



Port Health & Environmental Services Committee

Date: TUESDAY, 24 JANUARY 2023

Time: 11.00 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

Members:

Deputy Keith Bottomley (Chairman)	Wendy Hyde
Mary Durcan (Deputy Chairman)	Henry Jones
George Abrahams	Elizabeth Anne King
Shahnan Bakth	Deputy Natasha Maria Cabrera Lloyd-Owen
Alderman Alexander Barr	Andrew McMurtrie
Deputy Christopher Boden	Deputy Henry Pollard
Tijs Broeke	Jason Pritchard
Timothy Butcher	Oliver Sells KC
Deputy Simon Duckworth (Chief Commoner)	Deputy Dr Giles Shilson
Deputy Peter Dunphy	Alethea Silk
John Edwards	Mandeep Thandi
Helen Fentimen	Luis Felipe Tilleria
Deputy Marianne Fredericks	Glen Witney
Steve Goodman OBE	Irem Yerdelen
Alderman Prem Goyal	Henrika Priest
Caroline Haines	Alderman Kawsar Zaman
Deputy Ann Holmes	

Enquiries: Ben Dunleavy@cityoflondon.gov.uk

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Michael Cogher
Acting Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 29 November 2022.

For Decision
(Pages 5 - 12)

4. **PUBLIC OUTSTANDING ACTIONS**

Members are asked to note the Committee's actions list.

For Information
(Pages 13 - 14)

5. **CEMETERY AND CREMATORIUM FEES AND CHARGES 2023-24**

Report of the Executive Director, Environment.

For Decision
(Pages 15 - 26)

6. **MESSAGE AND SPECIAL TREATMENT FEES 2023-24**

Report of the Executive Director, Environment.

For Decision
(Pages 27 - 38)

7. **BUSINESS PLANS 2022/23: PROGRESS REPORT (PERIOD 2, AUGUST-NOVEMBER)**

Report of the Executive Director, Environment.

For Information
(Pages 39 - 50)

8. **PORT HEALTH AUTHORITY UPDATE**

Report of the Executive Director, Environment.

For Information
(Pages 51 - 68)

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

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

11. **EXCLUSION OF THE PUBLIC**

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

Part 2 - Non-public Agenda

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 29 November 2022.

For Decision
(Pages 69 - 70)

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

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE

Tuesday, 29 November 2022

**Minutes of the meeting of the Port Health & Environmental Services Committee
held at the Guildhall EC2 at 11.00 am**

Present

Members:

Deputy Keith Bottomley (Chairman)	Caroline Haines
Mary Durcan (Deputy Chairman)	Deputy Ann Holmes
George Abrahams	Henry Jones
Deputy Christopher Boden	Deputy Henry Pollard
Timothy Butcher	Jason Pritchard
Deputy Peter Dunphy	Oliver Sells KC
John Edwards	Deputy Dr Giles Shilson
Helen Fentimen	Alethea Silk
Deputy Marianne Fredericks	Luis Felipe Tilleria
Steve Goodman	Irem Yerdelen
Alderman Prem Goyal	

Officers:

Juliemma McLoughlin	- Executive Director, Environment
Gavin Stedman	- Port Health & Public Protection Director
Jenny Pitcairn	- Chamberlain's Department
Rachel Pye	- Assistant Director of Public Protection
Tim Bage	- Assistant Director of Port Health
Joe Kingston	- Assistant Director (Gardens & Cleansing)
John Cater	- Committee Clerk
Ben Dunleavy	- Committee Clerk

1. APOLOGIES

Apologies were received from Alderman Barr, Wendy Hyde, Liz King, Deputy Natasha Lloyd-Owen, Henrika Priest, Mandeep Thandi, Glen Witney, and Alderman Zaman.

The Chairman welcomed the new clerk to the Committee, Ben Dunleavy.

The Chairman welcomed Tim Bage, Assistant Director, Port Health. Tim began working with the City Corporation on 21st November.

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

There were no declarations.

3. MINUTES

RESOLVED - That the public minutes and non-public summary of the meeting held on 10th October 2022 were approved as an accurate record.

4. **PUBLIC OUTSTANDING ACTIONS**

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

The Committee noted that discussions were continuing with Transport for London (TfL) but wanted to ensure that pressure was kept up to solve this issue once and for all. The Chairman asked officers to maintain a dialogue with counterparts at TfL and look to get a concrete programme timeline confirmed from them as soon as possible.

Mr Bakth (who attended the meeting via Teams) updated Members on the recent visit of Seb Dance, Deputy Mayor of London for Transport and Esther Sharples, LUL Director of Asset Renewals and Capital investment to Brandon Mews. It was encouraging that political support was there to get this resolved, options for interim measures included speed restrictions but it was clear that longer-term permanent solutions would need to be considered by all stakeholders over the coming year.

5. **BREXIT UPDATE**

The Committee received an oral Report of the Port Health & Public Protection Director concerning Brexit.

In response to a query about asking the government for recompense for the investment made at the Ports to prepare for increased checks post-Brexit, the Director confirmed that all the costs, to date, have been, in the main, covered by central government (the City was communicating with DEFRA about some additional legacy costs); he added that the workforce had grown to cater for the recent significant increases in rest-of-the-world trade.

Separately, the Director informed the Committee that, prior to Brexit, an equivalence agreement was in place with the EU which provided for checks to take place in EU ports on imports from Rest of the World (i.e., non-EU countries) where the final destination point was the UK; post-Brexit this is no longer the case. This creates a potential loophole, which would need to be addressed by government and UK wide port health authorities over the coming period.

A Report would be submitted to the next meeting of the Committee detailing recent trends around trade volumes.

RESOLVED – That the Committee noted the Report.

6. **REVENUE AND CAPITAL BUDGETS 2023/24**

The Committee considered a joint Report of the Chamberlain and the Executive Director, Environment concerning the revenue and capital budgets for the Port Health & Environmental Services Committee for 2023/24.

After a brief introduction from the Chairman, the Executive Director emphasised the renewed focus for the Department on income generation (e.g., increasing the scope for advertising in the Square Mile) and changes around the uses of other reserves (e.g., the on-street parking reserve) as ways in which the Department could deliver on its front-line priorities, such as street cleansing. Whilst the last several years had been characterised by retrenchment, with £10m being delivered in efficiency savings, it was now the time to end this cycle of “salami slicing” and concentrate instead on enhancing services; this budget round and the accompanying bilateral with the Chairman of the Finance Committee and the Chamberlain had proven very helpful in establishing a new financial base from which the department could work from over the medium to longer term.

In response to a query, officers would clarify who in the Corporate directly controlled the On-Street Parking Reserve. It was added that a Report would be coming back to the Committee in 2023 concerning future options around the Reserve and the Community Infrastructure Levy (CIL). It was also clarified that the current scope of any reserve funds managed by the Department carried restrictions, namely, that as most services operated by the Department were on a cost neutral basis, any use of the reserves could only be on the service it was originally raised from (e.g., any annual surpluses deriving from income from the Port Health Service could be utilised in future years to solely support the service).

It was clarified that the budget needed the approval of the service committee, it would then be subsumed into the wider Corporation budget for approval by the Finance Committee in February 2023, and the Court of Common Council in March.

In response to a query, officers clarified that the 2023/24 Budget was less than the current run-rate for the 2022/23 financial year, due to several carry forwards and revised phasing across the cyclical works programme in the Surveyor’s Department which, in the main, were impacting this financial year.

The Executive Director assured Members that significant work was going into resolving the unidentified savings target; “Green rated” income generation options were now ready to be rolled out, whilst “amber” and “red” options, despite needing further consideration by officers and Members due to the additional political risks involved, if delivered, had the potential to have a very meaningful impact on the department’s finances over the medium-longer term. The Chairman welcomed these remarks and suggested that an additional incentive for departments to generate greater income would be for those funds, once raised, to remain locally managed (i.e., to not be turned over to the corporate centre). The Chairman asked the Executive Director to bring back to the Committee the presentation that was used at the recent bi-lateral meeting for Members’ information.

The Chairman also asked that the cost and income for each individual service was brought back to Members after the meeting and this information was provided in future rounds of financial reporting.

It was stressed that the current budget for the provision of public toilets would not meet the projected demand on this service created by the increased footfall in the Square Mile as a result of Destination City. It was envisaged that funds from increased income generation would cover the costs of additional provision over the medium term.

It was clarified that the mechanical digger at the City of London Cemetery had now been commissioned, but that it would take some time for it to be delivered. More broadly, the Chairman confirmed that due to the pressure on the Corporation's capital expenditure in 2022/23, bids for capital spending had only been progressed on the basis of having a clear health and safety concern. The Chairman asked that the Executive Director return to the Committee in early 2023 with the medium-term capital expenditure plan for Members' information.

In response to a query, officers would come back to a Member after the meeting concerning the fluctuations between the budgets for costs related to Trading Standards.

In relation to a separate query, it was anticipated that the increased costs derived from higher energy prices, would be taken centrally as opposed to departmentally. It was further pointed out that the power purchase agreement (PPA) had gone some way in limiting the City Corporation's exposure to the significant increases in energy costs in 2022. The solar farm in Dorset now supplied half of the of the City Corporation's operational buildings' energy requirements.

RESOLVED – that the Committee:

- Reviewed and approved the proposed revenue budget for 2023/24 for submission to the Finance Committee;
- Reviewed and approved the proposed capital budgets for 2023/24 for submission to the Finance Committee;
- Agreed that amendments for 2022/23 and 2023/24 budgets arising from changes to recharges or any further implications arising from subsequently approved savings proposals, energy price increases and other reviews, changes to the Cyclical Works Programme, or changes to the resource envelope be delegated to the Chamberlain in consultation with the Executive Director Environment.

7. **RESIDENTIAL GARDEN WASTE TRIAL OUTCOME**

The Committee considered a Report of the Executive Director, Environment concerning the trial to collect garden waste at the Barbican Estate, the Golden Lane Estate, and Tudor Rose Court.

