenance costs of £2,296 (2020/21: £3,319) and administrative support of £100 (2020/21: £nil), see note 4.

Funds held

There are no funds held for this charity as at 31 March 2022 (2020/21: £nil).

Reserves policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve King George's Field-City of London out of its City Fund. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the Trustee to be inappropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

Risk	Actions to manage risks
Health & Safety	Good Health & Safety culture amongst staff; contractor protocol in place; regular review of site health and safety by peer review; comprehensive training programme and hierarchy of responsibilities. It is accepted that when providing a hands-on service and dealing with the public, a certain level of risk is inevitable and therefore cannot be removed completely.
Extreme weather and climate change risk	City Climate Adaptation Strategy now adopted. Emergency Plan in place; monitoring of warning systems; Extreme Weather Policy adopted for the Charity.

Risk	Actions to manage risks
	Current level of risk cannot be removed completely.
Poor repair and maintenance of buildings (inadequate planned or reactive maintenance)	Most pressing repairs/assets at risk have been escalated through the Cyclical Works Programme (CWP) or identified and submitted as target projects under the City Corporation's projects procedure. Seeking to further lower current risk level
Impact of development	Monitoring of local planning applications. Respond to consultation on host and neighbouring Borough local plans.
Pests and diseases	Comprehensive tree management system in place, along with training of staff in early identification and treatment. Some residual risk accepted (natural cycles).
Poor Public Behaviour	Including crime, irresponsible dog owners, rough sleepers, user conflict, trespassing and alcohol. Continue to develop strong relationship with CoL Police, community outreach teams and supported by use of outsourced security team at key times.
Budget Reductions Implications	Budgets monitored and reprofiled monthly; non-essential works cancelled and focus on increasing income to offset budget reduction. Review of staffing structures required in order to align with Target Operating Model.
Major Incident	Emergency Plan reviewed and updated annually, forming regular item on Divisional H&S meeting agenda. Superintendent attends Corporate Resilience Forum and disseminates learning. All staff have received counter terrorism awareness training.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted Funds 2021/22 £	Unrestricted Funds 2020/21 £
Income from:			
Grant from City of London Corporation	2	19,277	19,722
Total income		19,277	19,722
Expenditure on:			
Charitable activities	3,4	19,277	19,722
Total expenditure		19,277	19,722
Net income/(expenditure)		-	-
Reconciliation of funds:			
Total funds brought forward	7	-	-
Total funds carried forward	7	-	-

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 11 to 15 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2022**

	Notes	2022 Total £	2021 Total £
Current assets		-	-
Current liabilities		-	-
Total net assets		-	-
The funds of the charity:			
Unrestricted income funds	7	-	-
Total funds		-	-

The notes on page 11 to 15 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

26 January 2023

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City Fund. The Trustee considers the level of grant funding received and plans activities as a result of this. On an annual basis, a financial forecast is prepared for City Fund.

In making this assessment the Trustee has considered the financial position of the charity in light of planned expenditure over the 12-month period from the date of signing these financial statements. The global pandemic of Coronavirus did not have an impact on income as the Charity has no income streams which would be affected by the closure of King George's Field. The charity is funded by the City of London Corporation's City Fund and the charity will be able to reduce its expenditure principally on grounds maintenance. For these reasons the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

ACCOUNTING POLICIES (continued)

(d) Statement of Cash Flows

AS per section 14.1 of the Charities SORP the Charity is not required to produce a statement of cash flows on the grounds that it is a small entity.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of a grant from the Trustee, the City Corporation.

The City of London Corporation's City Fund meets the deficit on running expenses of the charity. This income is recognised in the SOFA when it is due from City Fund.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal category of 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

The charity does not employ any staff. Officers of the City Corporation provide administrative assistance to the charity when required. From 2021/22, the City Corporation, as Trustee, has taken a decision to seek reimbursement for the administration fees incurred from each of its charities.