It was stressed that the recommendation to not proceed with a permanent garden waste collection was due to low participation and significant amounts of contamination during the trial and was not due to financial concerns. Any

alternative suggestions for private garden waste recycling across the City would be welcomed.

RESOLVED - That the Committee agreed that officers pursue alternative methods for residents to recycle their garden waste instead of introducing a permanent garden waste collection service.

8. **CASHLESS PUBLIC CONVENIENCE TRIAL**

The Committee considered a Report of the Executive Director, Environment concerning the contactless payment trial at Tower Place Public Conveniences.

In an effort to dig down a little deeper on the data in this area, particularly around the 38% figure (for contactless payments), a Member proposed that a contactless payment only trial should be undertaken at one of the City's public conveniences (keeping in mind the City's responsibilities to provide accessibility) and for the results to be fed back to the Committee following this. The Chairman supported this proposal and asked officers to come back to the Committee in due course.

RESOLVED – That the Committee agreed to continue accepting contactless and cash payments at Tower Place public conveniences and introduce contactless payment alongside cash at Paternoster Square public conveniences.

9. **ANIMAL HEALTH SERVICE - HARC CHARGES**

The Committee considered a Report of the Executive Director, Environment concerning the annual review of charges for the animal health team and the Schedule of Charges in respect of services provided at the Heathrow Animal Reception Centre (HARC), for the forthcoming financial year 2023/24.

In response to a query, officers emphasised that, given the increased level of competitors in this field, the fees were set in order for the services to remain competitive. It was also pointed out that elements of HARC's work had to be cost neutral.

The Department was aware of the pricing structure of competitors as this information was in the public domain, given the similarities in operations, it also had a good gauge of their likely costs.

RESOLVED – that the Committee:

- Approved the proposed new Animal Health Service contract fee structure.
- Approved a 5% increase for 2023/24 inspection fees, included in Appendix 1 of this Report, with effect from 1st April 2023.
- Approved a 3% increase for HARC fees through the proposed Byelaws contained in Appendix 2 of this report, and, recommend to the Court of

Common Council that the Byelaws be made, and that the Comptroller and City Solicitor be instructed to seal the Byelaws accordingly.

10. **50TH CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT**

The Committee considered a Report of the Executive Director, Environment concerning the 50th City of London Thames Fishery Research Experiment.

Several Members raised concerns about the appropriateness of the methodology involved in the Experiment, in particular, it was queried whether continuing to hold this as a competition was the most relevant, sophisticated and scientifically sound way forward, and, whether officers could look at ways in which the details the Experiment can be amended, given the practices elsewhere.

In addition, Members queried whether external funding by way of sponsorships could be secured for future years (e.g., the Fishmonger's Company)

Noting a Member's query about the recent news of a decline in mussels in the Thames near Reading, officers would add further detail around shellfish sampling and general volumes to the Report concerning wider Trade volumes discussed at Item 5.

RESOLVED – That, whilst supportive in principle the of the Experiment to take place in 2023, the Committee asked officers to return to the Committee in early 2023 with further ideas about amending the practices of the Experiment and securing funding via sponsorships.

11. **NOISE CONTROL ON THE TIDAL THAMES**

The Committee received a Report of the Executive Director, Environment concerning noise control on the tidal Thames.

A Member informed the Committee that a separate application for a "party boat" had been submitted to Westminster Council in recent weeks (this was in addition to the Ocean Diva application to Newham which had attracted circa 1,000 representations).

A Member asked whether the number of patrols could be increased from the current number of six and whether the borough councils of Tower Hamlets and Southwark could be approached with a view to asking them whether they would be interested in paying for additional patrols. Officers responded that they would raise this proposal when they next met the riparian Boroughs

In response to a separate query, officers highlighted the establishment of a new riparian cross boundary task group which the City was a Member of; they would provide a background note detailing the make-up, objectives and agenda of the group after the meeting.

RESOLVED – that the Committee noted the Report.

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

There were no questions.

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

There was one item of business:

The Committee were informed that the outline proposal for a community bin programme (analogous to the community toilet programme) where businesses would provide their bins for the public to use, proved to be legally difficult, as the City Corporation had a statutory duty to collect litter itself, and not to effectively delegate this to others. Therefore, this proposal would not be progressed at this time.

14. **EXCLUSION OF THE PUBLIC**

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

15. **NON-PUBLIC MINUTES**

RESOLVED - That the non-public minutes of the meeting held on 10th October 2022 were approved as an accurate record.

16. **Q2 DEBT REPORT**

The Committee received a Report of the Executive Director, Environment concerning the level of debts in connection with Environmental Health, Trading Standards, HARC, Port Health, Cleansing, and Cemetery and Crematorium services provided by the Environment Department as at 30th September 2022.

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

There were no questions.

18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were two items of non-public urgent business.

The meeting closed at 12.42 pm

Chairman

Contact Officer: John Cater
John.Cater@cityoflondon.gov.uk

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Port Health & Environmental Services Committee – Outstanding Actions

Item	Date	Action	Officer(s) responsible	To be completed/ progressed to next stage	Progress Update
1.	15 January 2019	Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate	Executive Director of Environment	Ongoing	Discussions are continuing with TfL, with officers looking to get a concrete programme timeline confirmed from them as soon as possible.
2.	22 November 2022	Presentation on income generation and capital plan	Executive Director of Environment	Ongoing	The Chairman asked the Executive Director to provide for Members information the presentation on income generation and the medium term Capital Plan used at the recent bi-lateral meeting. Officers are scheduling a session with Members to present the information.

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Agenda Item 5

Committee(s): Port Health and Environmental Services Committee	Dated: 24/01/2023
Subject: Cemetery and Crematorium Fees and Charges 2023-24	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: Juliemma McLoughlin Executive Director Environment	For Decision
Report author: Gary Burks Superintendent, City of London Cemetery and Crematorium	

Summary

Fees and charges for the services provided at the City of London Cemetery and Crematorium are reviewed annually and this report presents the proposals for 2023/24.

The report proposes price increases of 4.5% (with some rounding) for cremations, burials, new graves, urns and caskets, and memorial related services. Other fees, such as those for memorial gardens, grave care, book of remembrance, genealogy searches and grave transfers will not change. The Cemetery and Crematorium continues to offer a wide range of cremation and burial options to ensure that we cater to a range of needs and budgets.

The proposed increases are set to help us in our aim to maintain a break-even position for the Service and ensure our fees are in line with other providers in the local area.

Recommendation(s)

Members are asked to:

- Agree the fees and charges as set out in this report and shown in Appendix 1 for implementation with effect from 1 April 2023

Main Report

Background

1. The City of London Cemetery and Crematorium carries out an annual review of its fees and charges and the new fees come into force on 1 April each year. This report sets out the proposed fees and charges for the year 2023/24 for your Committee's approval.

Current Position

2. The strategy used when setting fees and charges in previous years has been to keep prices affordable, maintain choice and increase income to meet the needs of the service and to operate as close to a break-even position as possible. Last year fees were increased by 2% for burials, new graves, cremations, and most other items.
3. When setting fees in a competitive market, it is critical to consider those charged by our competitors. We have therefore reviewed the fees and charges of other authorities and private companies in the surrounding areas; details are given in Tables 1 and 2 below.
4. The cost of funerals has climbed significantly in recent years but has now stabilised with reductions in some areas. The City of London Corporation has considered this when offering a range of funeral choices and in the setting of fees and charges. The City of London Corporation provides choice and prices to ensure that burial and cremation remains affordable.
5. The Children's Funeral Fund was introduced in England in July 2019 and means that families who suffer the death of a child (up to the age of 18) do not have to meet the cost of the funeral. The fund is generous and allows for a cremation or burial and for a grave to be purchased that will allow for future adult burials. To date we have processed 39 claims through the fund.
6. In February 2021 the City introduced live funeral streaming at the modern crematorium, this has been extremely well received and has improved the offer at the site. At the time of writing, we have carried out a total of 1,123 streaming services (485 in 2022). We are confident that the live streaming of funerals will continue to be a benefit to the bereaved and an asset to the City Corporation.
7. Tables 1 and 2 provide a comparison of the cremation and lawn grave fees of surrounding local authorities and private companies: these have been provided in detail as indicative benchmarks. A full list of proposed burial and cremation charges at the City of London Cemetery and Crematorium is provided at Appendix 1: these include a wide variety of funeral options ranging from early morning "drop off" cremation slots with no service, to longer weekend funeral times; and from burial in a public or woodland grave through to large, constructed graves or catacomb loculi with 100-year leases. This wide range

helps to ensure choice and that more affordable options remain despite price increases.

Table 1 – Comparison table of fees and charges for cremation at the City and other local crematoria (December 2022)

Crematorium	Adult standard fee	Charge for Visual Tribute Display	Saturday Fee	Sunday Fee	Fee for funeral after 4pm	Early Cremation fee - adult
East London	£869	Y	£1,304	£1,739	N	£750
Enfield	£977	Y	£1,466	£1,954	N	£750
South Essex	£995	Y	£1,742	£1,742	Y	Not stated
Forest Park	£1,040	Y	£1,430	£1,820	N	£730
Parndon Wood	£1,095	Y	£1,370	£1,645	N	£765
New Southgate	£950	Y	£1,190	£1,425	N	£525
Manor Park	£945	Y	£1,600	£1,600	N	£615
Enfield	£977	Y	£1,466	£1,954	N	£750
Croydon	£923	Y	£1,275	Not available	N	£713
Bentley	£999	Y	£1,499	£1,998	N	£750
City of London	£995	N	£1,428	£1,428	N	£536
City of London Proposed fee for 2023/24	£1,040	N	£1,492	£1,492	N	£560
Note: City of London Residents will receive a reduction of £520 on the proposed fees						

8. Table 1 shows that the current cremation fee is competitive with other local crematoria, that the proposed fee is in keeping with fees within the general area and continues to provide value for money, whilst providing extra income needed to meet inflationary increases.

Table 2 - Residential and non-residential adult grave purchase and burial fees (December 2022)

Cemetery	New lawn grave Resident & Non-Resident (including 1 st interment)	Burial Fee (Current)
East London	Not publicly available	Not publicly available
Manor Park	£4,500	£1,850
Forest Park	(Res) £3,349	(Res) £1,048
	(Non-Res) £6,349	(Non-Res) £1,862
South Essex	(Res) £3,620	(Res) £1,420
	(Non-Res) £7,240	(Non-Res) £2,840
Enfield	(Res) £4,873	(Res) £1,838
	(Non-Res) £7,782	(Non-Res) £1,838
Croydon	(Res) £3,662	(Res) £1,520
New Southgate	Standard Grave £7,995 Heritage Vault Grave £14,950	£2,350
City of London (Heritage Grave)	(Non-Res) £3,906	£1,734
City of London (virgin soil) Lawn	(Non-Res) £5,345	£1,734
Proposed fee for 2023/24	Heritage (Non-Res) £4,082 Virgin Soil Lawn (Non-Res) £5,585	£1,812
City of London Residents will receive a reduction of £520 on the proposed fees		

9. Table 2 illustrates that there is a significant variation between fees, but the City Corporation remains in line with those of other nearby local authorities and with our nearest private competitors and that our burial fees are also in keeping. However, the landscape value, service provision and maintenance levels at the site means that it remains the preferred burial location choice for many.

Proposals

10. Having considered the information set out above and having consulted within the funeral industry and with cemetery staff, we believe that the market can withstand the price increases proposed in the following paragraphs and listed in Appendix 1.

11. The level of increase proposed for 2023/24 is 4.5% (with some rounding of fees) for cremations, new graves, and other fees such as interments, memorial mason fees and urns and caskets. There is no proposed increase for memorial gardens, grave care, book of remembrance or other ancillary services. This will increase our cremation fee to £1,040; it is felt that any greater increases at this time would not be prudent. There is no increase for genealogy fees or grave transfers as both are currently slightly high.
12. The City offers a proposed woodland grave fee, including burial, of £3,170 and a heritage grave (reuse grave) fee of £4,082 which allows for a memorial. At the opposite end of the fee structure the proposed charge for a partly constructed grave will be £25,762. This offers a choice to suit a wide range of families. Local charges for funeral streaming, where it is available, range from £45 to £80 and we propose to keep our current fee of £66 as it is reasonable but not excessive.
13. The Cemetery and Crematorium service has made significant above inflation increases in previous years and has met the 12% savings required as part of the Target Operating Model (TOM). We do not envisage that this increase will affect our market share due to the level of service provided and the likely increases that will be made by our local competitors.
14. Options such as early cremation services at a lower fee ensure that those families on low income can still choose the City of London as a choice for the funeral of a loved one and our proposed fee of £520 for funerals with no service means that families choosing to have a funeral service elsewhere (at a local church for example) can do so. This means that our proposed cremation fees range from £520 up to £1,492 for those with a full service in our chapel at the weekend.

Key Data

15. This report sets out proposals for a 4.5% increase in fees and charges at the City of London Cemetery and Crematorium for new graves, burials and cremations. No increase is proposed for memorial gardens, grave care and book of remembrance provisions. This proposal is made after careful benchmarking as set out in the tables above and is intended to increase income whilst maintaining the offer of affordable burial and cremation as well as a range of choices to bereaved families in the areas served.

Options

16. **Option 1** - Agree the proposed scale of charges for the year 1 April 2023 to 31 March 2024 as set out in the main list attached as Appendix 1 and explained within this report. **This is recommended.**

17. **Option 2** - To keep charges as they are. This would be, in effect, a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended.**
18. **Option 3** - To increase fees and charges higher than those proposed in Appendix 1. This has the risk of putting our fees and charges in the upper / higher end of the market and make us less competitive. This could result in a reduction in the number of burials, cremations and take up of other services provided at the Cemetery and Crematorium as families choose to go to cheaper neighbouring facilities. It could also contribute to funeral debt and funeral poverty. **This is not recommended.**

Corporate and Strategic Implications

Strategic Implications

19. The Cemetery and Crematorium services actively contribute to the following Corporate Plan 2018-23 aims and outcomes:
 - Contribute to a flourishing society
 - Shape outstanding environments

Financial Implications

20. The Cemetery and Crematorium is expected to operate as a not-for-profit service and to meet all costs, where possible. We will achieve this by introducing a new pricing plan and by the careful management of expenditure whilst trying to avoid a reduction in the quality of maintenance and the service provided to bereaved families. The proposed fees and charges should generate additional income of approximately £150,000 which will contribute towards increases in costs.
21. Officers wish to remind this Committee that the services we provide are at the point of need and whilst we may retain our percentage share of the market, any regional trend in death rates may create unpredictability around the achievement of income.

Resource Implications

22. The recommendations in this report have no additional resource implications.

Legal Implications

23. The City of London is empowered to make fees and charges for the services provided at the Cemetery and Crematorium under powers provided within Article 15(1) of the Local Authorities Cemeteries Order 1977 and section 9 of the Cremation Act 1902. Such fees must be properly incurred.

Risk Implications

24. The Cemetery and Crematorium business risks are not changed by the recommendations in this report.

Equalities Implications

25. The recommendations in this report should have no impact (positive or negative) on people protected by existing equality legislation – age, disability, gender reassignment, race, religion, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. There is no fee for the cremation and service of a child up to 16 years and the burial fee for a child is reduced by the current full cremation fee.

Climate Implications

26. There are no climate implications from the recommendations in this report. However, it should be noted that the successful completion of the cremator replacement project in February 2021 means that the emissions from all cremations carried out by the crematorium now are fully abated when all plant is working correctly. The current legal requirement is for 50% abatement.

Security Implications

27. There are no security implications from the recommendations within this report.

Conclusion

28. As the major provider of burial and cremation services for the City and its neighbours, the Corporation is recognised as one of the UK's leading burial and cremation authorities. In addition to meeting the needs of the bereaved, the City of London Cemetery and Crematorium is an historic and listed open space (the largest in the London Borough of Newham) and one that was originally designed as both a park and an educational resource. The Cemetery and Crematorium is, however, also a business in competition with several local public and privately-owned operators.

29. The above factors have been considered in setting the fees and charges for the Cemetery and Crematorium for implementation in financial year 2023/24 which I propose for approval by your Committee.

Appendices

- Appendix 1 – main items of the Proposed Fees and Charges for 2023/24

Report author

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**City of London
Cemetery and Crematorium
Proposed Fees and Charges 2023/24**

Cremation

Day	Time	Type	Duration of service	2022/2023	2023/2024
Monday – Friday	0800 - 0900	No service	Nil	£498	£520
	0830 – 1000	Adult	30 mins	£536	£560
	1015 – 1800	Adult	30 mins	£995	£1040
	1000 – 1800	Adult	60 mins	£1,301	£1,360
	0830 – 1800	Under 16	30 mins	Free	Free
	1000 – 1800	Under 16	60 mins	£306	£320
Saturday - Sunday	0900 – 1330	All	Up to 60 mins	£1,428	£1,492
Webcasting	Where available			£66	£66

Burials

Grave	Grave Type	Type	Duration of Church service	2022/2023	2023/2024
Burial in a private grave	Lawn	Adult	30 mins	£1,734	£1,812
		Under 16	30 mins	£741	£772
	Traditional Grave up to 7x3	Adult	30 mins	£1,938	£2,025
		Under 16	30 mins	£943	£985
	Traditional Grave over 7x3	Adult	30 mins	£2,142	£2,238
		Under 16	30 mins	£1,147	£1,198
Burial in a public grave		Adult	30 mins	£1,734	£1,812
		Under 16	30 mins	£739	£772
		Baby	30 mins	£612	£639
Burial in the garden for babies		Baby	30 mins	£370	£386
Additional costs for chapel services		Weekday	Extra 15 mins	£186	£194
Additional fees & charges		Saturday	30 mins	£370	£386
		Sunday	30 mins	£550	£575
Chapels for memorial services			Per hour	£377	£394

New Private Graves

Grave	Lease (in years)	2022/23 including 1 st Interment £1,734	2023/24 including 1 st Interment £1,812	Ground Only 2022/23	Ground Only 2023/24	Lease Extension Per year 2022/23	Lease Extension Per year 2023/24
Woodland	30	£3,034	£3,170	£1,300	£1,358	£43.35	£45.27
	45	£3,685	£3,849				
	60	£4,335	£4,528				
	75	£4,985	£5,207				
Heritage General	30	£3,906	£4,082	£2,172	£2,270	£72.40	£75.66
	45	£4,992	£5,216				
	60	£6,078	£6,351				
	75	£7,164	£7,486				
Conservation Lawn	30	£5,345	£5,585	£,3610	£3,773	£120.35	£125.76
	45	£7,150	£7,471				
	60	£8,955	£9,357				
	75	£10,760	£11,244				
Large lawn						£126.50	£132.20
Heritage (Large)	50	£9,434	£9,858	£7,700	£8,046	£154	£160.93
Traditional Conservation	50	£6,884	£7,193	£5,150	£5,381	£103	£107.63
	75	£9,460	£9,884				
Traditional non-constructed	75	£13,584	£14,194	£11,850	£12,382	£158	£165.10
	100	£17,534	£18,322				
Traditional part constructed	100	£25,234	£26,372	£23,500	£24,560	£235	£245.60
Catacomb	100	£9,734	£10,172	£8,000	£8,360	£80	£83.60

*The above fees are reduced by **£1,040** for people under 16 years old. There must be a minimum of 30 years remaining on the lease of a grave before any further full depth burials can take place.*

Ashes

Option	2022/23	2023/2024
Burial of Ashes in a Lawn Grave (Maximum Depth)	£1,204	£1,260
Burial of Ashes in a Traditional grave (Maximum depth)	£1,295	£1,353
Burial of Ashes in a Woodland grave (in an eco urn)	£342	£357
Strewing of Ashes from other crematoria	£215	£225
Scattering of Ashes on a Lawn Grave	£215	£225
Scattering of Ashes in Garden of Rest (if cremation carried out at City of London)	Free	Free
Weekend surcharge for burial / strewing of Ashes	£141	£147
Storage of Ashes – first two months	Free	Free
Storage of Ashes – after two months (per month)	£39	£40.75
Storage of Ashes – annual fee	£233	£243
Burial of Ashes in a Private Grave* - no Landing	£294	£307
Burial of Ashes in a Private Grave* – 7'x3' Landing	£430	£449
Burial of Ashes in a Private Grave* – over 7'x3' Landing	POA	POA

*This fee is only applicable for existing graves where interments have already occurred and where no further full burials will take place

Graves for Ashes

Option	2022/23	2023/2024
Classic grave for Ashes (10 years) if Available	£1,530	£1,598
Classic Ash Grave Lease extension (per year)	£153	£159.80
Lawn grave for Ashes (20 years)	£3,942	£4,120
Lawn Grave lease extension (per year)	£197	£206

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Committee(s)	Dated:
Port Health and Environmental Services	24 January 2023
Subject: Massage & Special Treatment Fees 2023/24	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1,4,5
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Executive Director of Environment	For Decision
Report author: Aggie Minas - Licensing	

Summary

The City of London Corporation may set annual fees for those premises requiring a licence for Massage and Special Treatments (MSTs) and for those premises seeking to register for acupuncture, tattooing, ear / cosmetic piercing, or electrolysis. The report outlines relevant case law which has indicated that the process for setting the fees must be robust, that income received through the licensing process cannot exceed the cost of obtaining that income and the administration part of the fee must be charged separate to the non-administration or compliance part of the fee.

The matters considered by the licensing service in setting the proposed fees are discussed and include all aspects of the licensing process.

The proposed fees will result in a reduction in income compared with previous, non-COVID affected, years. This is largely due to some businesses having permanently closed because of the pandemic.

Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2023/24 as set out in Appendix 2 (column two).

Main Report

Background

1. Part IV of the London County Council (General Powers) Act 1920 permits the City Corporation to set a fee for the administration and inspection costs associated with granting or renewing a licence to permit an establishment to carry on massage or special treatments (MSTs). Examples of the different types of massage and special treatments which require a licence can be seen as Appendix 1.
2. Part V of the Greater London Council (General Powers) Act 1981 permits the City Corporation to set a fee for the administration and inspection costs associated with registering an individual or premises for the practice of acupuncture or the business of tattooing or cosmetic piercing.
3. Part VIII of the Local Government (Miscellaneous Provisions) Act 1982 permits the City Corporation to set a reasonable fee for registering a premises under this Act associated with the practice of electrolysis.
4. Licences are valid for twelve months from the date of grant unless revoked. The licence fee is due for payment at the time of application or prior to renewal.
5. Registrations are valid indefinitely unless suspended or cancelled by an order of court for a contravention of an applicable byelaw.
6. A High Court case held on 16 May 2012 (*R (Hemming and Others) v Westminster City Council*) concluded that the amount of the fee is required to be determined every year and further that a local authority was precluded from making a profit from the licensing regime. A full account of the fee income and expenditure would therefore need to be considered to ensure a surplus is not being made.
7. Successive appeals/decisions in the Court of Appeal, The Supreme Court and the European Court of Justice decided that the fee can include administrative costs involved, the costs of vetting the applicants (in the case of applications for a licence) and the costs of investigating/enforcing the licensing scheme including costs involved in enforcement against those premises that are not licensed.

Calculation of Fees for 2023/24

8. To avoid possible complications arising from non-compliance with the Hemming decision, the licensing service has carried out an in-depth examination of the processes that are undertaken in order to administer the licence application/renewal and the costs of investigating compliance with any licence conditions, or any unlicensed enforcement activity.
9. In determining the proposed fee structure for MST premises the following factors have been taken into account:

- Officer time spent on processing applications including site inspections and the issue of any licence
 - Officer time spent on the development and maintenance of processes and guidance notes
 - Training of staff as necessary
 - A proportion of the service costs such as accommodation, equipment and central recharges
 - Officer time spent on inspections of licensed premises to ensure compliance with terms and conditions of any licence
 - Administration cost and inspections to ascertain compliance with byelaws in relation to the registration of premises and individuals.
10. MST fees for 2023/24 have been calculated on the above basis for each of a number of different types of licence/registration. Proposed fees can be seen as Appendix 2. All proposed fees are the total fees and include an element for the administrative element of issuing a licence and an element for inspection and compliance with legislation.
11. Due to the restrictions placed on businesses during the COVID pandemic, some premises let their MST licence lapse. Others subsequently surrendered their licence possibly as a result of reduced footfall in the City post pandemic and the rising cost of energy. In total, 23 premises have closed since March 2020. Whilst there have been 8 new applications made in 2022/23, it is unsure how many more premises will reopen, therefore any forecast figures for 2023/24 can only be approximate.
12. The forecast number of applications for each type of licence/registration have been estimated for 2023/24 and can be seen in the table below along with the number of licences/registrations that were issued in 2022/23.

	2022/23	2022/23	2023/24
	Forecast	Actual	Forecast
New MSTs with lasers	2	3	5
Renewal of MSTs with lasers	10	11	11
New MSTs	7	5	8
Renewal of MSTs	65	55	55
Premises Registration (without MST licence)	2	6	2

Premises Registration (with an MST licence)	4	1	2
Additional registration(s)	0	0	0
Individual Registration	15	15	12

Proposals/Options

13. If fees are set lower than those recommended the result will be a deficit for 2023/24 as costs of administering the licence will not be fully met from income received.
14. Fees set higher than those recommended will result in a surplus i.e. an income which exceeds the cost of providing the service.
15. Proposed fees for 2023/24 would normally have included any under/over recovery from 2021/22.
16. However, due to the exceptional circumstances during 2021/22, with some restrictions still in place for MST premises, or delayed opening due to lack of customers, and additional resources required to carry out inspections on businesses following the COVID restrictions, it has not been possible to calculate the exact amount of any surplus or deficit from 2021/22. This will be rectified when setting future fees once we are able to accurately calculate the surplus or deficit.
17. Any under or over recovery of costs from 2022/23 will be calculated after the end of that financial year and will be carried forward to be taken into consideration in setting fees for 2024/25.
18. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge

Corporate & Strategic Implications

19. The proposals within this report meet the requirement to set fees for the licensing of activities within the London County Council (General Powers) Act 1920, the Greater London Council (General Powers) Act 1981 and the Local Government (Miscellaneous Provisions) Act 1982, as they apply to the City of London Corporation.

Implications

19. Setting the recommended fees will result in MST licence estimated income for 2023/24 of £45,000 in line with the budgeted income.

Setting fees above or below those recommended will have the implications as set out in paragraph 13-18 above.

Appendices

- Appendix 1 – Examples of Massage and Special Treatments
- Appendix 2 – Proposed Fees for 2023/24

Background Papers

None

Aggie Minas

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London County Council (General Powers) Act 1920
Licensing of establishments for massage or special treatment

Examples of Massage and Special Treatment

- a. Massage** including but not limited to acupuncture, aromatherapy, ayurveda, body massage, bower technique, champissage (Indian head massage), facial massage, Grinberg method, holistic massage, manual lymphatic drainage, marma therapy, metamorphic technique, reflexology, rolfing, shiatsu, sports massage, stone therapy, thai massage or tui-na.
- b. Manicure** including but not limited to all forms of manicures, nail extensions or pedicures.
- c. Chiropody**
- d. Light** including but not limited to colour therapy, infra-red, lasers / intense pulse light (IPL), lumi-lift / lumi-facial or ultra-violet tanning (sunbeds).
- e. Electric** including but not limited to endermologie, faradism, foot detox, galvanism, high frequency, lumi-lift / lumi-facial, micro current therapy, scenar therapy or ultra sound.
- f. Vapour** including but not limited to facial steamers, halo therapy or steam room.
- g. Baths** including but not limited to fish pedicures, floatation tank, foot detox, hydrotherapy, sauna, spa or thalassotherapy.

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Special Treatment Licence Fees 2023/24

This document sets out the fees payable for the licensing and/or the registration of:

- premises providing massage or special treatments
- premises that carry on the business of acupuncture, ear piercing or tattooing
- individuals that carry on the practice of, acupuncture, ear piercing or tattooing
- premises that carry on the business of electrolysis.

The fee is made up of 2 parts:

- The Administration element is the cost of processing the application and must be paid at the point the application is made
- The Compliance element is the cost of managing and enforcing the special treatments licensing regime and needs to be paid at the point the licence is granted

NOTE: Both parts of the fee must be paid before the licence can be granted.

(Important – please read note C)

Application Type	Proposed Total Fee 2023/24	Administration element of fee (See note A below)	Compliance element of fee (See note A below)	Current Fees 2022/23
New massage and special treatment licence <u>to include laser treatment</u>	£760	£580	£180	£760
Renewal of a massage and special treatment licence <u>to include laser treatment</u>	£570	£430	£140	£570
New massage and special treatment licence <u>No laser treatment</u>	£660	£480	£180	£660
Renewal of a massage and special treatment licence (<u>No laser treatment</u>)	£500	£360	£140	£500



Special Treatment Fees 2023/24

Registration to provide acupuncture, tattooing, piercing or electrolysis - premises <u>without</u> an MST licence	£355	£380* (see note D)	N/A (see note B)	£340
Registration to provide acupuncture, tattooing, piercing or electrolysis - premises <u>with</u> an MST licence	£320	£320	N/A (see note B)	£320
Additional Registration(s) (Premises)	£285	£285	N/A (see note B)	£275
Registration of an Individual	£55	£55	N/A (see note B)	£55

Note A:

The Administration element of the fee is not refundable, even for unsuccessful applications as the fee only covers the administration and inspection costs of processing the application.

However, if an application is withdrawn prior to the technical inspection, the cost of the technical inspection will be refunded: **£248** for a new licence with no laser treatment and **£348** for a new licence with laser treatment.

If a licence is surrendered during the period in which it is in force, a refund of the Compliance element of the fee will be given for every full month remaining on the licence.

Note B:

No part of the fee for a registration is refundable, even for unsuccessful applications, as the fee only covers the administration and inspection costs of processing the application.

Note C:

The local authority is not permitted to charge for both elements of the fee up front. However, in order to assist customers, we will accept payment for the total fee upon application. In these circumstances the Compliance element of the fee will of course be refunded if the licence is not renewed/granted.

If you do pay just the Administration element of the fee up front the Compliance element will have to be paid before the licence is granted and issued.



Special Treatment Fees 2023/24

Note D:

The proposed fee is lower than the administration cost in 2023/24 to avoid a large percentage increase in the fee in one year. The remaining increase required will be factored into future fees, spreading the total uplift across two to three years

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Committee(s): Port Health & Environmental Services Committee	Dated: 24 January 2023
Subject: Business Plans 2022/23: Progress Report (Period 2, August-November)	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 2, 5, 6, 8, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
Report of: Juliemma McLoughlin, Executive Director, Environment	For Information
Report authors: Joanne Hill, Environment Department	

Summary

This report provides an update on progress made during Period 2 (August-November) 2022/23 against the High-Level Business Plans 2022/23 for the following service areas of the Environment Department which fall within the remit of your Committee:

- The Cleansing Service
- The Port Health and Public Protection Division

Recommendation(s)

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

1. Your Committee is responsible for the following service areas of the Environment Department:
 - The Cleansing Service
 - The Port Health and Public Protection Division
2. The 2022/23 High-Level Business Plan of each service area was approved by your Committee in January 2022. The plans set out the key aims, workstreams and key performance indicators (KPIs) for the year ahead.
3. To ensure your Committee is kept informed, progress made against the High-Level Business Plans is reported to you on a periodic (four-monthly) basis, along with current financial information. This approach allows Members to ask questions and have a timely input into areas of particular importance to them.

Cleansing Service

4. Appendix 1 contains an update on the Cleansing Service's performance during Period Two. Headline performance information is provided as infographics. This is followed by detailed KPI results.
5. During Period 2 (August 22 to December 22), the Management Team continued to monitor the 12 Key Performance Indicators (KPIs) relevant to the performance of the Waste Collection and Street Cleansing contract. These KPIs will be reported separately to this committee on an annual basis. There are no significant issues.
6. Progress against the Cleansing Service's own KPIs has been kept under review:
 - a) NI191 (the amount of residual domestic waste per household) is performing well against target: 105.84kg per household against a target of 125kg per household.
 - b) NI192 (percentage of domestic waste recycled) has missed the target for the period: 30.06% against a target of 32%. In accordance with the Mayor of London's Environment Strategy, the Reduction and Recycling Plan continues to being undertaken.
 - c) NI195 (the amount of land with unacceptable level of litter, detritus, fly tipping and graffiti), which is independently monitored by Keep Britain Tidy, achieved the revised target when measured in March 2022, with all elements of the survey meeting the required standards of cleanliness. The City's overall score of 1.34% for all areas compares well to previous years.
 - a) The attended Public Convenience facilities at Tower Hill and Paternoster, which serve the main tourist attractions, continued to see lower usage than the same period in previous years.
 - b) A performance indicator relating to the fleet carbon emissions is being developed. We are in the process of capturing a full year's data in order to establish baseline figures and set targets.
 - c) The Community Toilet Scheme membership has been reviewed to ensure all current members are up to date and aware of their commitments under the scheme: 15 new members were added during this period bringing the total to 68.
 - d) There has been no change to membership of the Clean Streets Partnership.
 - e) The Clean City Awards Scheme has recruited 59 members so far this year.

Port Health and Public Protection Division (PH&PP)

7. Appendix 2 contains an update on the Port Health and Public Protection Division's performance during Period Two. Headline performance information is provided as infographics. This is followed by detailed KPI results.
8. Updates on progress against key workstreams and other achievements during the period are summarised below:
 - a) **Air Quality**

The Air Quality Team commenced work with Defra on the development of a British Standards Institute Principles of Standardisation document on low-cost air quality sensors. Team members also delivered a seminar with NYPD and New York City Council on managing emissions from vehicles.
 - b) **Brexit**

We continue to fully engage with the UK Government on plans for new Border Operating Model in relation to food, feed and live animals, to advise and help shape policy. Further details are provided in the separate 'Port Health Update' report presented to this Committee.
 - c) **Supporting City businesses**

Information on City events is now being made available to licensed premises to drive business decisions on opening and staffing.

Officers are working with BIDs and other agencies in supporting 'pop-ups', seasonal markets, lunchtime markets and other events to increase footfall.

Implementation of the 'Al Fresco Eating and Drinking Policy' continues with all new pavement licence applications are being dealt with at pace and free pre-application advice provided.

The Commercial Environmental Health Team has now reached the final stage of the Team's Service Plan, the aim of which is to return to 'business as usual', undertaking more planned proactive interventions and planning project work.
 - d) **Pollution control**

The Pollution Team's ongoing consultation with the Planning and Development Division ensures that air, land and noise issues are considered at the earliest opportunity and at pre-application stage. The Team's rapid response service to noise complaints 24/7, 364 days per year, alleviates any noise disturbances and supports City occupiers.
 - e) **Construction Impacts Levy**

Two new Construction Levy Officers are now in post. A graduate position is also being recruited to. Residents are being supported at meetings and site

visits with construction companies and developers. The Scheme is enabling mitigations to be planned well in advance, consultations with residents carried out, and swift follow-up to any complaints.

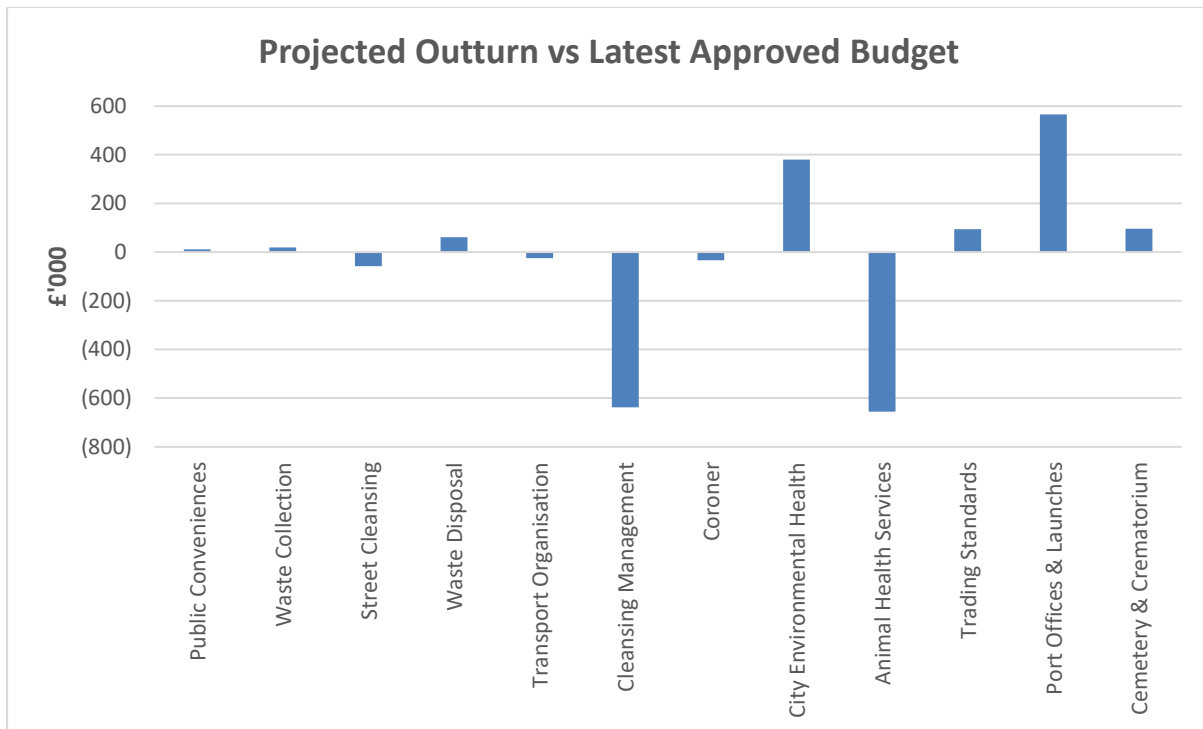
f) **Cemetery and Crematorium**

The new burial area, known as the 'Haywood Lawn' became operational in the Autumn.

The replacement of grave digging equipment, vehicles and plant has progressed. A new tractor and mini-digger have now been received and an order has been placed for a large excavator has been placed. All three items are being purchased using the Cemetery Reserve Fund.

Financial Information

9. The end of November 2022 monitoring position for the Environment Department shows a projected year end overspend of £50k overall, an improvement of £126k from the position at the end of August.
10. Within that overall total, the Executive Director is forecasting a projected year end overspend of £185k for her services reporting to the Port Health and Environmental Services Committee, an increase in projected overspend of £156k from the position at the end of August.



Notes:

1. Zero is the baseline latest approved budget for each Division of Service.
2. Graph shows projected outturn position against the latest approved budget.
3. A variance above the baseline is favourable i.e., either additional income or reduced expenditure.
4. A variance below the baseline is unfavourable i.e., additional expenditure or reduced income.
5. Overall the Committee is forecasting an overspend of £185k at year end.

11. Appendix 3 sets out a more detailed financial analysis of each division of service relating to this Committee, including reasons for significant budget variations (generally those over £50k).

12. The largest factors contributing to the projected overspend for this Committee are:

- The Committee's share of departmental unidentified savings.
- A reduction in income at Heathrow Animal Reception Centre as a result of several factors: reduced throughput due to limitations on capacity whilst not fully staffed, high levels of cancellations due to airline disruptions, and a general downturn in trade.
- The element of the annual price uplift in the Veolia contract which could not be met through contract efficiencies.

13. These overspends are significantly offset in particular by:

- Salary savings due to staff vacancies across the service.
- Additional income from the Construction/Deconstruction Levy and Ports non-EU trade.

14. The Executive Director is continuing to seek further opportunities to address the small remaining projected overspend for the Department.

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 within this report, with further detail included in the appendices.

Resource implications – None.

Legal implications – None.

Risk implications – Risks to achieving the objectives set out in the Business Plan of each service area are identified and managed in accordance with the City of London Risk Management Framework. Risk Registers are reported to this Committee on a regular basis.

Equalities implications – None.

Climate implications – None.

Security implications – None.

Appendices

Appendix 1 – Cleansing Service, Period 2 2022/23

- a) Key performance information (infographics)
- b) Progress against Key Performance Indicators

Appendix 2 - Port Health & Public Protection Division, Period 2 2022/23

- a) Key performance information (infographics)
- b) Progress against Key Performance Indicators

Appendix 3 – Financial information (as at 30 November 2022)

Background Papers

‘Draft High-Level Business Plans 2022/23’ (PH&ES Committee, 18 January 2022)

Contacts

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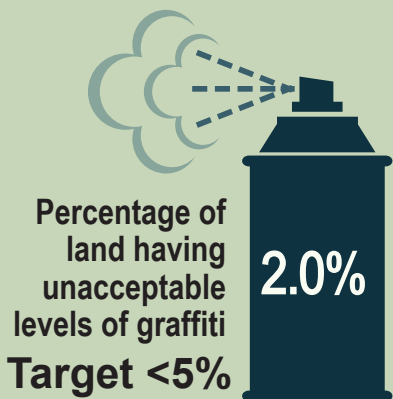
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Financial information:

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Percentage of household waste sent for reuse, recycling and composting

Target 32%



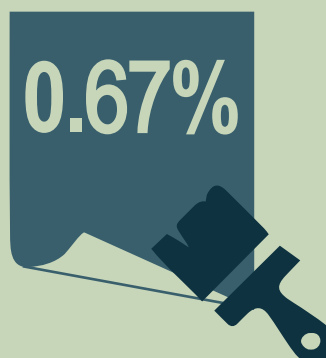
0.67%

Percentage of land having unacceptable levels of detritus

Target <5%

Number of members in the scheme

Target 80



Percentage of land with unacceptable levels of fly-posting

Target <5%



Target 75



Number of members in the scheme

252

Target 300



2.0%

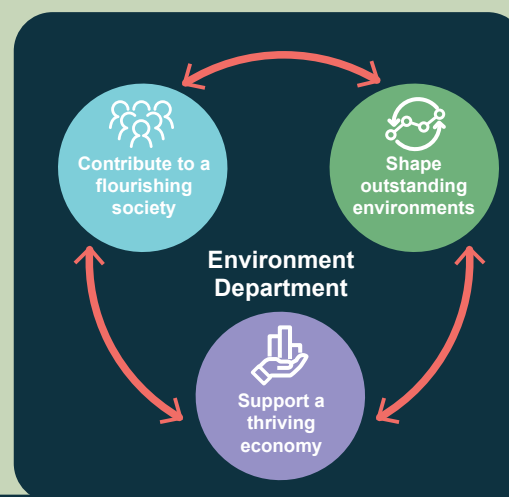
Percentage of land assessed as having unacceptable levels of litter

Target <5%



Kilograms per household of waste collected

Target below 125kg



Cleansing Service
Progress against Key Performance Indicators
Period One: 1 April - 31 July 2022

Performance Measure	Performance Period One 2022-23	Target 2022-23	Performance Period Two 2022-23
NI 191: Kilograms of waste collected per household.	114.68kg	<375kg per annum <125kg per period	105.84kg
NI 192: Percentage of household waste sent for reuse, recycling or composting.	29.25%	>32%	30.06%
NI 195: Percentage of City land with unacceptable levels of litter, graffiti etc. *1	1.25%	<5%	1.34%
<i>Litter</i>	2.16%	<5%	2.00%
<i>Detritus</i>	0%	<5%	0.67%
<i>Graffiti</i>	2.16%	<5%	2.00%
<i>Flyposting</i>	0.66%	<5%	0.67%
Reduction of carbon footprint of cleansing fleet vehicles. *2	TBC	TBC	TBC
Number of plastic bottles saved due to water refill points (approx.).	98,068	Improve	TBC
Public toilet usage.	103,117	594,000 per annum 198,000 per period	100,779
Community Toilet Scheme: number of members.	53	75	68
Clean Streets Partnership: number of members.	252	300	252
Clean City Awards Scheme: number of members.	45	80	59
<p>*1 This indicator is independently monitored by Keep Britain Tidy.</p> <p>*2 This figure shows the reduction in carbon from the last fleet in 2018 to the most recent full year of data available (2021). This indicator's collection and calculation methodology is being developed to provide more timely and consistent data.</p>			

Business Plan 2022/23

Key performance information

Period 2: August - November 2022

Public Protection



229

food hygiene inspections conducted
(2022/23 year to date: 414)



209

cases where enforcement action
was undertaken in relation to
unlicensed street trading



940

Trading Standards complaints &
service requests received
(2022/23 year to date: 1917)

Food Hygiene Rating Scheme: profile of food businesses



Require
improvement
(0-2 rating)

Broadly compliant
(3-5 rating)

Period 2
2022/23

48

1574

Period 1
2022/23

36

1587



242

noise complaints investigated
(2022/23 year to date: 514)

Burials

284

(2022/23 year to date: 546)



Cremations

771

(2022/23 year to date: 1500)

Port Health

Products of Animal Origin consignment checks

2688

physical checks
(2022/23 year to date: 5211)

4641

documentary checks
(2022/23 year to date: 9427)



Products of Non Animal Origin consignment checks

2033

physical checks
(2022/23 year to date: 3669)

12026

documentary checks
(2022/23 year to date: 24442)

Animal Health



199

Animal Health inspections
carried out
(2022/23 year to date: 350)



5976

consignments of animals through
Heathrow Animal Reception Centre
(2022/23 year to date: 11463)

Port Health and Public Protection Division
Progress against Key Performance Indicators
Period Two: 1 August – 30 November 2022

Performance Measure	Performance Period One 2022-23	Target 2022-23	Performance Period Two 2022-23
Air Quality Percentage of the City's area that meets the health-based Limit Values and WHO Guidelines for nitrogen dioxide levels by 31 March 2023. (Ultimate target is 90% by 31 March 2025).	N/A <i>Annual measure</i>	90% by 31 March 2025	94% (2021)* ¹
Port Health Proportion of imported food and feed consignments that satisfy the checking requirements cleared within five days.	a) Products of Animal Origin: 85%	85%	86% * ²
	b) High-risk Products of Non-Animal Origin: 93%	93%	92%
Port Health Proportion of imported food and feed consignments (Products of Non-Animal Origin - PNAO) subjected to documentary controls within five days.	94%	85%	96%
Heathrow Animal Reception Centre Percentage of missed flights for transit of animals caused by the Heathrow Animal Reception Centre.	<1%	<1%	<1%
Trading Standards Respond to 100% of victims of investment fraud identified to the Trading Standards Service within five working days to advise on the risk of repeat targeting, assess the need for safeguarding interventions and initiate the safeguarding process where appropriate.	100%	100%	100%
Pollution Control * ³ 90% of justifiable noise complaints investigated result in a satisfactory outcome.	100%	90%	100%
Commercial Environmental Health: Food Safety * ⁴ Over the course of the year, secure a positive improvement in the overall Food Hygiene Ratings Scheme (FHRS) ratings profile for City food establishments compared to the baseline profile at 31 March 2013.	N/A <i>Annual measure</i>	Improved profile	N/A <i>Annual measure</i>
Commercial Environmental Health: Health & Safety Complete the annual risk-based cooling towers inspection programme in order to ensure that the risk of Legionnaires' disease is being effectively managed by all those responsible.	N/A <i>Annual measure</i>	100%	N/A <i>Annual measure</i>
Cemetery and Crematorium Number of burials	262	830 (annual target)	284
Cemetery and Crematorium Number of adult cremations	729	2,460 (annual target)	771
Cemetery and Crematorium Amount of gas used to heat the Modern Crematorium (kWh)	6,026 kWh	21,500 kWh (annual target)	3,995 kWh

Performance Measure	Performance Period One 2022-23	Target 2022-23	Performance Period Two 2022-23
Cemetery and Crematorium Energy generation from solar power - electricity in kWh	8,129 kWh	25,750 kWh <i>(annual target)</i>	10,268 kWh
<p>*1 Data on the % area of the Square Mile which meets the NO2 limit value is only made available by calendar year and approximately 10 months in retrospect. The 2021 data has recently been provided and shows 94% - an increase on the 2020 figure of 93%. This increase was expected due to the return of workers to the City during 2021.</p> <p>*2 The requirement for enhanced checks on Brazilian imports continues to impact clearance rates at London Gateway. The percentage given for August-November 2022 excludes Brazilian imports. The clearance rate for Brazilian products only was 76% within 5 days.</p> <p>*3 Percentage of total justified noise complaints investigated resulting in noise control reduction to an acceptable level and/or prevention measures; complaints may or may not be actionable through statutory action.</p> <p>*4 The purpose of this indicator is to show an overall improvement in the FHRS rating profile across all City food establishments by the end of the year. The target cannot be expressed as a specific percentage since any increase will indicate achievement.</p>			

Port Health & Environmental Services Committee
Local Risk Revenue Budget as at 30 November 2022
(Expenditure and unfavourable variances are shown in brackets)

	Latest Approved Budget 2022/23 £'000	Forecast for the Year 2022/23		Notes
		Forecast Outturn £'000	(Over) / Under £'000	
Port Health & Environmental Services (City Fund)				
Public Conveniences	(487)	(476)	11	
Waste Collection	(1,969)	(1,950)	19	
Street Cleansing	(4,538)	(4,596)	(58)	1
Waste Disposal	(961)	(900)	61	2
Transport Organisation	(281)	(306)	(25)	
Cleansing Management	341	(297)	(638)	3
Coroner	(310)	(344)	(34)	
City Environmental Health	(2,060)	(1,680)	380	4
Animal Health Services	1,534	878	(656)	5
Trading Standards	(464)	(370)	94	6
Port Offices & Launches	(792)	(227)	565	7
Cemetery & Crematorium	1,767	1,863	96	8
TOTAL PORT HEALTH & ENV SRV COMMITTEE	(8,220)	(8,405)	(185)	

Notes:

- 1. Street Cleansing** - The forecast overspend is due to contract price uplift that could not be offset by efficiencies, partly offset by staff vacancies and improved income from Fixed Penalty Notices.
- 2. Waste Disposal** - The projected underspend is due mainly to additional income from third party waste disposal together with a reduction in recycling costs.
- 3. Cleansing Management** - The projected overspend is due mainly to the Committee's share of departmental unidentified savings, and redundancy costs, partly offset by a transfer from reserves to reduce the overspend.
- 4. City Environmental Health** - The projected underspend is mainly due to additional income from the Construction/Deconstruction Levy together with staff vacancies.
- 5. Animal Health Services** - The projected overspend is mainly due to a reduction in income resulting from limitations on capacity whilst not fully staffed, high levels of cancellations due to airline disruptions, and a general downturn in trade. There are also projected additional costs for booking system development and premises repairs and maintenance, partly offset by staff vacancies.
- 6. Trading Standards** - The projected underspend is mainly due to staff vacancies.
- 7. Port Offices & Launches** - The projected underspend is mainly due to staff vacancies and an increase in non-EU trade income.

Committee(s): Port Health and Environmental Services Committee	Dated: 24 January 2023
Subject: Port Health Authority Update	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 5 11
Does this proposal require extra revenue and/or capital spending?	N
Report of: Juliemma McLoughlin, Executive Director Environment	For Information
Report author: Gavin Stedman, Port Health & Public Protection Director	

Summary

This report provides an update to Members on the current position in respect of the post-Brexit checks on imported food and feed from the EU and Rest of World. Additionally, it provides information about the wider role of the London Port Health Authority (LPHA) in relation to food hygiene and food standards official controls performed by the LPHA including shellfish sampling, International Health Controls and Environmental Protection.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

The City of London Corporation is the London Port Health Authority (LPHA) for 94 miles of the tidal Thames, from Teddington lock to the outer estuary. The LPHA covers the ports at London Gateway, Tilbury, Tilbury 2, Purfleet, Thamesport, Sheerness and London City Airport – and over 60 other wharves. The LPHA aims to protect public, animal and environmental health. Appendix 1 shows the spread of the main ports with the LPHA Area.

Brexit update

1. On 12 December 2022, the Minister of State, Baroness Neville-Rolfe DBE CMG, provided PHAs and other stakeholders with an update on the timeline for the Target Operating Model (TOM) for Sanitary and Phytosanitary (SPS) checks on goods from the European Union (EU) and Rest of World (RoW). Legislation has been passed that has allowed the Transitional Staging Period (TSP) applying to SPS goods imported from EU to GB to be extended until 31 January 2024.

2. A period of engagement will now follow on the proposed operating model with Defra and the FSA. The Committee have previously agreed six key principles that will form the basis of our when representing the City Corporation in discussions with Government and its agencies. (Appendix 2)
3. It is probable that a new timetable will be proposed which will outline how the UK will work towards full implementation. This is likely to coincide with the establishment of a Single Trade Window (STW) as detailed in the UK Border Strategy for 2025, which will use technology and data to inform an approach that provides a seamless trading environment whilst upholding bio-security.
4. On 19 December 2022, Defra confirmed in writing to the Town Clerk that it will continue to fund eight staff at LPHA for the financial year 2023/2024 and payments will be made through the Port Health Transition Fund (PHTF). This will allow retention of capacity and skills for delivery of the TOM as well as continuing the ongoing work on managing biosecurity risks (e.g. African Swine Fever). Defra has separately confirmed that this will include legacy costs (e.g. redundancy payments etc.).
5. Officers will continue to keep the Committee apprised of any new developments in this area of policy.

Port Health Authority Performance Indicators

6. The Port Health Authority has the following KPIs reported in the High-Level Business Plan for 2022/23:
 - **All Products** - 85% of imported food and feed consignments that satisfy the checking requirements are cleared within 5 days
 - **Products of Animal Origin (POAO)** - 85% of imported food and feed consignments that satisfy the checking requirements are cleared within 5 days
 - **High Risk Products of Non-Animal Origin (HRPNAO)** - 85% of imported food and feed consignments (Products of Non-Animal Origin) are subjected to mandatory documentary controls within 5 days.
7. These KPIs are solely focused on food imported through our ports. However, it should be noted that the LPHA provides a wide range of International Health and Food Hygiene related functions, these are outlined below.
8. Progress made against KPIs is reported to Members on a regular basis. An update on progress during Period 2 (August-November) of 2022/23 is provided in a separate report to this Committee.

London Port Health Authority Responsibilities

Imported Food

9. The Official Control Regulations (2017/625 and 2019/627) give the powers to LPHA to regulate the flow of imported food through its ports into the UK.
10. Imported food and feed throughput in 2021/22 was 600,000 and is on course to clear 700,000 in 2022/23. The sharp growth from 2021 onwards is attributed to the UK's exit from the EU since when all goods are now classed as 'Rest of World'. Although income growth does not correlate directly to container throughput, imported food and feed income in 2021/22 was £3,550k and for 2022/23 is projected to be in the region of £4,000k to 4,075k, solely based on Rest of Work trade. This serves to highlight the potential impact of any target operating model that puts the EU on a similar footing to the RoW with check levels similar to those currently conducted.
11. Appendix 3 contains a graph and map showing growth in trade and spread of international trade into London's ports. Figure 1 shows the growing trend in food imports. Figure 2 shows the spread of origin of international trade in foodstuffs.

International Health (Ships, Aircraft and other 'conveyances')

12. LPHA has powers under the Public Health (Ships) Regulations 2007 (as amended) and Public Health (Aircraft) Regulations 2007 (as amended) which enable the monitoring and enforcement of the International Health Regulations 2005. Each week, 100 commercial vessels visit the Thames, and London City Airport clears an average of 14,000 passengers (2021). The legislation is aimed at controlling infectious disease, whilst these powers originate from 1884, they were thrown into sharp focus over the last three years because of the COVID pandemic. In 2022, LPHA received 3816 Maritime Declarations of Health, boarded 78 vessels and issued 41 ship sanitation certificates. Additionally 382 water samples were taken from vessels or shore side supplies to ensure that water supplied to vessels is fit for use in either drinking or bathing.

Food Hygiene

13. Within the ports and docks of London there are 141 food production premises, ranging from small cafes through to manufacturing operations. These businesses require routine inspection for food hygiene purposes to ensure that they are handling food hygienically, the premises meet set standards, and they have risk management systems in place. Some of the premises are located on the river, so the River Division support Port Health Officers to access these premises further up the Thames. The LPHA has a Section 101 agreement with Thurrock Council to inspect food premises within the London Gateway Logistic Park area on their behalf; therefore the number of food businesses are likely to increase. The LPHA is currently on track to inspect all

premises this financial year and currently all premises, but 4, are deemed to be broadly compliant.

Shellfish Monitoring

14. LPHA have 21 beds encompassing the Rivers Roach, Crouch and Thames Estuary. The species monitored for fitness for human consumption are: pacific oysters, native oysters, cockles, mussels, manilla clams, razor clams and hard clams. The River Division collect samples each month to monitor E.coli. Some beds are biotoxin monitoring sites: frequency of the biotoxin samples depends on the season. The team is required to take approximately 250-275 programmed samples per year. Should a bed fail to meet the required standards, powers exist to allow LPHA to close the bed until satisfactory samples are obtained. LPHA collects 5 monthly classification and biotoxin samples for the Swale Borough Council and 2 classification samples for Thanet Borough Council.

Environmental Protection

15. The Environmental Permitting (England) Regulations 2016 (as amended) require LPHA to permit, monitor and enforce air quality emissions with any activities that require regulation. These range from concrete crushing and batching, paint spraying, animal feed storage etc. There are currently 14 permitted processes monitored by LPHA. Alongside protecting air quality from industrial sources, the team has numerous powers to monitor pollution such as dust and noise from the ports, and the river.
16. The Environmental Protection Act 1990 provides powers in respect of statutory nuisance. LPHA is duty bound under this legislation to investigate complaints of statutory nuisance arising from activities within the ports. The complaints received are mainly related to noise and dust, but can extend to other sources such as gases, light or accumulations.

Mosquito Monitoring

17. In partnership with the UK Health Security Agency (UKHSA) LPHA monitor a number of ports and other related sites for invasive mosquito activity. With ships, aircraft and lorries entering the UK from a wide range of international destinations, surveillance is important to monitor for evidence of invasive mosquito activity and trends over time. LPHA establish sites each year in conjunction with the UKHSA.

Case Studies

18. Appendix 4 contains two case studies of recent inspection work conducted by LPHA.

Conclusion

19. The regime for checking of imported food into the UK remains unclear but officers are engaged with government agencies, trade bodies and colleagues in other PHAs, in order to shape and influence this important area of policy. Members will be kept updated on the proposals as they emerge.
20. Members are asked to note the wide range of work conducted by the Port Health Team in keeping London safe, whilst ensuring London's ports are the best to do business through.

Appendices

Appendix 1: Spread of Ports across the LPHA area

Appendix 2: City Corporation - Six Key Brexit Principles

Appendix 3: Graph and Map showing growth in trade and spread of origin of food stuffs into London's Ports.

Appendix 4: Case Studies of LPHA inspection work

Background Papers

- Impact of the UK leaving the EU (Brexit) on Port Health & Public Protection – report to Port Health & Environmental Services Committee, 19 September 2017.
- Update on the impact of the UK leaving the EU (Brexit) on Port Health & Public Protection – report to Port Health & Environmental Services Committee
 - 6 March 2018
 - 16 July 2018
 - 27 November 2018
 - 24 September 2019
 - 26 November 2019
 - 3 March 2020

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Appendix 1: Spread of Ports across the LPHA area

Geographical Spread of LPHA Ports



- 1 – London City Airport, 2 – Purfleet, 3 – Dartford, 4 – Port of Tilbury, 5 – London Gateway Port, 6 – Sheerness
7 – Thamesport, 8 – Ridham Docks

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Appendix 2: City Corporation - Six Key Brexit Principles

The City Corporation has agreed and is promoting the following principles in relation to biosecurity and Brexit:

- The same, or an improved, level of consumer protection should be sought for public, animal and environmental health in terms of any proposed changes to regulatory controls after the UK leaves the EU.
- Any changes to the current legislation should be commensurate with the risk posed by different activities and trades, as it is recognised that some enforcement requirements could be streamlined.
- The UK should continue to recognise EU controls in order to avoid resourcing implications at the UK border; and this would **best** be done as part of a reciprocal agreement with mutual recognition, as this would be more sustainable politically, promote regulatory alignment, and facilitate UK-EU trade.
- Full cost recovery for local authorities and port health authorities to enforce relevant legislation is essential, and this should be extended to include those areas not already covered, particularly if they have to undertake additional controls as a result of Brexit.
- The current checks at UK and EU borders on third country imports should be maintained to facilitate free movement of goods within the EU, and between the EU and the UK, and the UK should maintain access to existing IT and rapid alert arrangements.
- To control public health and animal health risks effectively, and to prevent the potential spread of zoonosis, monitoring, checks and controls on high risk food, feed and animals should be undertaken at first point of entry into the UK, i.e. at its borders.

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Appendix 3: Graph and Map showing growth in trade and spread of international trade into London's ports.

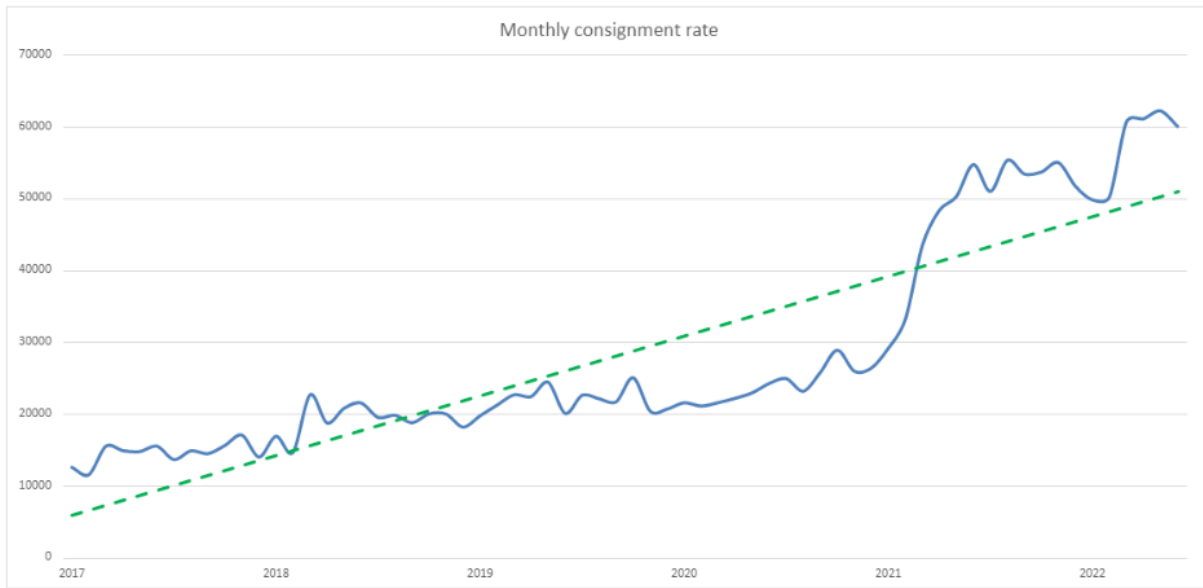


Figure 1: The growing trend in food imports through London's ports

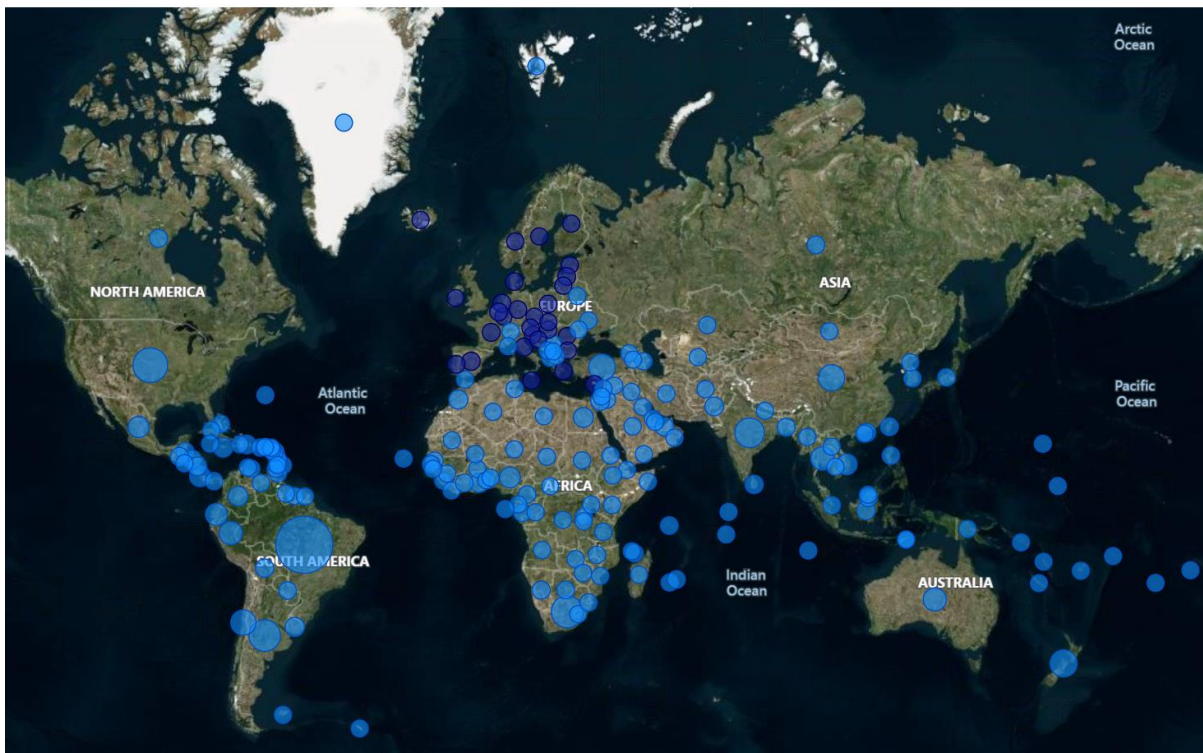


Figure 2: Spread of origin of trade in foodstuffs from around the world into London's ports.

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Appendix 4: Case Studies of LPHA inspection work

PHES Committee Case Study 1 – Environmental Protection

Certain activities undertaken within the LPHA area are regulated under either the Local Authority Integrated Pollution Prevention and Control (LA-IPPC) applies an integrated environmental approach to the regulation of certain industrial activities (known as “A2” or “Part A2” installations).

While others are not within the scope of the scope of the IPPC Directive and are under the LAPPC regime regulating air emissions. The permitting arrangements are essentially the same as for LA-IPPC.

It involves determining the appropriate controls for industry to protect the environment through a single permitting process. This means that emissions to air, water (including discharges to sewer) and land, plus a range of other activities must be considered together. It also means that local authorities, if they approve an application for an environmental permit, must set permit conditions so as to achieve a high level of protection for the environment as a whole.

The LPHA performs annual checks, risk assessments and issues new permits or variations to existing permits as required and investigates any breaches of permit conditions.

The docks within the LPHA control have a number of such premises including a large cement grinding plant in Tilbury dock, nominally producing 1 million tonnes of cement per year from clinker, which is classed as an A2 premises, and a number of cement batching installations at Sheerness classified as B2 premises.



Photograph 1 : Cemex site at Tilbury



Photograph 2 : Inspecting Vesper Floating cement installation at Tilbury.



Photograph 3 : Silos at Sheerness



Photograph 4: Checking operation systems at Sheerness

PHES Committee Case Study 2 - Food and Feed import Inspections

Port Health conduct daily inspections of feed and food cargo which can lead to the discovery of imports which are intentionally trying to evade controls. A recently qualified Port Health Officer started a routine inspection of mixed food from Nigeria at our port in Tilbury. She was looking for the soft drink Fanta as it has been known to contain illegal colours however, during the search she came across some suspicious cartons. Port Health work requires intuition as well as fact-based checks and, in this case, intuition caused the officer to open cartons labelled as “Yam Flour”. Inside the cardboard carton, foil wrapped parcels were found to contain dried animal hide and meat (see attached photograph).

The hide and meat were determined to be bovine origin and Nigeria was known for an outbreak of foot and mouth disease so measures were put in place to secure the entire import container while veterinary colleagues checked sanitization requirements. Ultimately the goods were formally rejected by our veterinary officers and removed from the import container for controlled incineration.

The officer also rejected 50 cartons, the original reason for entering the container, after they were found to contain illegal food colourings. Port Health randomly check around 2% of imports which are not subject to formal controls. We use risk criteria to identify likely imports as it would be impractical to inspect every arrival however, large numbers of imports still enter Britain without any checks.



Photograph 5: 'Ponmo' found during a routine imported food inspection.

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

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