(g) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(h) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held within the permanent endowment fund and from those representing unrestricted funds. Specifically, this represents the surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

(i) Indemnity insurance

The Charity, elected Members and staff supporting the charity's administration are covered by the City Corporations insurance liability policies and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City Fund.

2. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Revenue grant from City of London Corporation	19,277	19,722

Income for the year included:

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City Fund to meet the deficit on running expenses of the charity

3. EXPENDITURE

Expenditure on charitable activities	Unrestricted funds 2021/22 £	Unrestricted funds 2020/21 £
Grounds maintenance costs	16,881	16,403
Surveyors maintenance costs	2,296	3,319
Support Costs	100	-
Total	19,277	19,722

Expenditure on the charitable activities includes labour, premises costs, equipment, materials, other supplies and services and administration fees incurred in the running of King George's Field-City of London.

4. SUPPORT COSTS

	Charitable activities £	Governance £	2021/22 £	2020/21 £
Department:				
Chamberlain	100	-	100	-
Town Clerk	-	-	-	-
Sub-total	100	-	100	-
Reallocation of governance costs	-	-	-	-
Total support costs	100	-	100	-

Following a review from 2021/22, the City Corporation, as Trustee, took a decision to seek reimbursement for the administration fees incurred from each of its charities.

5. AUDITOR'S REMUNERATION

Owing to the size of the charity, no audit or independent examination is required for King George's Field – City of London in 2021/22. In 2020/21 no audit fee was recharged and no other services were provided to the charity by its auditors during the year.

6. TRUSTEE EXPENSES

The members of the Finance Committee of the City of London Corporation are not remunerated and expenses are not reimbursed for acting on behalf of the Trustee during 2021/22 (2020/21: nil)

7. MOVEMENT IN FUNDS

	Total as at 1 April 2021 £	Income £	Expenditure £	Total as at 31 March 2022 £
At 31 March 2022				
Unrestricted funds:				
General funds	—	19,277	(19,277)	—

	Total as at 1 April 2020 £	Income £	Expenditure £	Total as at 31 March 2021 £
At 31 March 2021				
Unrestricted funds:				
General funds	—	19,722	(19,722)	—

8. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets in the following table set out amounts due(to)/from another entity at the balance sheet date. Other figures represent the value of transactions during the year.

Related party	Connected party	2021/22 £	2020/21 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	19,277 (nil)	19,722 (nil)	The City of London Corporation's City Fund meets the deficit on running expenses of the charity.

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: King George's Field–City of London

Registered charity number: 1085967

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Environment Department

Juliemma McLoughlin – Executive Director of Environment (appointed 2 August 2021)

Colin Buttery – Director of Open Spaces (retired 31 October 2021)

Bankers

Lloyds Bank Plc., P.O.Box 72, Bailey Drive, Gillingham Business Park, Kent ME8 0LS

Contact for The Chamberlain, to request copies of governance documents & of the Annual Report of City Fund:

PA-ChamberlainSecretariat@cityoflondon.gov.uk

Committee(s)	Dated:
Natural Environment Board	10 July 2023
Subject: Risk Management Update Report	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 4, 11, 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: Executive Director Environment	For decision
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

This report is presented to provide the Natural Environment Board with assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011. Risk is reviewed regularly within the Department as part of the ongoing management of the operations.

The Natural Environment Cross-Divisional Risk Register includes risks which are managed by the Natural Environment Director at a higher, strategic, level. The Cross-Divisional risks are summarised in this report and at Appendix 1.

Each of the Natural Environment charities holds its own risk register which is reported to its respective Committee.

City Gardens is part of the City Operations Division of the Environment Department, and its risks are held in a separate risk register which is summarised in this report and at Appendix 2.

Recommendations

Natural Environment Division Risks: Members are asked to confirm, on behalf of the City Corporation as Trustee, that the Natural Environment Cross-Divisional Summary Risk Register (Appendix 1) satisfactorily identifies the key top-level risks to the charities and that appropriate systems are in place to identify and mitigate risks across the charities.

City Gardens Risks: Members are asked to note the content of this report, the City Gardens Summary Risk Register (Appendix 2), and the action being taken to effectively manage these risks.

Main Report

Background

1. The City of London's Risk Management Strategy, which forms part of its Corporate Risk Management Framework, requires each Chief Officer to report regularly to Committees on the risks faced by their department.
2. The Charity Commission requires Trustees to confirm in a charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually.
3. Each Committee to which the Natural Environment Division of the Environment Department reports receives an update on the risks of the charity or charities relevant to the Committee every quarter. Detailed risk registers are presented to Committees every six months. The two interim quarterly reports present summary risk registers, with individual risks being reported in detail by exception.
4. The Executive Director Environment assures the Natural Environment Board that all risks held by the Natural Environment Division continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. Risks are regularly reviewed by management teams, in consultation with risk owners, with updates recorded in the corporate risk management information system (Pentana). Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 3.
6. The Natural Environment Cross-Divisional Risk Register includes risks which are managed by the Natural Environment Director at a higher, strategic, level. The Cross-Divisional risks are summarised in this report and at Appendix 1.
7. Each of the Natural Environment charities holds its own risk register which is reported to its respective Committee.

8. City Gardens is part of the City Operations Division, and its risks are held in a separate risk register which is summarised in this report and at Appendix 2.

Current Position

Natural Environment Cross-Divisional Risks

9. The Cross-Divisional Risk Register of the Natural Environment Division contains top, strategic, risks, such as those on key projects. Other risks on the register are those which are common to most or all sites: individual charities hold their own local risks on these matters, and the Cross-Divisional risk consolidates them for oversight by the Director.
10. The Cross-Divisional risks are owned by the Natural Environment Director and they have been recently reviewed in collaboration with the Natural Environment Senior Leadership Team.
11. The Register, summarised below and at Appendix 1, contains four RED risks and five AMBER risks:
 - **ENV-NE 001:** Health and Safety (RED, 24)
 - **ENV-NE 003:** Operational Property: Repair and maintenance of buildings and structural assets (RED, 24)
 - **ENV-NE 007:** Wanstead Park Reservoirs (RED, 24)
 - **ENV-NE 004:** Pests and diseases (RED, 16)
 - **ENV-NE 002:** Extreme weather and climate change (AMBER, 12)
 - **ENV-NE 005:** Impact of development (AMBER, 12)
 - **ENV-NE 011:** Recruitment and retention of staff (AMBER, 12)
 - **ENV-NE 010:** Budget pressures (AMBER, 8)
 - **ENV-NE 009:** Failure to implement the Charity Review (AMBER, 6)
12. The Wanstead Park Reservoirs risk (ENV-NE 007) is managed jointly with the City's Building Control Service. A detailed report on this project was presented to the Epping Forest and Commons Committee on 26 January 2023.

City Gardens Risks

13. City Gardens is part of the City Operations Division of the Environment Department, alongside Cleansing Services. The City Gardens Risk Register, summarised below and presented at Appendix 2, contains seven risks (three RED, three AMBER, and one GREEN) which are owned and managed by the City Gardens Manager and his Management Team.
 - **ENV-CO-GC 016:** Staff resources (RED, 16)
 - **ENV-CO-GC 017:** Decline in condition of assets (RED, 16)
 - **ENV-CO-GC 018:** Anti-social behaviour (RED, 16)
 - **ENV-CO-GC 011:** Tree and plant diseases and other pests (AMBER, 12)
 - **ENV-CO-GC 012:** Climate and weather (AMBER, 12)
 - **ENV-CO-GC 009:** Health and Safety incidents (AMBER, 8)
 - **ENV-CO-GC 015:** Electric vehicles (GREEN, 4)
14. Since the date of the last report to the Natural Environment Board, all risks have been reviewed and updated in the risk management information system. None of the risk scores have changed.
15. One risk, '**ENV-CO-GC 010: Finance – Budget pressure**' has been removed from the register. The risk was specific to the 2022/23 financial year, relating to delayed implementation of the Target Operating Model and pay award requirements. These factors were all managed and are now resolved. Should a new financial risk be identified following confirmation of the 2023/24 budget, a new risk will be created as appropriate.

Risk Management Process

16. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
17. Between management team meetings, risks are reviewed in consultation with risk and action owners, and updates are recorded in the corporate risk management information system (Pentana).
18. Regular risk management update reports are provided to the Natural Environment Board in accordance with the City's Risk Management Framework and the requirements of the Charities Act 2011.

Identification of New Risks

19. New and emerging risks are identified through several channels, including:
 - Directly by senior management teams as part of the regular review process.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures, e.g., slippage of target dates or changes to expected performance levels.

- In response to emerging events and changing circumstances which have the potential to impact on the delivery of services. For example, changes to legislation, accidents, severe weather events.

Corporate and Strategic Implications

20. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
21. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental high-level Business Plan, local Management Plans and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being taken into consideration as part of the development of the Natural Environment and City Operations Divisions' emerging strategies.
22. Risks which could have a serious impact on the achievement of business and strategic objectives are proactively identified, assessed and managed in order to minimise their likelihood and/or impact.

Conclusion

23. The proactive management of risk, including the reporting process to Members, demonstrates that the Environment Department is adhering to the requirements of the City of London Corporation's Risk Management Framework and the Charities Act 2011.

Appendices

- Appendix 1 – Natural Environment Cross-Divisional Risks - Summary Risk Register
- Appendix 2 – City Gardens Summary Risk Register
- Appendix 3 – City of London Corporation Risk Matrix

Contact

Joanne Hill, Business Planning and Compliance Manager, Environment Department

T: 020 7332 1301

E: Joanne.Hill@cityoflondon.gov.uk

This page is intentionally left blank



Natural Environment Cross-divisional Risks – Summary Risk Register

Generated on: 14 June 2023

Rows are sorted by Risk Score

Risk code	Risk title	Current risk score	Current risk score indicator	Target risk score	Target risk score indicator	Direction of travel	Flight path (last 10 assessments)
ENV-NE 001	Health & Safety	24		12			
ENV-NE 003	Operational Property: Repair and maintenance of buildings and structural assets *	24		24			
ENV-NE 007	Wanstead Park Reservoirs	24		8			
ENV-NE 004	Pests and diseases	16		12			
ENV-NE 002	Extreme weather and climate change	12		6			
ENV-NE 005	Impact of development	12		6			
ENV-NE 011	Recruitment and retention of staff	12		4			
ENV-NE 010	Budget pressures	8		6			
ENV-NE 009	Failure to implement the Charity Review	6		3			

* **N.B.** Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.

This page is intentionally left blank



City Gardens – Summary Risk Register

Generated on: 14 June 2023

Rows are sorted by Risk Score

Risk code	Risk title	Current risk score	Current risk score indicator	Target risk score	Target risk score indicator	Direction of travel (since last assessment)	Flight path (last 10 assessments)
ENV-CO-GC 016	Staff resources	16		12			
ENV-CO-GC 017	Decline in condition of assets	16		12			
ENV-CO-GC 018	Anti-social behaviour	16		6			
ENV-CO-GC 011	Tree and plant diseases and other pests *	12		12			
ENV-CO-GC 012	Climate and weather	12		6			
ENV-CO-GC 009	Health and Safety incidents/Catastrophic Health and Safety failure *	8		8			
ENV-CO-GC 015	Electric vehicles	4		1			

* **N.B.** Risks with an identical current and target score are those which we have mitigated to the lowest level possible at present. However, we continue to undertake a range of actions to maintain them at their current score, keep them under continual review, and seek opportunities to reduce the level of risk.

This page is intentionally left blank



City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

(B) Impact criteria

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

(C) Risk scoring grid

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	X				
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank