



## Port Health & Environmental Services Committee

**Date:** TUESDAY, 7 JANUARY 2025  
**Time:** 11.00 am  
**Venue:** COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL  
**Members:**

Mary Durcan (Chairman)	Wendy Hyde
Deputy Peter Dunphy (Deputy Chairman)	Henry Jones MBE
George Abrahams	Gregory Lawrence
Shahnan Bakth	Andrew McMurtrie
Alderman Alexander Barr	Deborah Oliver
Deputy Christopher Boden	Deputy Henry Pollard
Deputy Timothy Butcher	Henrika Priest
Deputy Simon Duckworth OBE D	Hugh Selka
Deputy John Edwards	Deputy Dr Giles Shilson
John Foley	Alethea Silk
Dawn Frampton	Mandeep Thandi
Deputy Marianne Fredericks	Luis Felipe Tilleria
Steve Goodman OBE	Jacqui Webster
Caroline Haines	Glen Witney
Jaspreet Hodgson	Alderman Kawsar Zaman

**Enquiries:** **Kate Doidge**  
[kate.doidge@cityoflondon.gov.uk](mailto:kate.doidge@cityoflondon.gov.uk)

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

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**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. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 19<sup>th</sup> November 2024.

**For Decision**  
(Pages 7 - 14)

4. **OUTSTANDING ACTIONS**

The Committee to note the Outstanding Actions.

**For Information**  
(Pages 15 - 16)

5. **REVENUE AND CAPITAL BUDGETS 2025-26**

Joint Report of the Chamberlain and the Executive Director of Environment.

(Note: Appendix 4 is Non-Public and can be found under Agenda Item 18).

**For Decision**  
(Pages 17 - 30)

6. **ENVIRONMENT DEPARTMENT HIGH-LEVEL BUSINESS PLAN 2025-30**

Report of the Executive Director of Environment.

**For Decision**  
(Pages 31 - 52)

7. **MESSAGE AND SPECIAL TREATMENT (MST) FEES FOR 2025-6**

Report of the Executive Director of Environment.

**For Decision**  
(Pages 53 - 62)

8. **STREET TRADING FEES FOR 2025-6**  
Report of the Executive Director of Environment.  

**For Decision**  
(Pages 63 - 70)
9. **CEMETERY AND CREMATORIUM FEES AND CHARGES 2025-2026**  
Report of the Executive Director of Environment.  

**For Decision**  
(Pages 71 - 82)
10. **CEMETERY AND CREMATORIUM ADMINISTRATION SYSTEM**  
Report of the Executive Director of Environment.  

**For Decision**  
(Pages 83 - 90)
11. **52ND CITY OF LONDON THAMES FISHERY RESEARCH EXPERIMENT**  
Report of the Executive Director of Environment.  

**For Decision**  
(Pages 91 - 114)
12. **TERRORISM (PROTECTION OF PREMISES) BILL - 'MARTYN'S LAW'**  
Report of the City Remembrancer.  

**For Information**  
(Pages 115 - 120)
13. **LONDON PORT HEALTH AUTHORITY ORDER 2024**  
Report of the Executive Director of Environment.  

**For Information**  
(Pages 121 - 132)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**  
Any items of business that the Chairman may decide are urgent.

16. **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**

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 19<sup>th</sup> November 2024.

**For Decision**  
(Pages 133 - 134)

18. **REVENUE AND CAPITAL BUDGETS 2025/26**

Joint Report of the Chamberlain and the Executive Director of Environment (Non-Public Appendix 4, to be read in conjunction with Agenda Item 5).

**For Information**  
(Pages 135 - 136)

19. **HAZARDOUS WASTE COLLECTION AND DISPOSAL SERVICE CONTRACT**

Report of Executive Director of Environment.

**For Information**  
(Pages 137 - 152)

20. **PORT HEALTH SERVICE UPDATE**

Report of the Executive Director of Environment.

**For Information**  
(Pages 153 - 158)

21. **ANIMAL HEALTH AND WELFARE SERVICE - NEW SERVICE DELIVERY PLAN**

Report of the Executive Director of Environment.

**For Information**  
(Pages 159 - 176)

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

23. **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, 19 November 2024

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

### **Present**

#### **Members:**

Mary Durcan (Chairman)	Caroline Haines
Deputy Peter Dunphy (Deputy Chairman)	Jaspreet Hodgson
George Abrahams	Wendy Hyde
Alderman Alexander Barr	Gregory Lawrence
Deputy Christopher Boden	Andrew McMurtrie
Deputy Timothy Butcher	Deborah Oliver
Deputy John Edwards	Deputy Henry Pollard
John Foley	Hugh Selka
Dawn Frampton	Alethea Silk
Deputy Marianne Fredericks	Jacqui Webster

#### **Officers:**

Katie Stewart	- Executive Director, Environment
Timothy Bage	- Environment Department
Ruth Calderwood	- Environment Department
Joanne Hill	- Environment Department
Ian Hughes	- Environment Department
Joe Kingston	- Environment Department
Joanna Leyden	- Environment Department
Susie Pritchard	- Environment Department
Rachel Pye	- Environment Department
Jenny Pitcairn	- Chamberlain's Department
Frank Marchione	- Comptroller & City Solicitor's Department
Kate Doidge	- Town Clerk's Department

### **1. APOLOGIES**

Apologies were received from Shahnaz Bakht, Steve Goodman, Henrika Priest, and Alderman Kawsar Zaman.

Henry Jones observed the meeting online.

### **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 24<sup>th</sup> September 2024 be approved as an accurate record.

4. **OUTSTANDING ACTIONS**

RESOLVED – That the Committee note the outstanding actions.

5. **AIR QUALITY STRATEGY 2025 TO 2030**

The Committee received a report of the Executive Director of Environment, concerning the approval of the final Air Quality Strategy 2025 to 2030.

A Member raised that the greatest source of particulates in the City was construction, yet the City Corporation had an objective within its draft City Plan 2040 to deliver more office buildings, and greater emphasis needed to be placed on better working practices. The Committee heard that the largest local source was from construction activity, however 90% of PM<sub>10</sub> did not originate from within the City. There was a code of practice that construction companies were expected to adhere, and equipment used at construction sites were regulated. Officers also made visits to construction sites to check compliance. In addition, a section of the Strategy focused on collaboration with stakeholders outside of the City as there were many factors that were outside of the control of the City Corporation.

It was noted that the biggest source of PM<sub>2.5</sub> was cooking fuels, and it was queried whether this included schools within the City. The Committee heard that cooking fuels used in the City should be smokeless, such as specific charcoals and woods (i.e., solid fuels). The City Corporation advised on cooking fuels as this was a soft approach and a raising awareness exercise with restaurants and would be followed up if they continued to use unauthorised fuels. This would also include schools.

RESOLVED – That the Port Health and Environmental Services Committee approve the final Air Quality Strategy 2025 to 2030.

6. **ANIMAL HEALTH AND WELFARE SERVICE - ANNUAL REVIEW OF CHARGES**

The Committee received a report of the Executive Director of Environment, concerning the recommendation of the Byelaws for the Heathrow Animal Reception Centre (HARC), and the approval for the listed fees for the licensing services delivered by the Animal Health Team.

It was noted that at previous meetings, Members had raised concerns that there was a lack of flexibility with the fees. Therefore, the Byelaws listed the maximum chargeable fees and sought agreement for a delegated authority for the Executive Director of Environment to amend the fee structure, up to twice a year, by up to 20% (but not exceeding the maximum). This would be 20% per annum.

In terms of whether the fees could be increased further, the response was that the way in which agents operated and potentially competing European Border



Control Posts needed to be taken into account, to provide fees that were the best option for all stakeholders. Officers were satisfied that the proposed fees were appropriate. Later, the Committee heard that there were some charges for additional administration and practical work, but there were no surcharges to offset other costs. The byelaws would need to be amended if the Corporation wished to charge beyond the agreed maximum charge, which would require approval from the Court of Common Council.

The Corporation was obliged under legislation to publicly list fees for its services relating to HARC. Additional materials were produced for customers.

RESOLVED – That Members:

- Approve the HARC Byelaws as listing the maximum chargeable fees from April 2025 (Appendix 1).
- 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.
- Approve the listed fees for licensing services delivered by the Animal Health Team (Appendix 2).
- Approve delegated authority for the Executive Director of Environment to amend the fee structure, up to twice a year, by up to 20% (not exceeding the maximum).

## 7. **CIRCULAR ECONOMY FRAMEWORK FOR THE CITY OF LONDON CORPORATION**

The Committee received a report of the Executive Director of Environment, concerning the approval for the implementation of the City of London's Circular Economy Framework.

A Member queried how the framework would be enforced. The response was that a key issue would be the creation of a market for regenerated materials, which included facilitating this within the planning process. There were multiple platforms currently in existence for regenerated materials, and the City Corporation could help facilitate the market and reduce the stigma on used materials in the industry.

It was suggested that the number of "Give and Take" days be increased, to provide more opportunities for residents to give away items they no longer needed and take things they may have a use for. The response was that these days were frequently well attended but would ultimately depend on the resource available to run more.

Finally, it was said that the Circular Economy Framework concerned changing the mindset surrounding used materials, to ensure that it did not become waste.

RESOLVED – That Members approve the implementation of the Circular Economy Framework and the associated Action Plan 2024-2027.

8. **PROPOSED CHARGES FOR STREET CLEANSING, WASTE COLLECTION, AND PUBLIC CONVENIENCES 2025/26**

The Committee received a report of the Executive Director of Environment, concerning the annual submission of the Street Cleansing, Waste Collection and Public Conveniences operations and the fees and charges for those services for 2025/26. There was a proposed increase by Retail Price Index (RPI) of 2.7%, where appropriate, for the services covered in the report. The Committee heard that under Local Government Act 2003, the Corporation could only charge on a cost recovery basis for these services.

A Member queried if fly-tipping had a negative financial effect on services, and what powers the City Corporation had to discourage fly-tipping. The response was that the definition of fly-tipping is complex – for instance, the City had relatively low numbers of fly-tipping, but there were frequent instances of bagged waste left by businesses on footways outside of the Time Banding Scheme. New timings for this scheme had been agreed by the Committee, which included a communications campaign to raise awareness. In terms of enforcement, Fixed Penalty Notices were issued against those businesses who obstructed the footway with waste.

Members of the Committee recalled issues in the previous year with the disposal of Christmas trees. The Committee heard that residents of the City outside of the Barbican could take their old trees to Corporation sites such as the Barbican for disposal, which were then used for mulch on Hampstead Heath.

The success of working with the EC BID for additional cleansing in ‘hotspot’ areas was raised, and whether this was an appropriate model for street cleansing in privately owned land in the City. The response was that it needed to be clear that the identified ‘hotspot’ areas did not supplement the base standard for street cleansing, but was a good model and could assist with the additional cleansing. The difficulty in cleansing privately owned land was identifying and contacting the landowner. The Committee heard that the Policy & Resources Committee were reviewing the governance for BIDs and their value for money. There would be relevant outcomes of this review for the Committee, such as cleansing, which officers would consider how this would be reported back to the Committee in the future.

**RESOLVED** – That Members approve the following charges in the report with effect from 1<sup>st</sup> April 2025:

- Charges for Street Cleansing services to external clients are increased by 2.7% in line with RPI.
- Charges for special events and other ad-hoc works provided to third parties continue to be made at full cost plus 30% to cover the City’s management and administration costs.
- No increase is proposed for bulky waste collections to remain competitive.
- The general waste charges for educational establishments are increased by 2.7% and food and recycling collection charges should be maintained at the current level to encourage recycling.

- Charges for the removal of highway obstructions to be increased from £77 to £79 and for the removal of uncollected bagged waste also be increased to £165.62 from £161.27 for up to 10 bags and £5 per bag thereafter.
- Charges for the staffed toilet facilities at Tower Hill and Paternoster Square conveniences to remain at 50p per use.
- Costs of smart bins (post mounted cigarette bins) sold to businesses be charged at cost plus 30% to cover the City's administration costs.
- Clean City Awards Scheme membership fees are kept the same.

9. **BUSINESS PLAN 2024/25: PROGRESS REPORT (MID-YEAR: 1 APRIL - 30 SEPTEMBER 2024)**

The Committee received a report of the Executive Director for Environment, concerning an update on the progress made against the high-level Business Plan 2024/25.

RESOLVED – That the report be received, and its contents noted.

10. **RISK MANAGEMENT UPDATE**

The Committee received a report of the Executive Director of Environment, concerning the risk management procedures in place within the Environment Department, specifically the Port Health and Public Protection and the Cleansing Services.

RESOLVED – That the report be received, and its contents noted.

11. **ANNUAL REVIEW OF THE TERMS OF REFERENCE FOR THE PORT HEALTH AND ENVIRONMENTAL SERVICES COMMITTEE**

The Committee received a report of the Town Clerk, concerning the annual review of the terms of reference of the Port Health and Environmental Services Committee.

RESOLVED – That the Terms of Reference for the Port Health and Environmental Services Committee be approved for submission to the Court of Common Council in April 2025.

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

Two Members raised questions on matters relating to the work of the Committee:

The first question concerned a noise pollution emanating cross to the north bank from the south bank of the River Thames, and what progress made with Southwark Council. The response was that the City Corporation had been working with Southwark Officers, residents, and members to reduce the disturbance caused by Buskers playing unnecessarily noisily. There was proactive monitoring, which meant quick intervention, and mediation. However, despite success, the problem had never been removed, and regular complaints and issue still arose. Changes in staffing at Southwark Council had not aided the joint working. Officers had contacted "Better Bankside" to manage the area

to see how their wardens could aid in ensuring busking was undertaken reasonably, and so that their staff are better equipped to deal with busking. This meeting would be held shortly.

Senior Southwark and City officers had been meeting to discuss and agree a way forward on these issues and a joint Home Office funded project had been underway which dealt with all types of crime and antisocial behaviour on and around London's Bridges, including busking. Following this response, Members of the Committee urged the need for high level meetings with Southwark Council and other relevant stakeholders, such as London Councils, to address the noise pollution issues arising from buskers. It was noted that enforcement was the responsibility of Southwark Council, and the Corporation's role was advisory.

The second question from a Member concerned an automated toilet in on Long Lane / Cloth Street, which had been closed and remained boarded up. The Member asked what the agreement was with the toilet being part of the building, and whether there was a planning condition on who operated it and bore the cost. The response was that the decision was made to temporarily close these at the start of the pandemic in 2020. Subsequently in 2021, the Committee approved the recommendation to permanently close these facilities, based on the costs to run and maintain and had very low usage. In addition, it often attracted high levels of Anti-Social Behaviour and vandalism. The facilities themselves were within the footprint of the building but a condition of the planning was for them to be used as public conveniences, however the management and cost of these was to be borne by the Corporation. The Committee had received a report highlighting the other public toilet in the City, but also identified that wayfinding to these facilities was not good enough. A report would be brought back to the Committee in 2025.

The Committee also heard that the cost to maintain those facilities would have meant other facilities would have to be close. It noted that whilst additional funding had been agreed to reinstate street cleansing resources, the identified funding source could not be used for public conveniences. However, the Corporation were investing in facilities surrounding the Barbican Centre, Golden Lane, and the London Museum, which would form part of the Community Toilet Scheme.

The Committee discussed public convenience provision and raised points such as the importance of communications of facilities available, including signage and online resources, and the need to ensure that if a toilet facility formed part of a planning provision, this should include the ongoing maintenance of that facility.

#### **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no public items of urgent business.

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 Scheduled 12A of the Local Government Act.
15. **NON-PUBLIC MINUTES**  
RESOLVED – That the non-public minutes of the meeting held on 24<sup>th</sup> September 2024 be approved as an accurate record.
16. **PORT HEALTH AND ENVIRONMENTAL SERVICES DEBTORS - PERIOD ENDING 30 SEPTEMBER 2024**  
The Committee received a report of the Executive Director of Environment, concern the Port Health and Environmental Services debtors, for the period ending 30<sup>th</sup> September 2024.
17. **BREXIT UPDATE**  
The Committee received a verbal update of the Executive Director of Environment concerning an update on Brexit in relation to Port Health.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no non-public questions.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERED URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no non-public items of urgent business.

**The meeting closed at 12.38 pm**

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Chairman

**Contact Officer: Kate Doidge**  
**[kate.doidge@cityoflondon.gov.uk](mailto:kate.doidge@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	<b>Measurement and mitigation options for operational rail noise from London Underground affecting the Barbican Estate</b>	Executive Director of Environment	Ongoing	<p>LUL have now completed their Tunnel Vibration Investigation to understand the effect of moving the points and crossings (P&amp;C) currently situated under Brandon Mews further west onto the floating slab track. The study has shown that moving the P&amp;Cs would reduce noise experienced by residents in Brandon Mews markedly without causing a negative effect elsewhere. LUL also outlined the financial position TFL are facing and detailed the projects which are being prioritized for future spend. A letter seeking the commitment of TFL to prioritise this issue at a future date has been sent and circulated to this committee. A response was received on 15<sup>th</sup> May from the Deputy Mayor for Transport, this re-asserts the position that TfL will continue to look at ways to minimise the issue at this location such as regular track and asset maintenance, however with a commitment to review should its funding situation change.</p> <p>A letter seeking the commitment of TFL to prioritise this issue at a future date has been sent and circulated to this committee. A response was received on 15<sup>th</sup> May from the Deputy Mayor for Transport, this re-asserts the position that TfL will continue to look at ways to minimise the issue at this location such as regular track and asset maintenance, however with a commitment to review should its funding</p>

					<p>situation change.</p> <p>A CIL request for the LUL track works was considered for prioritisation at RASC on 30<sup>th</sup> October but was not successful.</p> <p>Potential for utilisation of neighbourhood CIL as a part funding option has been considered but is not able to be taken forwards</p>
2.	24 September 2024	<b>Actions arising from the question received from the Chairman of Planning &amp; Transportation, including pest control and air quality</b>	Executive Director of Environment	Ongoing	An email update was sent to Members on 20 <sup>th</sup> November 2024.



## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 07/01/2025
<b>Subject:</b> Revenue and Capital Budgets 2025/26	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• provides business enabling functions</li> </ul>	
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b>	The Chamberlain Executive Director Environment
<b>Report author:</b>	Jenny Pitcairn, Chamberlain's Department

### Summary

This report presents for approval the revenue and capital budgets for the Port Health and Environmental Services Committee for 2025/26.

Overall, the proposed revenue budget for 2025/26 totals (£20.638M), an increase in net expenditure of (£4.055M) compared to the 2024/25 Original Budget of (£16.583M). This increase is primarily due to allocation of £3.388M of Cyclical Works Programme budgets in relation to your Committee's properties, together with an increase of £0.460M in recharges.

The proposed budget for 2025/26 has been prepared within the resource envelope allocated to the Executive Director Environment by Resource Allocation Sub Committee, including an inflation increase of 2%. The proposed budget also includes £0.998M in savings to be applied during 2025/26, comprising £0.753M to be delivered through implementation of the Animal Health & Welfare Services forward plan as previously reported to this Committee, and £0.245M due to cleansing contract inflation for 2025/26.

The resource envelope must be adhered to, as failure to do so will impact Finance Committee's ability to set Council Tax rates for the year ahead and the requirement in law for the City to set a balanced budget.

## Recommendation(s)

Members are asked to:

- Review and approve the proposed revenue budget for 2025/26 for submission to Finance Committee.
- Review and approve the proposed capital budgets for 2025/26 for submission to Finance Committee.
- Agree that amendments for 2024/25 and 2025/26 budgets arising from changes to recharges, energy prices or any further implications arising from subsequently approved savings proposals or changes to the Cyclical Works Programme be delegated to the Chamberlain in consultation with the Executive Director Environment.

## Main Report

### Background

1. This report sets out the latest budget for 2024/25 and the proposed revenue budget for 2025/26 for your Committee and under the control of the Environment Department, analysed between:
  - **Local risk budgets** – these are budgets deemed to be largely within the Chief Officer's control.
  - **Central risk budgets** – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside his/her control or are budgets of a corporate nature.
  - **Support services and capital charges** – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
2. In the various tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets will be used to denote expenditure, increases in expenditure, or reductions in income. Only significant variances (generally those greater than £50,000) have been commented on.
3. The latest 2024/25 budget and provisional 2025/26 budgets, summarised in Table 1 overleaf, are analysed by risk, fund and Chief Officer in Appendix 1.

<b>Table 1 Summary Revenue Budgets 2024/25 and 2025/26</b>	<b>Original Budget 2024/25 £'000</b>	<b>Latest Budget 2024/25 £'000</b>	<b>Original Budget 2025/26 £'000</b>
Expenditure	(28,055)	(30,915)	(37,147)
Income	17,912	20,059	23,409
Support Services and Capital Charges	(6,440)	(6,515)	(6,900)
<b>Total Net Expenditure</b>	<b>(16,583)</b>	<b>(17,371)</b>	<b>(20,638)</b>

### **Latest Revenue Budget for 2024/25**

4. Appendix 2 provides details on budget movements between the 2024/25 original budget and 2024/25 latest budget. Overall, the 2024/25 latest budget is net expenditure of (£17.371M), an increase in net expenditure of (£0.788M) compared to the 2024/25 original budget. The main reasons for this net increase are:
- Removal of Animal Health & Welfare Services target Savings to be Applied, (£730,000)
  - Allocation of Repairs & Maintenance budgets as part of the agreed £133m five-year Cyclical Works Programme (CWP) to clear the backlog of repairs works across the City, (£713,000)
  - Approved funding from the On-Street Parking Reserve (OSPR) of £1,413,000, to meet the costs of additional resources and inflation uplift for 2024/25 on the cleansing contract, (£1,413,000). Net zero impact.
  - Increases in income from City Environmental Health, £214,000, Animal Health & Welfare Services, £120,000, and the Cemetery & Crematorium, £150,000.
  - One-off transfer from the Landfill Allowance Trading Reserve, £250,000

### **Proposed Revenue Budget for 2025/26**

5. The proposed 2025/26 budget is net expenditure of (£20.638M), an increase of (£4.055M) in net expenditure compared to the 2024/25 original budget.

### **Proposals**

6. For 2025/26 budgets include a 2% uplift for inflation in accordance with Resource Allocation Sub-Committee guidelines. The resulting resource envelope must be adhered to, as failure to do so will impact Finance Committee's ability to set Council Tax rates for the year ahead and the requirement in law for the City to set a balanced budget.
7. The budget has been prepared within the resource envelope allocated to the Executive Director Environment, with the following exceptions and assumptions set out in paragraphs 8 to 11.
8. The proposed budget includes £0.998M of Savings to be Applied required to remain within the Executive Director's City Fund resource envelope.

9. Within this £0.998M of Savings to be Applied, £245,000 relates to the difference between the 2% inflation uplift to the resource envelope and the estimated 2025/26 inflation uplift on the waste collection & street cleansing contract. A bid for additional OSPR funding to meet this gap has been approved by Priorities Board for onward submission to Resource Allocation Sub Committee and Policy and Resources Committee, which if approved would then reduce the Savings to be Applied for the Committee to £0.753M.
10. The remaining £0.753M of Savings to be Applied is the projected additional net income to be delivered through implementation of the approved Forward Plan for Animal Health & Welfare Services.
11. Members should note this report does not include forecast energy price increases for the 2025/26 financial year, other than the 2% budgetary inflation allowed. Any budget adjustment for rising energy prices will be allocated by the Chamberlain during the financial year from an agreed central budgetary provision.
12. Appendix 3 provides details on budget movements between the 2024/25 original budget and the 2025/26 proposed budget. Overall, there is an increase in net expenditure of (£4.055M). Main reasons for this net increase are:
- Repairs & Maintenance budgets allocated as part of the agreed £133m five-year Cyclical Works Programme (CWP) to clear the backlog of repairs works across the City, (£3.388M)
  - A net increase in central and departmental recharges, (£0.460M).
  - Cleansing contracts price inflation, (£0.425M), partly offset by an increase in savings to be applied pending approval of a bid in progress for OSPR funding, £0.245M
  - Increases in pay costs due to pay awards, incremental and career grade progression, (£0.731M)
  - Approved funding from the On-Street Parking Reserve (OSPR) of £1.413M, to meet the costs of additional resources and inflation uplift for 2024/25 on the cleansing contract, (£1.413M). Net zero impact.
  - Increase in costs of (£3.337M) in relation to implementation of the Ports Border TOM fully met by a net increase in income of £3.337M. Net zero impact.
  - Changes in fees and charges and contribution income:
    - City Environmental Health, £0.201M increase
    - Heathrow Animal Reception Centre, £0.241M increase
    - Cemetery and Crematorium, £0.135M increase
    - Cleansing services, £0.115M increase

### **Potential Further Budget Adjustments**

13. The provisional nature of the 2025/26 Estimate recognises that further revisions may be required to realign funds for:
- a. Changes to central and departmental support services apportionments as a result of the agreement of the estimates for these services (no changes are at present anticipated); and

- b. As noted in paragraph 11 the estimate for 2025/26 does not include the estimated energy price increases for the 2025/26 financial year. A separate provision is held, to be allocated where needed during the year, based on the Chamberlain's assessment that energy cost inflation cannot be contained within local risk budgets.

## Staffing Statement

14. Table 2 below shows the movement in manpower and related staff costs.

<b>Table 2 Staffing Summary</b>	<b>Original Budget 2024/25</b>		<b>Original Budget 2025/26</b>	
	Manpower Full-time Equivalent	Estimated Cost £'000	Manpower Full-time Equivalent	Estimated Cost £'000
<b>Service</b>				
Public Conveniences	1.3	(96)	1.3	(101)
Public Conveniences - agency staff	-	(411)	-	(440)
Waste Collection	8.2	(629)	8.2	(651)
Street Cleansing	6.5	(554)	6.5	(572)
Waste Disposal	4.9	(381)	4.9	(397)
Transport Organisation	2.2	(146)	2.2	(150)
Cleansing Services Management	4.5	(315)	5.5	(381)
Coroner	3.6	(311)	3.6	(328)
City Environmental Health	29.4	(2,313)	30.4	(2,457)
Animal Health Services	49.2	(2,797)	46.2	(2,870)
Trading Standards	5.8	(433)	5.8	(444)
Port and Launches	54.6	(3,693)	104.5	(6,805)
Cemetery and Crematorium	66.7	(3,086)	66.9	(3,193)
<b>Total Port Health and Environmental Services</b>	<b>236.9</b>	<b>(15,165)</b>	<b>286.0</b>	<b>(18,789)</b>

## Draft Capital and Supplementary Revenue Budgets

15. The latest estimated costs of the Committee's current approved capital and supplementary revenue projects are summarised in Table 3 overleaf.

<b>Table 3</b>		<b>Ex. Pre</b>	<b>2024/25</b>	<b>2025/26</b>	<b>Later</b>	<b>Total</b>
<b>Service</b>	<b>Project</b>	<b>01/04/24</b>	<b>£'000</b>	<b>£'000</b>	<b>Years</b>	<b>£'000</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
	<b><u>Pre-Implementation</u></b>					
Port & Launches	Denton Pier and Pontoon Overhaul Works	47	-	3	-	50
	<b><u>Authority to Start Work</u></b>					
City Environmental Health	Planning & Regulatory Services Casework Management System	110	173	-	-	283
Port & Launches	Lady Aileen Launch Engines Replacement	280	45	-	-	325
Cemetery & Crematorium	Cyclical Works Projects	-	-	715	715	1430
Cemetery & Crematorium	Cremator & Crematorium Lighting + Power Rewire	75	20	5	-	100
Animal Health Services	BEMS Upgrade Phase 2	-	109	-	-	109
Animal Health Services	Cyclical Works Projects	-	-	190	190	380
Animal Health Services	HARC Electrical Vehicle Purchase	-	189	-	-	189
<b>TOTAL PORT HEALTH &amp; ENVIRONMENTAL SERVICES</b>		<b>512</b>	<b>536</b>	<b>913</b>	<b>905</b>	<b>2866</b>

16. Pre-implementation costs generally comprise only feasibility and options appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.

17. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in February 2025.

## Conclusion

18. This report presents the proposed budgets for 2025/26 for the Port Health and Environmental Services Committee for Members to consider and approve.

## Appendices

- Appendix 1 – Committee Summary Budget – by Risk, Fund and Chief Officer
- Appendix 2 – 2024/25 Original Budget to 2024/25 Latest Budget
- Appendix 3 – 2024/25 Original Budget to 2025/26 Original Budget
- Appendix 4 (Non-Public) – Cyclical Works Programme Budgets

## Jenny Pitcairn

Chamberlain's Department

T: 020 7332 1389

E: jenny.pitcairn@cityoflondon.gov.uk

## Committee Summary Budget – by Risk, Fund and Chief Officer

<b>Analysis by Service: City Fund</b>	<b>Original Budget 2024/25 £'000</b>	<b>Latest Budget 2024/25 £'000</b>	<b>Original Budget 2025/26 £'000</b>
<b>LOCAL RISK</b>			
<b>Executive Director Environment</b>			
Public Conveniences	(436)	(436)	(468)
Waste Collection	(2,257)	(2,252)	(2,315)
Street Cleansing	(4,352)	(4,352)	(4,393)
Waste Disposal	(1,133)	(1,133)	(1,162)
Transport Organisation	(368)	(368)	(379)
Cleansing Services Management	(336)	(86)	(290)
Coroner	(390)	(390)	(407)
City Environmental Health	(2,202)	(2,052)	(2,157)
Animal Health Services	588	(17)	769
Trading Standards	(458)	(458)	(469)
Ports & Launches	(144)	(84)	(419)
Cemetery and Crematorium	1,796	1,941	1,801
	<b>(9,692)</b>	<b>(9,692)</b>	<b>(9,889)</b>
<b>City Surveyor</b>			
Building Repairs & Maintenance and Facilities Management – All Services	(443)	(443)	(453)
Cyclical Works Programme – All Services	0	(713)	(3388)
	<b>(443)</b>	<b>(1,156)</b>	<b>(3,841)</b>
<b>TOTAL LOCAL RISK</b>	<b>(10,135)</b>	<b>(10,848)</b>	<b>(13,730)</b>
<b>CENTRAL RISK</b>			
<b>Executive Director Environment</b>			
Coroner	(8)	(8)	(8)
<b>TOTAL CENTRAL RISK</b>	<b>(8)</b>	<b>(8)</b>	<b>(8)</b>
<b>TOTAL SUPPORT SERVICES AND CAPITAL CHARGES</b>	<b>(6,440)</b>	<b>(6,515)</b>	<b>(6,900)</b>
<b>COMMITTEE TOTAL NET EXPENDITURE</b>	<b>(16,583)</b>	<b>(17,371)</b>	<b>(20,638)</b>

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## 2025/26 Original Budget to 2024/25 Latest Budget

Latest Revenue Budgets 2024/25	Original Budget (OR) 2024/25 £'000	Latest Budget (LB) 2024/25 £'000	Movement OR to LB Better / (Worse) £'000	Para Ref (Table 4)
<b>LOCAL RISK</b>				
<b>Expenditure</b>				
Employees	(15,165)	(15,231)	(66)	2b
Premises Related Expenses	(1,583)	(1,580)	3	
Premises Related Expenses: City Surveyor	(443)	(1,156)	(713)	5
Transport Related Expenses	(479)	(479)	0	
Supplies and Services	(2,129)	(2,182)	(53)	2c
Third Party Payments	(9,254)	(10,199)	(945)	2d
Savings to be Applied	1,086	0	(1,086)	2e, 4
<b>TOTAL Expenditure</b>	<b>(27,967)</b>	<b>(30,827)</b>	<b>(2,860)</b>	
<b>Income</b>				
Government Grants	127	127	0	
Other Grants, Reimbursements and Contributions	527	861	334	3
Customer, Client Receipts	16,368	16,518	150	3
Transfer from Reserves	810	2,473	1,663	1,2a
<b>TOTAL Income</b>	<b>17,832</b>	<b>19,979</b>	<b>2,147</b>	
<b>TOTAL LOCAL RISK</b>	<b>(10,135)</b>	<b>(10,848)</b>	<b>(713)</b>	
<b>CENTRAL RISK</b>				
<b>Expenditure</b>				
Employees	(18)	(18)	0	
Supplies and Services	(31)	(31)	0	
Third Party Payments	(39)	(39)	0	
<b>TOTAL Expenditure</b>	<b>(88)</b>	<b>(88)</b>	<b>0</b>	
<b>Income</b>				
Transfer from Reserves	80	80	0	
<b>TOTAL Income</b>	<b>80</b>	<b>80</b>	<b>0</b>	
<b>TOTAL CENTRAL RISK</b>	<b>(8)</b>	<b>(8)</b>	<b>0</b>	
<b>TOTAL LOCAL &amp; CENTRAL RISK</b>	<b>(10,143)</b>	<b>(10,856)</b>	<b>(713)</b>	
<b>RECHARGES</b>				
Central Recharges	(4,305)	(4,305)	0	
Recharges within Fund	(2,135)	(2,210)	(75)	
<b>TOTAL RECHARGES</b>	<b>(6,440)</b>	<b>(6,515)</b>	<b>(75)</b>	
<b>TOTAL NET EXPENDITURE</b>	<b>(16,583)</b>	<b>(17,371)</b>	<b>(788)</b>	

The significant movements in the local and central risk budgets are explained in Table 4 below.

<b>Table 4 Movements between 2024/25 Original Budget and 2024/25 Latest Budget</b>			
<b>Reason for Variance</b>	Movement Original to Latest Budget 2024/25		
	Expenditure £'000	Income £'000	Net Movement £'000
One-off items:			
1) Transfers from Reserves:			
a. Landfill Allowance Trading Scheme		250	250
2) Approved funding from the On-Street Parking Reserve (OSPR) for additional resources together with contract inflation uplift for 2024/25 on the waste collection & street cleansing contract:			
a. Transfer from Reserves		1413	1413
b. Employee Costs	(62)		(62)
c. Supplies and Services	(45)		(45)
d. Third Party Payments	(950)		(950)
e. Savings to be Applied	(356)		(356)
3) Improvements in income from:			
• City Environmental Health		214	214
• Cemetery & Crematorium		150	150
• Animal Health & Welfare Services		120	120
4) Removal of Animal Health & Welfare Services target Savings to be Applied met by savings identified within the Committee above	(730)		(730)
5) Allocation of repairs and maintenance budgets as part of the agreed £133m five-year Cyclical Works Programme (CWP) to clear the backlog of repairs works across the City. A summary breakdown of these items is given in Appendix 4.	(713)		(713)
Minor variations	(4)	0	(4)
<b>Total Movement Local and Central Risk</b>	<b>(2,860)</b>	<b>2,147</b>	<b>(713)</b>

The increase of £75,000 in support services and capital charge expenditure reflects changes in the budgets of departments and their apportionment between committees.

## 2024/25 Original Budget to Proposed 2025/26 Original Budget

<b>Provisional Revenue Budgets 2025/26</b>	<b>Original Budget (OR) 2024/25 £'000</b>	<b>Original Budget (OR) 2025/26 £'000</b>	<b>Movement OR to OR Better / (Worse) £'000</b>	<b>Para Ref (Table 5)</b>
<b>LOCAL RISK</b>				
<b>Expenditure</b>				
Employees	(15,165)	(18,789)	(3,624)	2, 3a, 5b
Premises Related Expenses	(1,583)	(1,816)	(233)	3b
Premises Related Expenses: City Surveyor	(443)	(3,841)	(3,398)	7
Transport Related Expenses	(479)	(472)	7	
Supplies and Services	(2,129)	(2,508)	(379)	3c, 5c
Third Party Payments	(9,254)	(10,629)	(1,375)	4a, 4c, 5d
Savings to be Applied	1,086	998	(88)	4b, 5e, 8
<b>TOTAL Expenditure</b>	<b>(27,967)</b>	<b>(37,057)</b>	<b>(9,090)</b>	
<b>Income</b>				
Government Grants	127	0	(127)	3d
Other Grants, Reimbursements and Contributions	527	808	281	6
Customer, Client Receipts	16,368	20,246	3,878	3e, 6
Transfer from Reserves	810	2,273	1,463	1, 5a
<b>TOTAL Income</b>	<b>17,832</b>	<b>23,327</b>	<b>5,495</b>	
<b>TOTAL LOCAL RISK</b>	<b>(10,135)</b>	<b>(13,730)</b>	<b>(3,595)</b>	
<b>CENTRAL RISK</b>				
<b>Expenditure</b>				
Employees	(18)	(18)	0	
Supplies and Services	(31)	(32)	(1)	
Third Party Payments	(39)	(40)	(1)	
<b>TOTAL Expenditure</b>	<b>(88)</b>	<b>(90)</b>	<b>(2)</b>	
<b>Income</b>				
Transfer from Reserves	80	82	2	
<b>TOTAL Income</b>	<b>80</b>	<b>82</b>	<b>2</b>	
<b>TOTAL CENTRAL RISK</b>	<b>(8)</b>	<b>(8)</b>	<b>0</b>	
<b>TOTAL LOCAL &amp; CENTRAL RISK</b>	<b>(10,143)</b>	<b>(13,738)</b>	<b>(3,595)</b>	
<b>RECHARGES</b>				
Central Recharges	(4,305)	(4,358)	(53)	
Recharges within Fund	(2,135)	(2,542)	(407)	
<b>TOTAL RECHARGES</b>	<b>(6,440)</b>	<b>(6,900)</b>	<b>(460)</b>	
<b>TOTAL NET EXPENDITURE</b>	<b>(16,583)</b>	<b>(20,638)</b>	<b>(4,055)</b>	

The significant movements in the local and central risk budgets are explained in Table 5 below.

<b>Table 5 Movements between 2024/25 Original Budget and 2025/26 Original Budget</b>			
<b>Reason for Variance</b>	<b>Movement Original Budget 2024/25 to Original Budget 2025/26</b>		
	<b>Expenditure £'000</b>	<b>Income £'000</b>	<b>Net Movement £'000</b>
One-off items:			
1) Transfers from Reserves:			
a. Landfill Allowance Trading Scheme		50	50
2) An increase in employee costs due to provision for pay increases due to estimated July 2025 pay award, incremental and career grade progression.	(731)		(731)
3) Impact of the Ports Border TOM:			
a. Employee Costs	(2,831)		(2,831)
b. Premises Related Expenses	(238)		(238)
c. Supplies and Services	(268)		(268)
d. Government Grants		(127)	(127)
e. Customer, Client Receipts		3,464	3,464
4) Cleansing contract inflation uplifts for 2025/26:			
a. Estimated waste collection & street cleansing inflation uplift;	(371)		(371)
b. offset by Savings to be Applied pending approval of a bid in progress for OSPR funding for 2025/26 inflation in excess of 2%	245		245
c. Estimated waste disposal uplift.	(54)		(54)
5) Approved funding from the On-Street Parking Reserve (OSPR) additional resources together with contract inflation uplift for 2024/25 on the waste collection & street cleansing contract:			
a. Transfer from Reserves		1,413	1,413
b. Employee Costs	(62)		(62)
c. Supplies and Services	(45)		(45)
d. Third Party Payments	(950)		(950)
e. Savings to be Applied	(356)		(356)
6) Increases in income from:			
a. City Environmental Health		204	201
b. Animal Health & Welfare Services		241	241
c. Cemetery and Crematorium		135	135
d. All Cleansing services		115	115

7) Allocation of repairs and maintenance budgets as part of the agreed £133m five-year Cyclical Works Programme (CWP) to clear the backlog of repairs works across the City. A summary breakdown of these items is given in Appendix 4.	(3,388)		(3,388)
8) Increase in Savings to be Applied after taking into account all other changes in local risk income and expenditure:	23		23
Minor variations	(64)	0	(64)
<b>Total Movement Local and Central Risk</b>	<b>(9,090)</b>	<b>5,495</b>	<b>(3,595)</b>

The increase of £460,000 in support services and capital charge expenditure reflects changes in the attribution and cost of central departments. All support services are based on time spent or use of services and were reviewed during 2023/24 with the method of apportionment updated to reflect the latest up-to-date corporate information.

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# Agenda Item 6

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 07/01/2025
<b>Subject:</b> Environment Department high-level Business Plan 2025-30	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>delivers Corporate Plan 2024-29 outcomes</b></li> <li>• <b>provides statutory duties</b></li> <li>• <b>provides business enabling functions</b></li> </ul>	<b>Corporate Plan Outcomes:</b> Providing Excellent Services; Vibrant Thriving Destination; Leading Sustainable Environment; Diverse Engaged Communities; Dynamic Economic Growth; Flourishing Public Spaces <b>Statutory duties:</b> Local authority statutory duties/regulatory functions. <b>Business enabling functions:</b> Business Planning; Resource allocation and management; Risk Management; Health and Safety; EEDI.
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	N/A
<b>Report of:</b>	Katie Stewart, Executive Director Environment
<b>Report author:</b>	Joanne Hill, Environment Department

## Summary

This report presents for approval the high-level Business Plan for the Environment Department for 2025-30. Due to the size and scope of the department, the priority workstreams, performance measures and financial information has been divided into three sections, one for each of our three key Committee ‘clusters’. The front and back pages of the Plan contain information which relates to the whole of the Environment Department and these pages are being presented to all Committees along with the relevant Committee-specific workstream section.

The plan presented in this report (Appendix A) contains Section B which provides a strategic overview of activity of all service areas which fall within the remit of the Port Health and Environmental Services Committee and the Licensing Committee.

The high-level Business Plan is being presented for approval of the elements which are within the remit of the Port Health and Environmental Services Committee. The Plan will be presented to the Licensing Committee on 6 February 2025 for its

consideration and approval of the Licensing Service content. Once both Committees have approved the Plan, it will be adopted from April 2025.

## **Recommendation**

Members are asked to:

- i. Note the factors taken into consideration in compiling the Environment Department's high-level Business Plan 2025-30; and
- ii. Approve, subject to the incorporation of any changes sought by this Committee, the elements of the departmental high-level Business Plan 2025-30 which fall within the remit of the Port Health and Environmental Services Committee.

## **Main Report**

### **Background**

1. In recent years, every department has produced a standardised single-year high-level Business Plan, in alignment with the corporate business planning process. However, the organisation is now intending to transition to five-year high-level Business Plans, aligned with the Corporate Plan 2024-29 and associated strategies. The Environment Department is one of two pathfinder departments which have developed five-year high-level Business Plans commencing in 2025/26, with others due to follow from 2026/27.
2. The Environment Department's high-level Business Plan 2025-30 sets out the priority workstreams for the department for the next five years and the detailed actions for 2025/26. The Plan will be reviewed and refreshed annually to include details of the following year's deliverables and actions.
2. The high-level Business Plan 2025-30 aligns to our Corporate Plan 2024-2029 and demonstrates how the department's work supports delivery of the Corporate Plan outcomes. It also indicates the estimated funding and people resources associated with each priority workstream. As a high-level plan, this document does not capture the granularity of departmental work but gives an overall picture of departmental activity, trends where applicable and direction of travel.

### **Draft final high-level Business Plan for 2025/26**

3. This report presents, at Appendix A, the draft high-level Business Plan for 2025-30 for the services of the Environment Department which fall within the remit of the Port Health and Environmental Services Committee and the Licensing Committee, ie:
  - Public Protection, including the Licensing Service
  - Port Health
  - Animal Health
  - Cemetery and Crematorium
  - Cleansing Service.



4. Please note that the elements of the high-level Business Plan which are within the remit of the Licensing Committee will be presented to that Committee for approval on 6 February 2025. Once both Committees have approved the Plan, it will be adopted from April 2025.
5. As a pathfinder for a wider organisational transition from 2026/27, the Environment Department has moved to a five-year high-level Business Plan. The Plan sets out the priority workstreams for 2025-30 and the actions that will be undertaken in 2025/26 to deliver them. The Plan will be reviewed and refreshed annually to detail the actions for the following year.

### **Prioritisation and alignment to Corporate Plan 2024-29**

6. The priority workstreams for 2025-30 were identified by the Environment Department's Senior Leaders and their management teams, in consultation with other members of staff. The establishment of these core workstreams enables management teams to set appropriate objectives and action plans to achieve the overarching goals during the years ahead.
7. The workstreams were selected to reflect key strategic links. They demonstrate how the department supports delivery of the Corporate Plan 2024-29 outcomes and other cross-cutting strategies, programmes and priority projects, such as Destination City and the Climate Action Strategy, as well as the statutory duties of the services. However, due to the high-level nature of the Plan, the workstreams do not include all elements of the teams' work; there is a significant amount of 'business as usual' activity that will continue alongside the priority workstreams.

### **Resources utilised**

8. As part of a pilot prioritisation exercise which began in 2024/25, every City Corporation department has again been required to include an estimation of the budget and people resource associated with each workstream. These figures are expressed as percentages of the overall revenue budget and Full-Time Equivalent (FTE) staff.
9. It has not been possible to determine accurate allocation of financial or people resources for each workstream; very few are discrete projects with specific budgets, and very few members of staff spend specific proportions of their time on one workstream. Therefore, the figures shown in the Business Plan are very much estimates. Should this exercise be repeated in future years, accurate methodology will need to be designed and applied in order to ensure consistency across and within departments.

### **Performance measurement**

10. Progress made against priority workstreams is measured by monitoring key performance indicators and achievement of milestones. Performance is reviewed

regularly by Directors and their Management Teams and is reported to your Committee every six months to enable Member scrutiny.

11. In addition, the priority workstreams identified in this high-level Business Plan flow through local team management plans and the individual performance plans of members of staff, which provide further methods of assessing progress. This also enables individual officers to fully understand how their work feeds into divisional, departmental and corporate activities, aims and objectives.

### **Synergies and combatting silos**

12. Workstreams have been linked to corporate priorities wherever possible. Direct links to Corporate Plan performance measures are shown in bold font; other Corporate strategies, programmes and projects are referenced throughout.
13. The front and back pages of the Plan contain information which relates to the whole of the Environment Department and these pages are being presented to all Committees along with the relevant Committee-specific workstream section. Colleagues across the department are working collaboratively to identify synergies and break down siloed working practices. As a key enabling function, the Department's Business Services Division works to align common processes and procedures to achieve consistency. This Division leads cross-departmentally on areas including business planning; risk management; health and safety; workforce planning; Equality, Equity, Diversity and Inclusion; communications and engagement; information and data management; and GIS mapping.

### **Departmental Operational Property Assets Utilisation Assessment**

14. The Environment Department's staff are based across 25 sites throughout London and the south-east. The Department holds approximately 340 physical assets, almost 270 of which are at its Natural Environment sites.
15. As part of the Corporation's Operational Property Review Programme, the Department has undertaken a detailed utilisation assessment of all allocated operational property assets beyond Guildhall. A separate detailed utilisation of accommodation allocated to the Environment Department within the Guildhall complex was undertaken over a four-week period in November/December 2024. The results of both exercises have been returned to the City Surveyor's Department.
16. Over the coming year, a departmental Asset Plan will be produced to enable effective management and development of these assets to ensure they add value to the organisation and the natural environment charities while being fit for purpose, well maintained, and safe for our staff and service users.

### **Corporate and strategic implications**

**Strategic implications** - The Environment Department's high-level Business Plan is aligned to Corporate Plan 2024-20 outcomes. Several of the department's performance

measures are included in the Corporate Plan and this high-level Business Plan sets out the actions that will be undertaken to deliver the associated outcomes. There are common themes woven throughout the Department's high-level Business Plan which highlight our contribution and commitment to the delivery of the Corporate Plan, Destination City, the Climate Action Strategy, the People Strategy and other key cross-cutting programmes and projects. Any new strategies will be reviewed as they are approved, and consideration given as to how the services can and will support their delivery.

**Security implications** - None

**Financial implications** - The high-level Business Plan has been produced in liaison with Chamberlain's Department and takes into consideration opportunities to reduce expenditure and increase income in order to make necessary savings.

**Equalities implications** - The Department has an established Equality, Equity, Diversity and Inclusion (EEDI) Working Group. The Group has developed a Departmental EEDI Plan which aligns with the Corporate EDI Plan. Members of the group lead on a range of EEDI actions, including those set out in the Business Plan, to ensure compliance with the PSED across the department.

**Resourcing implications** - Any changes to resources will be brought to the relevant Committee(s).

**Risk Implications** – The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant Corporate Strategies. Risk management is an integral factor in the business planning process: the Environment Department's risk register includes risks to the achievement of its priority workstreams, and the actions being taken to address those risks.

**Climate Implications** - The work of the Cleansing Service and Port Health and Public Protection supports the delivery of the Corporate Climate Action Strategy through its delivery of relevant workstreams; updates on progress are reported to this Committee.

## **Conclusion**

This report presents the draft high-level Business Plan for 2025-30 for the services of the Environment Department which fall within the remit of the Port Health and Environmental Services Committee and the Licensing Committee. Members are asked to approve the elements of the plan for which the Port Health & Environmental Services Committee is responsible. Once approved, the Plan will be updated in line with any changes requested by this Committee and the Licensing Committee and will be adopted in April 2025.

## **Appendices**

- Appendix A – Environment Department high-level Business Plan 2025-30

**Joanne Hill**

Business Planning and Compliance Manager, Environment Department

[joanne.hill@cityoflondon.gov.uk](mailto:joanne.hill@cityoflondon.gov.uk)

# ENVIRONMENT DEPARTMENT HIGH-LEVEL BUSINESS PLAN 2025-2030

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**Live, Work, Learn, Explore**

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## Executive Director's introduction

The Environment Department is the largest and most complex department in the Corporation with over 800 staff working in 25 locations, providing key front-line services to the City and beyond. The work of the department is overseen by more than eight Committees.

Over the next five years, the Department will deliver **world-class places and infrastructure** across the Square Mile – where it plays a **key role in supporting growth and investment** – as well as the many assets it manages beyond the City's boundaries.

In doing so, the Department – still relatively new in being a single Department, at three years on – will continue to build its approach to **stronger, more robust management of its services**, with the aim of providing a **model for delivering excellent services sustainably and in a way that is more open and engaging** with its service users, partners and stakeholders.

The Department will become an **increasingly proactive and constructive corporate partner**, developing a reputation for working across siloes and contributing as positively to the direction of the Corporation as to its own aims.

**Katie Stewart, Executive Director Environment**



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## About us: Our purpose, aims and impacts

### **The Environment Department** *Shaping future environments and protecting current ones.*

#### **Our aims:**

- Deliver transformative, high profile, and strategic infrastructure and public realm schemes, that will result in major economic, social and cultural benefits.
- Encourage the construction of high quality, safe and inclusive buildings.
- Provide spaces for businesses to grow, improve transport and maintain our unique historic environment.
- Create an inclusive, accessible and healthy Square Mile with clean streets and air.
- Support and advise businesses, including SMEs and licensed premises, to enable them to thrive and to protect consumers.
- Protect and promote public, animal and environmental health, including at the borders.
- Protect and enhance the Corporation's green and open spaces and celebrate local heritage.
- Address long term issues such as climate resilience to deliver sustainable built and natural environments.

#### **Our achievements, impacts and outcomes in 2024/25**

During 2024/25 our teams continued to work in partnership with internal and external partners to fulfil their statutory duties and deliver excellent services, adapting to the requirements of new and changing legislation and government demands. Progress against key workstreams and performance measures remained on track with targets consistently achieved or exceeded.

We developed and delivered strategies, policies, and actions which will have positive impacts on the environment, the public, consumers and businesses, including:

- Progressed the City Plan 2040 through the next stages of development.
- Published the SME Delivery Strategy and Circular Economy Framework.
- Gained approval for a new Air Quality Strategy and a revised Transport Strategy.
- The Licensing Team refreshed and published several policies which will support businesses, including SMEs, to thrive in the City.
- Played a key role in delivery of Destination City, the Climate Action Strategy and other key Corporate strategies and programmes.
- Began to implement the Natural Environment Division strategies to protect and improve our natural habitats, and ensure they are more accessible, sustainable, and preserved for public benefit.



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## Our key objectives and priority workstreams and major projects

### Priority workstreams 2025/30

Although each of our workstreams is specific to relevant Committees, there are common themes woven throughout that highlight our contribution and commitment to the delivery of the Corporate Plan, Destination City, the Climate Action Strategy and other key strategies and programmes.

**City development and economic growth:** We will seek to facilitate growth through our planning policies which aim for office development of the highest quality, ensuring that offices are designed to provide sustainable, flexible floorspace that meets the varied needs of occupiers.

**Excellent local authority services:** We will continue to provide excellent statutory and regulatory services to ensure a safe and clean built environment and public realm, and protect and promote public, animal and environmental health and consumer protection.

**Climate and environment:** We will provide a climate resilient and environmentally enhanced city through the protection and enhancement of the biodiversity of our open spaces; delivery of Climate Action Strategy programmes and our Air Quality Strategy; consideration of sustainability, carbon emissions and biodiversity as part of planning decisions; and the promotion of Circular Economy principles.

**Business support:** The implementation of the SME Strategy will aid start-up businesses and SMEs to scale and grow, helping to maintain London's position as the leading global financial and professional services centre. We will support licensed premises to thrive, while balancing their needs with those of residents and visitors, helping to deliver the Destination City vision.

**Healthy and inclusive environment:** The facilities and services at our open spaces will be further developed to offer welcoming places that visitors from all backgrounds and abilities are comfortable to explore. City streets will be well maintained with increased accessibility delivered through streets and spaces projects. New planning advice and guidance will be published to improve inclusivity and accessibility, and the City of London's Access Team will be reformed and expanded to increase engagement with disabled people based on lived experience.





## Operational capability and interdepartmental collaboration

As we continue to develop the Department over the next five years, we will take the opportunity to exploit the advantages of our size and extensive remit: we deliver a vast range of services and have the largest workforce of all city departments, but this also means we have a vast range of skills, knowledge and expertise among our staff. We will look for synergies and opportunities to work together; we will focus on our similarities as well as celebrating our differences.

**Our people:** We will support delivery of the People Strategy and build 'Brilliant Basics'. Health and safety will be embedded in all our decisions, processes and actions, and we will ensure compliance with the Corporate Health and Safety Framework. Our staff survey action plan, People Plan, EEDI activities and focus on learning and development will help us to understand and meet the needs of our staff and enable our talent to grow. We will promote a departmental culture that ensures staff feel valued, supported through change, and respected by their managers and colleagues. By helping individuals to understand how their work contributes to that of the wider department, and Corporation, we aim to enhance job satisfaction and staff retention.

**Our corporate partners:** Officers will continue to work collaboratively with colleagues across other corporate departments, as intelligent clients, to break down silos and realise efficiencies. We liaise closely with the City Surveyor's Department to review, assess and progress essential repairs and maintenance to the approximately 340 physical assets we hold. Through production of a departmental Asset Plan, we will manage and develop these assets to ensure they add value to the charities and organisation while being fit for purpose, well maintained, and safe for our staff and service users.

**Our external stakeholders:** We will continue to communicate with our stakeholders appropriately and take their feedback into consideration when shaping our services. This will include formal consultation on new policies and strategies; planning applications; proposed changes to the public realm; and regular communication of news to local groups and customers.

**Our finances:** By developing financially sustainable business models, we will ensure we consistently deliver high quality services. We will achieve this through proactive budget management, prioritisation and seeking value for money and opportunities for income generation. Across the department, we will seek ways to improve what we do and how we do it; embracing change, enhancing our use of data and adopting new ways of working and technologies that will make us more efficient and cost effective.



## SECTION B: Port Health and Environmental Services Committee and Licensing Committee

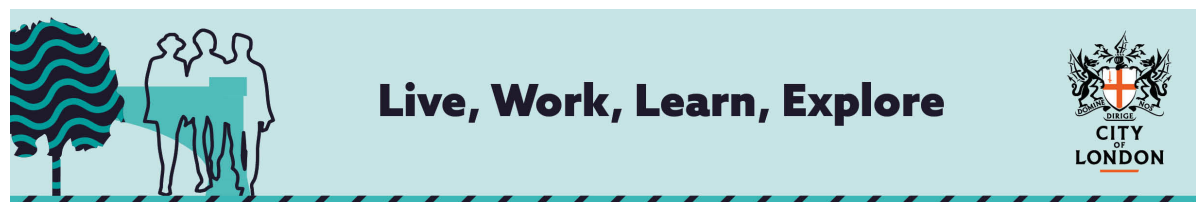
This section covers the service areas which fall within the remit of the Port Health and Environmental Services Committee and Licensing Committee:

- Cleansing Service
- Port Health and Public Protection, including relevant functions of the Licensing Service

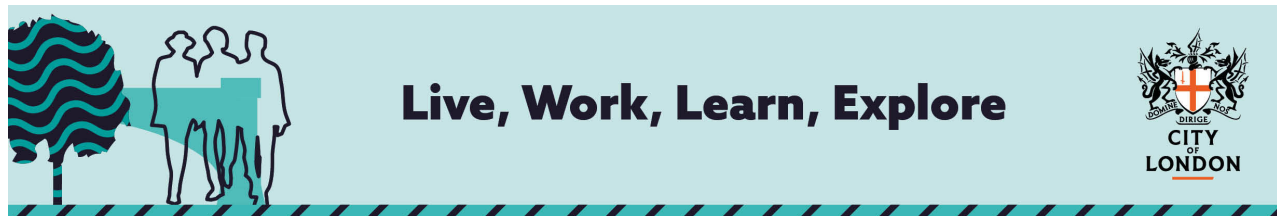
Priority workstream and key 2025/26 deliverables	Funding allocation approx.%*	People resource approx.%*	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
<p><b>a) Deliver an environmentally enhanced City</b></p> <p>1. Implement and deliver the Air Quality Strategy 2025 – 2030</p> <ul style="list-style-type: none"> <li>• Commence delivery of the Strategy actions</li> <li>• Prepare and submit the Annual Status Report. <b>Q1 2025/26</b></li> <li>• Assess the % of the City’s area that meets the World Health Organisation air quality guidelines. <b>Q2 2025/26.</b></li> </ul> <p>Commence work in <b>Q3 2025/26</b> towards the refresh of the Air Quality SPD.</p> <p>2. Deliver the Action Plan of the Circular Economy Framework.</p> <ul style="list-style-type: none"> <li>• Establish a baseline for circular economy metrics which can be measured in future years. <b>Q4 2025/26</b></li> </ul> <p>3. Deliver an effective, high-quality and responsive Cleansing Service which aligns with Member-approved service levels and meets the needs of City residents, businesses and visitors.</p> <ul style="list-style-type: none"> <li>• Agree way forward with Veolia Contract (Extend/Re-Tender). <b>Q1 2025/26</b></li> </ul>	<p>57%</p>	<p>14.2%</p>	<p>Leading Sustainable Environment</p> <p>Diverse Engaged Communities</p> <p>Providing Excellent Services</p>	<ul style="list-style-type: none"> <li>• <b>% of the City’s area that meets the health-based Limit Values and WHO Guidelines for nitrogen dioxide levels.</b></li> <li>• % of streets with unacceptable levels of litter, detritus, graffiti and flyposting (NI 195).</li> </ul>	<ul style="list-style-type: none"> <li>• A Square Mile that has air that is healthy to breathe.</li> <li>• Improved health for residents, workers and visitors.</li> <li>• More efficient use of resources through a circular economy and an increase in environmental resilience.</li> </ul>

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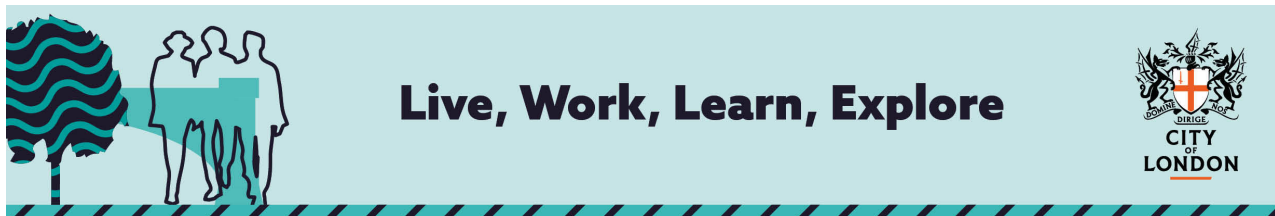
\* Funding allocation and people resource %s are estimates. Funding is shown as a percentage of the total PH&ES and Licensing Committee 2025/26 revenue budget. People resource is shown as a percentage of the total FTE in the Port Health and Public Protection Division (incl. Licensing) and the Cleansing Service.



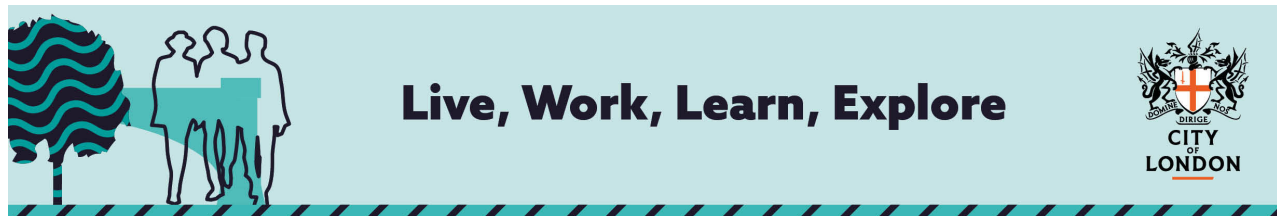
Priority workstream and key 2025/26 deliverables	Funding allocation approx. %	People resource approx. %	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
<b>b) Protect and promote Public, Animal and Environmental Health and Consumer Protection</b>					
<p>1. Embed the Border Target Operating Model (BTOM) at the Ports for food and feed and at Heathrow for live animals (AVI).</p> <ul style="list-style-type: none"> <li>Finalise development of the services to move to Business as Usual operations by <b>Q3 2025/26</b>.</li> </ul> <p>2. Deliver high quality statutory services and support for businesses.</p> <ul style="list-style-type: none"> <li>Promote the Healthier Catering Commitment (HCC) Scheme to relevant City food establishments.</li> <li>Deliver the Food Law Enforcement Plan.</li> <li>Deliver the Health and Safety Cooling Towers regime.</li> <li>Deliver a 24/7/364 Noise Response Service.</li> <li>Develop and prepare for the 2026-2036 Noise Strategy. (for publication in 2026/27).</li> <li>Actively participate in multi-agency partnership, Operation Broadway, to disrupt investment fraud in and around the square mile.</li> </ul>	<p>4.8%</p> <p><i>(BTOM work is cost neutral)</i></p>	<p>44%</p>	<p>Providing Excellent Services</p> <p>Vibrant Thriving Destination</p> <p>Dynamic Economic Growth</p>	<ul style="list-style-type: none"> <li>% of checks undertaken on low and medium risk food and feed imports.</li> <li>% of flight collections attended within 30 minutes of the flight offloading.</li> <li>Number of relevant food businesses signed up to the Healthier Catering Commitment Scheme.</li> <li>% of justifiable noise complaints investigated which result in a satisfactory outcome.</li> <li>% of planned food hygiene/food control interventions completed.</li> <li>% of planned Cooling Tower inspections completed.</li> <li>Number of Operation Broadway deployments.</li> </ul>	<ul style="list-style-type: none"> <li>Provision of effective biosecurity controls at the border and promotion of animal welfare.</li> <li>Realisation of new border controls for food and feed from the EU where the service is meeting demand from industry whilst providing effective public health protection.</li> <li>Effective delivery of our statutory duties ensures consumers are protected, businesses are supported, and Members are provided with reassurance in relation to the residents they serve.</li> </ul>



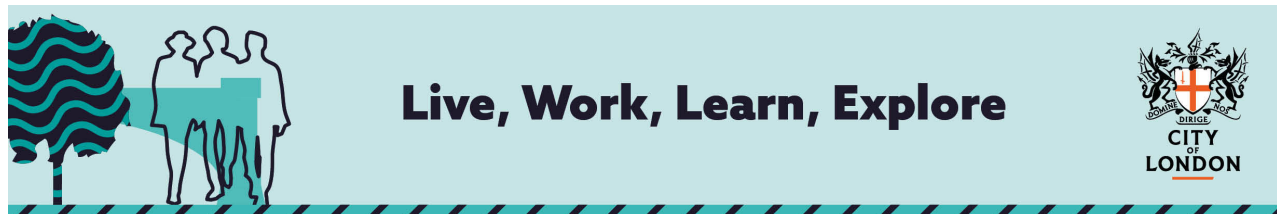
Priority workstream and key 2025/26 deliverables	Funding allocation approx. %	People resource approx. %	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
<b>c) Ensure provision of appropriate facilities to enable delivery of services</b>					
<p>1. Carry out a strategic review of operational facilities to ensure that they are fit for purpose to enable efficient, effective and sustainable service delivery. Review to include:</p> <ul style="list-style-type: none"> <li>• Cemetery and Crematorium.</li> <li>• Public conveniences.</li> <li>• Port Health Service accommodation.</li> <li>• Heathrow Animal Reception Centre.</li> </ul> <p>2. Put in place an agreement for a facility to deliver jury inquests on behalf of His Majesties Coroner.</p> <p>3. Agree long term strategy for Walbrook Wharf as the sustainable cleansing waste transfer station and commence implementation of agreed option.</p> <p><b>Q2 2025/26</b></p>	0.3%	0.5%	Providing Excellent Services	Narrative updates will be provided on progress against the actions listed.	The continued delivery of high quality statutory services to customers and stakeholders in the most efficient and sustainable manner.



Priority workstream and key 2025/26 deliverables	Funding allocation approx.%	People resource approx.%	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
<b>d) Financial security and development</b>					
<p>1. Consider commercial development opportunities for Port Health and HARC across London and a wider area.</p> <p>2. Adapt Cemetery and Crematorium services to provide a variety of options relevant to the needs and preferences of customers and optimise income.</p>	<p>0% <i>(cost neutral)</i></p>	<p>3%</p>	<p>Dynamic Economic Growth</p> <p>Flourishing Public Spaces</p> <p>Providing Excellent Services</p> <p>Vibrant thriving destination</p>	<ul style="list-style-type: none"> <li>• Provide an additional 300 lawn graves by end of Q4 2025/26.</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainable services delivering high quality outcomes and 'steady state' infrastructure.</li> <li>• Generation of additional income for the services to protect staffing levels and ensure sustainable delivery of statutory services.</li> <li>• Increase CoL reputation for delivery of excellent public services within the Square Mile and beyond.</li> </ul>





Priority workstream and key 2025/26 deliverables	Funding allocation approx. %	People resource approx. %	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
<b>e) Support Destination City through delivery of effective Licensing Services for a 24-hour City</b>					
<ol style="list-style-type: none"> <li>1. Deliver the Licensing Service                             <ul style="list-style-type: none"> <li>• Administer the Late Night Levy and report to stakeholders on its spend and outcomes. <b>Q4 2025/26</b></li> <li>• Deliver a proactive engagement and enforcement regime with the City’s licensed trade. <b>Ongoing</b></li> </ul> </li> <li>2. Promote and offer free pre-application meetings.</li> <li>3. Promote and develop the Licensing Interactive Map. <b>Ongoing</b></li> <li>4. Deliver the annual Safety Thirst Awards. <b>Q4 2025/26</b></li> <li>5. Promote Destination City and other events to hospitality venues to enable trade and an offer for visitors. <b>Ongoing</b></li> <li>6. Review, refresh and publish policies as required, including:                             <ul style="list-style-type: none"> <li>• Publish a refreshed Street Trading Policy. <b>Q3 2025/26</b></li> <li>• Update the Gambling Policy as required to meet government changes.</li> </ul> </li> <li>7. Actively participate in, and present at, biannual City of London Police Licensing Forums. <b>Q1/Q3 2025/26</b></li> </ol>	2%	3%	<ul style="list-style-type: none"> <li>• Diverse Engaged Communities</li> <li>• Providing Excellent Services</li> <li>• Vibrant Thriving Destination</li> <li>• Flourishing Public Spaces</li> <li>• Dynamic Economic Growth</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that within 12 months licensed premises in the red or amber zone of Traffic Light Scheme are brought back into amber or green zones respectively.</li> <li>• Increase in the number of premises in the Safety Thirst Awards Scheme.</li> </ul>	<ul style="list-style-type: none"> <li>• A thriving day time and night-time licensed economy.</li> <li>• Licensed premises that are safe and do not give rise to public nuisance or crime and disorder.</li> <li>• Events running in the City are supported by an open, staffed and welcoming hospitality trade.</li> <li>• Engaged and informed hospitality trade.</li> </ul>

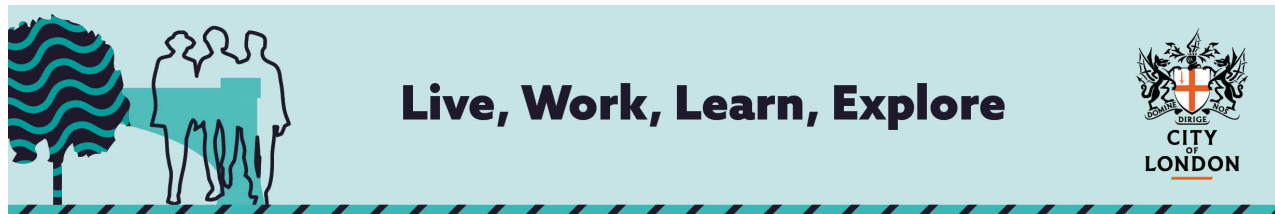




**SECTION B: Port Health and Environmental Services Committee and Licensing Committee**  
 Our timeline planner of priority workstream activities and milestones

Key	
	Duration of activity
	Milestone

	2025/2026												Beyond 2025/26	
	Quarter 1			Quarter 2			Quarter 3			Quarter 4			2026/ 2027	2027/ 2028
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Refresh the Air Quality SPD.										Completion in 2026				
Establish a baseline for circular economy metrics.	By end of Q4 2025/26													
Reach decision on Cleansing contract.	Q1 2025/26													
End BTOM at Ports and HARC.	Business as usual operations by end of Q3 2025/26													
Deliver statutory services and business support.	Ongoing													
Agree long-term strategy for Walbrook Wharf.	By end of Q2 2025/26													
Adapt and expand Cemetery and Crematorium services.										By end of Q4 2025/26				
Report on Late Night Levy spend and outcomes.										By end of Q4 2025/26				
Deliver Annual Safety Thirst Awards.										By end of Q4 2025/26				
Publish a refreshed Street Trading Policy.	Completion by end of Q3 2025/26													



**SECTION B: Port Health and Environmental Services Committee and Licensing Committee**

**Finance 2025/26**

Estimated budget 2025/26 (£000)	
<b>Local risk net expenditure</b>	(10,261)
<b>Central risk</b>	(8)
<b>City Surveyor’s local risk</b>	(3,481)
<b>Recharges</b>	(6,878)
<b>Total net expenditure</b>	<b>(20,988)</b>

**Unfunded Medium Term Plans**

What Medium Term action is required? (e.g. New legislation, services, projects, automation)	When? 2026/27	When? 2027/28
City Operations Contract Review/Expiration dates 2027/28.		✓
Walbrook Wharf future use (options being considered 2025/26, impact in 2026/27 and 2027/28).	✓	✓
HARC accommodation: future requirements.	✓	✓
Port Health accommodation: future requirements.	✓	✓
Cemetery and Crematorium: land utilisation.	✓	✓
Coroner’s Court: accommodation options.	✓	
Building Safety Programme - Private Sector Housing (Fire safety and remediation).	✓	✓

**Our key risks\***

Our business risks are managed in accordance with the Corporate Risk Management Framework. Risks are regularly reviewed and updated by management teams in consultation with risk owners. Committees receive regular updates on the risks held by the services within their remit to provide them with necessary assurance that risks are being managed and mitigated effectively, and to enable Members to fulfil their oversight and scrutiny role.

Our key service-level risks for the Port Health and Public Protection Division and the Cleansing Service are listed below.

Risk Title	Score
Brexit – impact on Port Health and Animal Health	RED, 24
Road traffic collision caused by City of London staff or contractor who is unfit to drive while on City business	RED, 16
A major incident, such as flooding or fire, makes Walbrook Wharf unusable as a depot	AMBER, 8
Air Quality (Department-level risk)	GREEN, 3

*\*Risk details were correct at November 2024 but are subject to continual review and change.*



## ENVIRONMENT DEPARTMENT ENABLERS

N.B. the information on this page relates to the Department as a whole.

### Business Services Division

The Business Services Division, led by the Chief of Staff, enables the Department as whole to deliver its aims and objectives, by ensuring a consistent, compliant and joined-up approach. Across this large and diverse department, the teams provide a central hub of expertise, advice and guidance on themes, duties and responsibilities which are common to all, and act as a conduit between divisions and the corporate centre.

Working with management teams across the Department, and with key links throughout the organisation, the Business Services Division leads cross-departmentally on areas including business planning; risk management; health and safety; workforce planning and talent management; work environment; Equity, Equality, Diversity and Inclusion; communications and staff engagement; information and data management; and Geographical Information System (GIS) mapping.

Vital to its success is the development of strong, reciprocal working relationships between officers within the Division and their colleagues across the Department and wider Corporation. Officers work collaboratively to build a cohesive department with a unified identity, and which recognises and celebrates the achievements of individuals and teams.

### Corporate Risks and Red Departmental Risks

Due to the size and wide remit of the Environment Department, the majority of its operational risks are specific to individual divisions and reported regularly to their respective Service Committees. Those risks are managed at Service-level and the key ones are reported in the relevant Committee’s section of this Business Plan.

The Environment Department currently holds NO Corporate Risks.

The Department’s Senior Leadership Team manages four Departmental-level risks, of which one is scored ‘Red’ (as below).

Risk Title	Score
ENV-SLT 001 Maintenance and renewal of physical assets	16

### Operational Property

To fulfil the requirements of Standing Order 56, the Environment Department has undertaken a detailed utilisation assessment of all allocated operational property assets beyond the Guildhall.

A separate detailed utilisation assessment of accommodation allocated to the Environment Department within the Guildhall complex was undertaken over a four-week period in November/December 2024.

The results of both exercises have been returned to the City Surveyor’s Department.



## People

The Environment Department has 771 members of staff (737 FTE) as of 31 October 2024

Average length of service: 10 years (*corporation-wide average: 8 years*)

Average age: 45 years (*corporation wide average: 44 years*)

## Equity, Equality, Diversity and Inclusion (EEDI)

- The Environment Department is committed to creating an environment of collaboration and equality of opportunity where everyone recognises the positive contribution a diverse workforce and community can make.
- The Department is committed to EEDI in our service provision and for all our employees. Creating a workplace aligned to these values is a strategic business priority that fosters fair and equal access, innovation and connection to the communities and stakeholders we serve.
- The Department has an EEDI Working Group which consists of representatives (Champions) from across the department and is chaired by a member of the Senior Leadership Team (SLT). Working with the SLT, the group is responsible for developing and implementing the Departmental EEDI Action Plan.
- Our Departmental EEDI Action Plan 2024/25 was launched in May 2024 and aligns with the CoL's Corporate Equality Objectives. Progress will be monitored and the Action Plan refreshed for 2025/26.

### The top three priorities of our Departmental EEDI Action Plan 2024-25 are to ensure that:

1. Our staff have a clear understanding of the Equality Act 2010, particularly the PSED, and how it applies to them both in terms of service provision and working with colleagues. We will achieve this by having EEDI as a standard agenda item on our departmental and divisional meetings; all employees having equality objectives with effect from the 2024-25 appraisal year; and ensuring staff complete mandatory training and other relevant training, including EQIAs and briefing workshops.
2. Our services are accessible for all. We will achieve this by undertaking a review of our functions, services and facilities in terms of accessibility; undertaking EQIAs with results taken into consideration when making decisions on service delivery; and hosting quarterly accessibility workshops for employees to develop their knowledge and understanding on how to produce information and communications in accessible formats.
3. There is improved support for our public facing employees and contractors facing EEDI challenges and issues. We will provide clear protocols for reporting and dealing with incidents; produce dashboards for analysis of data; and escalate issues into respective Divisional Management Teams (DMTs) and SLTs for monitoring and implementing appropriate actions.



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## Staff survey 2024

**Engagement score:** 62%

### Survey Action Plan

Groups of staff from across the department have worked together to review the survey results and propose a list of actions which were subsequently approved by the Senior Leadership Team. We will:

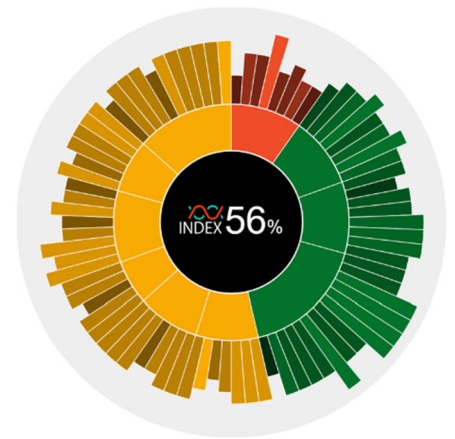
- Undertake staff 'stress audits' to recognise and identify stress levels to improve stress levels and reduce stress-related sickness absence.
- Increase visibility of the EEDI Working Group and associated Action Plan. All recruiting managers will understand EEDI policies and processes to enable them to make reasonable adjustments to support staff.
- Collaborate with the Deputy Town Clerk on Officer/Member Charter review to enable staff to feel more supported with Officer/Member relationships.
- Review departmental internal communications to improve their effectiveness.

## Health and Safety

Recent Safe 365 audits in each of our divisions to assess health and safety maturity, have provided a departmental score of 56%. The exercise has identified key areas for enhancement and the results have informed our 2025/26 Health and Safety Action Plan. We will continue to support the corporate Health and Safety Team as we implement these actions and aim to increase our maturity score to achieve, or exceed, the Executive Leadership Board's target of 62%.

Our top three health and safety priorities for 2025/26 are:

- Front line worker safety.
- Embed new corporate Health and Safety Framework.
- Risk Assessments and Method Statements (RAMs) centralisation and audit.



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## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health and Environmental Services	<b>Dated:</b> 07/01/2025
<b>Subject:</b> The setting of Massage & Special Treatment (MST) Fees for 2025/26	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• provides statutory duties</li> </ul>	Licensing authority duty under the London County Council (General Powers) Act 1920, the Greater London Council (General Powers) Act 1981 and the Local Government (Miscellaneous Provisions) Act 1982, to set fees for Massage & Special Treatment licences and registrations
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b>	Katie Stewart, Executive Director of Environment
<b>Report author:</b>	Aggie Minas, Licensing Manager

### 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, cosmetic piercing, or electrolysis. Approval of these fees falls to this Committee.

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 in this report and include all aspects of the licensing process on a cost recovery basis.

The proposed fees will result in estimated income of £49,000 in 2025/26.

## **Recommendation(s)**

Members are asked to:

- Agree the proposed fees for 2025/26 as set out in Appendix 2 (column two).
- Delegate authority to the Executive Director Environment to approve future annual fees on a full cost recovery basis, including adjustments for prior years' under/over recovery where relevant, and subject to any statutory limits that may apply.

## **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 person 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. MST licences are valid for up to twelve months from the date of grant, with an expiry date of 31 March annually, unless surrendered or revoked prior to expiry. The licence fee is due for payment at the time of the new application or with the renewal application.
5. Registrations for acupuncture, tattooing, cosmetic piercing, and electrolysis 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.

**Current Position - Calculation of Fees for 2025/26**

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 2025/26 have been calculated on the above basis for each of a number of different types of licence/registration. Proposed fees can be seen at Appendix 2. All proposed fees are the total fees and include an administrative element for issuing a licence and an element for inspection and compliance with legislation.
11. The forecast number of applications for each type of licence/registration have been estimated for 2025/26 and can be seen in the table below along with the number of licences/registrations that were issued in 2024/25.

	2024/25	2024/25	2025/26
	Forecast	Actual	Forecast
New MSTs with lasers	5	7	6
Renewal of MSTs with lasers	14	14	12
New MSTs (standard)	8	13	8

Renewal of MSTs (standard)	56	64	62
Premises Registration (without MST licence)	3	1	0
Premises Registration (with an MST licence)	2	3	1
Additional registration(s)	0	0	0
Individual Registration	12	13	12

### Options

12. If fees are set lower than those recommended the result will be a deficit for 2025/26 as costs of administering the licence will not be fully met from income received.
13. Fees set higher than those recommended will result in a surplus i.e. an income which exceeds the cost of providing the service.
14. Proposed fees for 2025/26 include adjustments for under/over recovery from 2023/24.
15. Any under or over recovery of costs from 2024/25 will be calculated after the end of that financial year and will be carried forward to be taken into consideration in setting fees for 2026/27.
16. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge.

### Proposals

17. It is recommended that the proposed fees for 2025/26 as set out in Appendix 2 are adopted, to take effect from 1 April 2025.
18. It is further recommended that authority be delegated to the Executive Director Environment to approve future annual fees in accordance with the existing methodology of full cost recovery including adjustments for under/over recovery from prior years where relevant, subject to any statutory limits on fees that may apply.



## Corporate & Strategic Implications

19. **Dynamic Economic Growth:** The proposed fees are calculated by assessing officer time spent on each step of the process, enabling the City Corporation to recover its costs in administering the scheme and ensuring compliance within the licensing regime. The process is reviewed annually to ensure the fees support businesses and attract investment into the Square Mile.
20. **Providing Excellent Services:** Protecting and promoting public safety at consumer protection at licensed premises.
21. **Strategic implications** –The proposals within this report support the outcomes of the Corporate Plan 2024-29 to provide excellent services and drive economic growth. The proposals 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.
22. **Financial implications :** Setting the recommended fees will result in MST licence estimated income for 2025/26 of £49,000 in line with the budgeted income. Setting fees above or below those recommended will have the implications as set out in paragraph 12-16 above
23. **Resource implications :** none identified
24. **Legal implications :** The City Solicitor has reviewed the statutory obligations and related fees and charges and has recommended the above proposal
25. **Risk implications:** none identified
26. **Equalities implications** – none identified
27. **Climate implications:** none identified
28. **Security implications:** none identified

## Conclusion

29. The annual review of massage and special treatment charges takes into consideration all the necessary administrative, compliance and enforcement costs required for the City Corporation to deliver its statutory licensing function as defined in the London County Council (General Powers) Act 1920, the Greater London Council (General Powers) Act 1981 and the Local Government (Miscellaneous Provisions) Act 1982.

## **Appendices**

- Appendix 1 – Examples of Massage and Special Treatments
- Appendix 2 – Proposed Fees for 2025/26

## **Background Papers**

None

## **Aggie Minas**

Licensing Manager

T: 020 7332 1269, E: [aggie.minas@cityoflondon.gov.uk](mailto:aggie.minas@cityoflondon.gov.uk)

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 acupressure, aromatherapy, ayurveda, body massage, bowen 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 2025/26

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	<b>Proposed Total Fee 2025/26</b>	Administration element of fee (See note A below)	Compliance element of fee (See note A below)	Current Fees 2024/25
<b>New</b> massage and special treatment licence <b><u>to include laser treatment</u></b>	<b>£760</b>	£580	£180	£760
<b>Renewal of a</b> massage and special treatment licence <b><u>to include laser treatment</u></b>	<b>£570</b>	£473	£97	£570
<b>New</b> massage and special treatment licence <b><u>No laser treatment</u></b>	<b>£660</b>	£480	£180	£660
<b>Renewal of a</b> massage and special treatment licence ( <b><u>No laser treatment</u></b> )	<b>£500</b>	£403	£97	£500



## Special Treatment Fees 2025/26

<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>without</u> an MST licence</b>	<b>£400</b>	£400	N/A (see note B)	£355
<b>Registration</b> to provide acupuncture, tattooing, piercing or electrolysis - <b>premises <u>with</u> an MST licence</b>	<b>£320</b>	£320	N/A (see note B)	£320
<b>Additional Registration(s)</b> (Premises)	<b>£325</b>	£325	N/A (see note B)	£285
<b>Registration</b> of an Individual	<b>£60</b>	£60	N/A (see note B)	£60

### 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: **£247** for a new licence with no laser treatment and **£347** 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.

## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health and Environmental Services	<b>Dated:</b> 07/01/2025
<b>Subject:</b> The setting of Street Trading Fees for 2025/26	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• provides statutory duties</li> </ul>	Licensing authority duty under The City of London (Various Powers) Act 2013 to set fees for street trading licences
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	n/a
<b>Report of:</b>	Katie Stewart, Executive Director of Environment
<b>Report author:</b>	Aggie Minas, Licensing Manager

### Summary

The City of London Corporation may set annual fees for issuing a licence to those persons wishing to participate in Street Trading in Middlesex Street and for those persons wishing to apply for a temporary street trading licence elsewhere in the Square Mile. Approval of these fees falls to this Committee.

The matters considered by the licensing service in setting the proposed fees are discussed in this report and include all aspects of the licensing process on a cost recovery basis.

### Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2025/26 as set out in Appendix 1
- Delegate authority to the Executive Director Environment to approve future annual fees on a full cost recovery basis, including adjustments for prior years' under/over recovery where relevant, and subject to any statutory limits that may apply.

## Main Report

### Background

1. Street Trading within the City of London is permitted on a temporary basis in addition to those trading on a Sunday in Middlesex Street Market. The City of London (Various Powers) Act 2013 (the Act) permits temporary Street Trading licences to be granted for up to 21 days in the City of London providing any application complies with the criteria laid down in the Street Trading Policy and the requisite fee is paid.
2. The Act also permits the City Corporation to recover charges from those trading in Middlesex Street for:
  - The removal of refuse or other services rendered by the City Corporation to licensees; and
  - Expenses incurred by the City Corporation in the administration concerned with granting and issuing of the licence, ensuring compliance with relevant byelaws and in the cleansing of that part of Middlesex Street in the City where street trading takes place.
3. 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.
4. 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

### Current Position - Calculation of Fees for 2025/26

5. 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 to administer licence applications/renewals, the costs of investigating compliance with any licence conditions/byelaws and the cost of cleaning the area in Middlesex Street where street trading takes place.



### Middlesex Street Traders

6. In determining the proposed fee structure, the following factors have been considered:
- Officer time spent on processing applications 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 percentage of the service costs such as accommodation and equipment.
  - Administration cost and inspections to ascertain compliance with byelaws.
  - Costs connected with cleaning the area in Middlesex Street and associated areas, but only in relation to Middlesex Street Traders licensed by the City Corporation.
7. Costs for 2025/26 have been calculated on the above basis assuming an average occupancy of 40 pitches. These costs can be seen in the table below.

	Number of Pitches	Annual Cost £	Annual Cost per trader £	Weekly Equivalent per trader £
Cost of cleaning Middlesex Street	40	35,000	875	16.83
Administration/compliance costs of Middlesex Street	40	15,000	375	7.21
TOTAL	40	50,000	1,250*	24.04

\*This does not incorporate the statutory £5 application fee.

8. Street Trading Licences for Middlesex Street Market are valid for up to twelve months from the date of grant unless revoked. The licence fee is due for payment quarterly and all licences expire on 31 December each year. Any increase in fee will take effect from 1 April 2025.

### Temporary Street Trading Licences

9. Temporary Street Trading Licences can be granted for up to 21 days in the City of London providing any application complies with the criteria laid down in the Street Trading Policy. The licence fee is due for payment as and when an application is submitted.

10. The City Corporation granted 49 temporary licences during 2023/24 many of which were to regular small markets, and some to one off events such as the London Marathon. The regular markets are based at Monument (25 licences) and in Paternoster Square (11 licences)
11. The type and style of the temporary trader can vary, and the circumstances associated with each application numerous. Consequently, the fee for a temporary licence is calculated separately for each application. The fee is based on the number of officer hours required to manage the application process and ensure licence conditions are being adhered to. Typically, this is between 1 to 4 hours per application. The cost of processing these applications in 2023-24 was £15,120.00
12. It is anticipated that a similar number of applications will be made in 2025-26.

### **Options**

13. If fees are set lower than those recommended the result will be a deficit for 2025/26 as costs of administering the licences 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. Any such under or over recovery of costs from 2024/25 will be calculated after the end of that financial year and be carried forward to be taken into consideration in setting the fees for 2026/27. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge.

### **Proposals**

16. It is recommended that fees for temporary street trading licences will be calculated as outlined in paragraph 11 of this report and Middlesex Street Market fees are calculated as outlined in the table in paragraph 7 of this report. Both fees are summarised in Appendix 1.
17. It is further recommended that authority be delegated to the Executive Director Environment to approve future annual fees in accordance with the existing methodology of full cost recovery including adjustments for under/over recovery from prior years where relevant, subject to any statutory limits on fees that may apply.

### **Corporate & Strategic Implications**

18. **Dynamic Economic Growth:** The proposed fees are calculated by assessing officer time spent on each step of the process, enabling the City Corporation to recover its costs in administering the scheme and ensuring compliance within

the licensing regime. The process is reviewed annually to ensure the fees support businesses and attract investment into the Square Mile.

19. **Providing Excellent Services:** Protecting and promoting public safety and consumer protection at markets and licensed events.
20. **Strategic implications** –The proposals within this report support the outcomes of the Corporate Plan 2024-29 to provide excellent services and drive economic growth. The proposals meet the requirement to set fees for the licensing of activities as set out in The City of London (Various Powers) Act 2013.
21. **Financial implications** : Setting the recommended fees will result in an estimated income from street trading fees for 2025/26 of £65,000 in line with the budgeted income. Setting fees above or below those recommended will have the implications as set out in paragraph 13-15 above
22. **Resource implications** : none identified
23. **Legal implications** : The City Solicitor has reviewed the statutory obligations and related fees and charges and has recommended the above proposal
24. **Risk implications:** none identified
25. **Equalities implications** – none identified
26. **Climate implications:** none identified
27. **Security implications:** none identified

## Conclusion

28. The annual review of street trading charges takes into consideration all the necessary administrative, compliance and enforcement costs required for the City Corporation to deliver its statutory licensing function as defined in The City of London (Various Powers) Act 2013.

## Appendices

- Appendix 1 – Proposed Fees for 2025/26

## Background Papers

None

## Aggie Minas

Licensing Manager

T: 020 7332 1269, E: [aggie.minas@cityoflondon.gov.uk](mailto:aggie.minas@cityoflondon.gov.uk)

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STREET TRADING FEES  
2025-26

Middlesex Street Licence

Application Fee (statutory)	£5 (refundable if application refused)
Annual fee required for full cost recovery	£1,250 (payable by quarterly invoice)
TOTAL RECOMMENDED FEE FOR 2025/26	£1,255 (Annual fee + Application fee):

NB: For persons renewing their licence the £5 application fee will be included in the first quarters invoice

Temporary Street Trading Licence

The fee is dependent on a number of factors and will be quoted on receipt of an application form or following discussion with the applicant prior to the application being submitted. Receipt of the full fee will be required before a temporary licence is issued.

The fee will take into consideration:

- The number of traders
- The size of the trading area
- Whether the trading area has been used before
- The duration of the licence
- Waste disposal arrangements

The fee will be calculated on the number of officer hours required to manage the application process and ensure licence conditions are being adhered to. This can range from 1 to 4 hours per application at £84 per hour.

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## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 07/01/2025
<b>Subject:</b> Cemetery and Crematorium Fees and Charges 2025-2026	<b>Public report:</b>  For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>delivers Corporate Plan 2024-29 outcomes</b></li> <li>• <b>provides statutory duties</b></li> <li>• <b>provides business enabling functions</b></li> </ul>	Providing Excellent Services Flourishing Public Spaces Dynamic Economic Growth
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b>	Katie Stewart Executive Director Environment
<b>Report author:</b>	Graham Holmes Assistant Director Environment

### 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 2025/26.

The report proposes price increases of 4% (with some rounding) for most of our services, and 8% on new Memorial Garden leases, due to a rise in raw material costs. The Cemetery and Crematorium continues to offer a wide range of cremation and burial options, however we are actively looking at increasing the variety of services, to ensure that we cater to a range of needs and budgets.

The proposed increases are set to help us in our aim towards achieving a break-even position for the Service considering the rise in our expenditure whilst ensuring our fees are competitive 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 2025

## **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 financial year 2025/26 for the 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 4.0% for burials, new graves, cremations, and most other items.

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 local authorities and private companies in the surrounding areas; details are given in Tables 1 and 2 below.

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.

Tables 1 and 2 provide a comparison of the current cremation and lawn grave fees of surrounding local authorities and private companies: these have been provided in detail as indicative benchmarks. It is envisaged that all these fees will rise in 2025 by similar amounts to our proposal increase. 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.



<u>Crematorium</u>	<u>Distance</u>	<u>Std Fee</u>	<u>Slot Length</u>	<u>Early Fee</u>	<u>Sat Fee</u>	<u>Sun Fee</u>	<u>Direct</u>
<b>Manor Park (Private)</b>	<b>0.5 Miles</b>	£1,060	30 mins	£700	£1,800	£1,800	£250 (cont)
<b>East London (Dignity)</b>	<b>3.4 Miles</b>	£1,070	40 mins	£832	£1,419	£1,879	£326
<b>Forest Park (Westerliegh)</b>	<b>6.5 Miles</b>	£1,170	40 mins	£815	£1,462	£1,755	£545
<b>New Southgate (Westerliegh)</b>	<b>12.0 miles</b>	£995	40 mins	£745	£1,245	£1,495	£545
<b>Enfield (Dignity)</b>	<b>14.5 Miles</b>	£1,160	40 mins	£835	£1,740	£2,320	£550
<b>South Essex (local authority)</b>	<b>15.3 Miles</b>	£1,115	40 mins	N/A	£1,855	£1,855	£580
<b>Parndon Wood (Westerliegh)</b>	<b>17.7 miles</b>	£1195- £1295	40 mins	£845	£1,295	£1,755	£545
<b>Bentley (Dignity)</b>	<b>22.6 Miles</b>	£1,220	40 mins	£833	£1,675	£2,252	£550
<b>City of London 2024-2025</b>		£1,082	30 mins	£582	£1,492	£1,726	£475
<b>City of London 2025-2026 - Proposed</b>		£1,125	40 mins	£595	£1,549	£1,795	£495

Cemetery	New lawn grave (30yr lease) resident & non-resident inc 1 <sup>st</sup> interment	Burial Fee (Current)
East London	£4,244	£1,667
Manor Park	£5,370	£2,105
Forest Park	(Res) £4,109 (Non-Res) £7,738	(Res) £1,286 (Non-Res) £2,289
South Essex	(Res) £3,728 (Non-Res) £7,456	(Res) £1,462 (Non-Res) £2,924
Enfield	£7,500	£1,667
New Southgate	Standard Grave £8,995	£2,340
City of London (Heritage Grave)	£4,254	£1,812
City of London (virgin soil) Lawn	£5,814	£1,812
<b>Proposed fee for 2025/26</b>	<b>Heritage £4,423 Virgin Soil Lawn £6,034</b>	<b>£1,963</b>

**Note: City of London Residents will receive a reduction of £562.50 on the proposed fees from both tables**

## Options

3. **Option 1** - Agree the proposed scale of charges for the year 1 April 2025 to 31 March 2026 as set out in the main list attached as Appendix 1 and explained within this report.  
**This is recommended.**

**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.**

**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, making 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.**

## Proposals

4. 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.

The level of increase proposed for 2025/26 is 4% (with some rounding of fees) for most of our services, 8% on new Memorial Garden leases. This will increase our cremation fee to £1,125; it is felt that any greater increase at this time would not be prudent.

The Cemetery and Crematorium offers a proposed woodland grave fee, including burial, of £3,433 and a heritage grave (reuse grave) fee of £4,423 which allows for a memorial. At the other end of the fee structure the proposed charge for our new fully constructed vault grave will be £46,425. We are extending our Heritage Roadside grave option at a fee of £5,743 which offers premium location whilst still more affordable than a standard virgin lawn grave. This offers a choice to suit a wider range of families.

The service is only looking to uplift fees and charges to offset increased overheads. We do not envisage that this increase will affect our market share due to the level of service provided and improvements to our cremation chapel offers and the general vista of the grounds, implemented throughout 2024 and the increases that will be made by our local competitors.

Options such as early cremation services at a lower fee ensure that those families on low incomes can still choose the City of London as a choice for the funeral of a loved one and our proposed fee of £495 for funerals with no service means that families choosing to have a funeral service elsewhere (at a local church for example) can do so, whilst bringing us slightly below fees charged at our local competition to attract more business in this currently untapped sector of our business. This means that our proposed cremation fees range from £495 up to £1,795 for those with a full service in our chapel on a Sunday.

## Key Data

5. This report sets out proposals for a 4% increase in fees and charges for most services at the City of London Cemetery and Crematorium and 8% on new Memorial Garden leases. This proposal is made after careful benchmarking as set out in the tables above and is intended to increase income whilst allowing us to continue growing the offer of affordable burial and cremation as well as a range of choices to bereaved families in the areas served.

## Corporate & Strategic Implications

### Strategic implications

This service helps to deliver the following Corporate Plan 2024-29 outcomes:

- Providing Excellent Services
- Flourishing Public Spaces
- Dynamic Economic Growth

### Financial implications

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 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 £240,000 which will contribute towards increases in costs.

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

None

### Legal implications

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

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

### Equalities implications

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

none

Security implications

None

## **Conclusion**

6. 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.

The above factors have been considered in setting the fees and charges for the Cemetery and Crematorium for implementation in fiscal year 2025/26 which I propose for approval by your committee.

## **Appendices**

- Appendix 1 – Itemised proposed Fees and Charges 2025/26

### **Graham Holmes**

Assistant Director – Environment Department

T: 0208 8539836

E: [graham.holmes@cityoflondon.gov.uk](mailto:graham.holmes@cityoflondon.gov.uk)

**City of London  
Cemetery and Crematorium  
Changes to the Fees and Charges design from last year  
Appendix 1**

# 2024/25 Fees and Charges

(Blue = Old fee)

(Green = New Fee)

## Cremations

Day	Time	Type	Duration of service 2023	2023 Fees	Duration of service 2024	2024 Fees
Monday – Friday	0800-0900	No service	Nil	£520	Nil	£495
	0830 – 1000	Adult	30 mins	£560	30 mins	£582
	1015 – 1800	Adult	30 mins	£1040	40 mins	£1082
	0830 – 1800	Adult	60 mins	£1360	100 mins	£1689
	0830 – 1800	Under 16	30 mins	Free	40 mins	Free
	Additional Time	All			40 mins	£587
Saturday	1000 – 1300	All	Up to 60 mins	£1492	Up to 60 mins	£1492
	Additional Time	All			40 mins	£997
Sunday	1000 – 1300	All	Up to 60 mins	£1492	Up to 60 mins	£1726
	Additional Time	All			40 mins	£1231
Webcasting	Where available			£66		£66
Single Image				N/A		£FOC
Slideshow-Max 25 images, no music				N/A		£38
Slideshow-Max 25 images, with music				N/A		£75

## Burials

Grave	Grave Type	Type	Duration of Church service	2023 Fees	2024 Fees
Burial in a private grave	Lawn	Adult	30 mins	£1812	£1884
		Under 16	30 mins	£772	£803
		Adult	30 mins	£2025	£2106

	Traditional Grave up to 7x3	Under 16	30 mins	£985	£1024
	Traditional Grave over 7x3	Adult	30 mins	£2,238	£2,328
		Under 16	30 mins	£1,198	£1,246
Burial in a public grave		Adult	30 mins	£1812	£1884
		Under 16	30 mins	£772	£803
		Baby	30 mins	£639	£665
Burial in the garden for babies		Baby	30 mins	£386	£401
Additional costs for chapel services		Weekday	Extra 15 mins	£194	£202
Additional fees & charges		Saturday	30 mins	£386	£402
		Sunday	30 mins	£575	£599
Reserve Chapel for memorial services			Per hour	£394	£410

Price on application for larger graves and vaults

## New Private Graves

Grave	Lease (in years)	2023 fees including 1 <sup>st</sup> interment £1812	2024 fees including 1 <sup>st</sup> interment £1884	Ground Only 2023 Fees	Ground Only 2024 Fees	Lease Extension 2023 Fees	Lease Extension 2024 Fees
Woodland	30	£3170	£3294	£1358	£1410	£45.27	£47
	45	£3849	£3999				
	60	£4528	£4704				
	75	£5207	£5409				
Heritage General	30	£4082	£4254	£2270	£2370	£75.66	£79
	45	£5216	£5439				
	60	£6351	£6624				
	75	£7486	£7809				
Heritage Roadside	30	n/a	£5514	n/a	£3630	n/a	£121
	45	n/a	£7329				
	60	n/a	£9144				
	75	n/a	£10959				
Lawn	30	£5585	£5814	£3773	£3930	£125.76	£131
	45	£7471	£7779				
	60	£9357	£9744				
	75	£11244	£11709				
Large lawn	Lease Extensions only					£132.20	£137
Heritage Large (Where available)	50	£9858	£10234	£8369	£8350	£160.93	£167
Traditional Conservation	50	£7193	£7484	£5381	£5600	£107.63	£112
	75	£9884	£10284				
Traditional non-constructed	75	£14194	£14784	£12382	£12900	£165.1	£172
	100	£18322	£19084				

Traditional part constructed	100	£26372	£27426	£24560	£25542	£245.6	£255
Vault – Constructed (Where available)	100	£42462	£44184	£40650	£42300	£406.5	£423
Catacomb	100	£10172	£10584	£8360	£8700	£83.60	£87

- All the above fees are reduced by £1082 for Under 16's.

## Ashes

Option	2023 Fees	2024 Fees
Burial of Ashes in a Lawn Grave (Maximum Depth)	£1260	£1310
Burial of Ashes in a Traditional grave (Maximum depth)	£1353	£1407
Burial of Ashes in a Woodland grave (in an eco urn)	£357	£371
Strewing of Ashes from other crematoria	£225	£234
Scattering of Ashes on a Lawn Grave	£225	£234
Scattering of Ashes in Garden of Rest (if cremation carried out at City of London)	Free	Free
Weekend surcharge for burial / strewing of Ashes	£147	£153
Storage of Ashes – first two months	Free	Free
Storage of Ashes – after two months (per month)	£40.75	£42
Storage of Ashes – annual fee	£243	£253
Burial of Ashes in a Private Grave* - no Landing	£307	£319
Burial of Ashes in a Private Grave* – 7'x3' Landing	£449	£467
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	2023 Fees	2024 Fees
Classic grave for Ashes (10 years) <b>If available</b>	£1598	£1670
Classic Ash Grave lease extension (Per year)	£159.80	£167
Lawn grave for Ashes (20 years)	£4120	£4280
Lawn Grave lease extension (Per Year)	£206	£214

## Memorial Gardens

The cost of memorial plaques is included in the fees set out below.

	2023	2024	2023	2024	2023	2024	2023	2024
<b>Lease in years</b>	5	5	10	10	20	20	30	30
Rose bush	£325	£338	£428	£445	£879	£914	£1381	£1436
Flowering border shrub								
Space in heather border								
Space in flower bed								
Standard Rose	£476	£495	£627	£652	£1244	£1294	£1890	£1966
Specimen shrub or tree	£627	£652	£1056	£1098	£2139	£2225	£3040	£3162
Garden Bench	N/A	N/A	£1381	£1436	£2770	£2881	£4008	£4168
Flagstone in pathway	N/A	N/A	£533	£554	£1089	£1133	£1638	£1704

Second dedications in the beds can be arranged for £194 on the remainder of the lease period. Second dedications on the flagstones can be arranged for £222 on the remainder of the lease period.

## Memorial Garden - Outdoor niches

	2023	2024	2023	2024
<b>Lease in years</b>	10	10	20	20
Niche with inscribed Aluminium tablet	£1384	£1442	£2774	£2890

## Columbarium (indoor niches)

	2023	2024	2023	2024	2023	2024	2023	2024
<b>Lease in years</b>	5	5	10	10	20	20	30	30
Niche	£506	£526	£865	£900	£1322	£1375	£1800	£1872
Niche with a gate	£768	£799	£1135	£1180	£1677	£1744	£2162	£2248
Large Niche	£903	£939	£1259	£1309	£1922	£1999	£2522	£2623

For subsequent City Casket or urn placed in the niche within the outdoor or indoor niches £202.

## Plaques

Options	2023 Fees	2024 Fees
Replacement Memorial Garden plaque	£77	£80
Replacement Memorial Bench Plaque (large)	£115	£120
Plaques for elsewhere	£100	£104
Plaques for elsewhere with concrete post £	£120	£125
Postal return of up to two plaques	£30	£30
Replacement aluminium tablet for Memorial Garden niches	£226	£235
Baby Garden Memorial Wall Plaque – five years	£118	£123
Baby Garden Memorial Wall Plaque - ten years	£236	£245
Temporary grave marker (small plaque with stem)	£23.50	£25
Temporary grave marker (Large)	£55	£57
Indoor columbarium tablet	£247	£257

## Urns and Caskets

Options	2023 Fees	2024 Fees
City Oak	£107	£111
Classic Oak	£112	£116
Regal Oak	£118	£123
Metal Urn	£97	£101
Biodegradable urn	£90	£94
Mandalay urn	£49	£51
Sealing of metal Urn or casket including overseas certificate and metal urn	£155	£161
Sealing and certificate only (container purchased separately)	£69	£72

## Grave Transfers

Options	2023 Fees	2024 Fees
By private Statutory Declaration, Probate or Letters of Administration	£60	£60
By assignment assent or City Statutory Declaration	£100	£100
Combination of the above	£150	£150



## Duplicate documentation

Options	2023 Fees	2024 Fees
Duplicate Cremation Certificate	£18	£18
Duplicate Deeds (only possible after 1997)	£35	£35

## Memorial Management

Options	2023 Fees	2024 Fees
Renovation of an existing memorial and/or any other minor works completed insitu	£91	£95
Inscription to an existing memorial and / or any other works completed insitu	£132	£138
Removal and / or installation of a tablet, lawn or traditional memorial	£250	£260
Raise and level landing	£213	£222
Dowel and cement headstone	£213	£222
Dowel and cement headstone and kerbs	£392	£409
Renovate and Clean Memorial	POA	POA
Supply and install landing - 7 x 3' x 6"	£491	£511
Supply and install landing - 6'6" x 2'6" x 6"	£437	£455

## Genealogy searches

Options	2023 Fees	2024 Fees
Burial registers Search where <u>exact</u> date of death is not known (per name, per year)	£100	£100
Burial registers Search where exact date of death is known (1856 – 1956)	£25	£25
Burial registers Search where exact date of death is known (1956 – present)	Free	Free
Cremation Search registers from 1904 – 1998 – where exact date is not known (per name, per year)	£100	£100
Cremation Search 1904 – 1956 where exact date is known	£25	£25
Cremation Registers – From 1956 – present, where exact date is known	Free	Free

## Book of Remembrance

Options	2023 Fees	2024 Fees	2023 Fees	2024 Fees	2023 Fees	2024 Fees	2023 Fees	2024 Fees	2023 Fees	2024 Fees
	2 lines	2 lines	5 lines	5 lines	5 with flower/crest	5 with flower/crest	8 lines	8 lines	8 with flower or crest	8 with flower or crest
Inscription in main	£110		£143		£219		£195		£263	

Remembrance book (including online/electronic books)		£115		£149		£228		£203		£274
Inscribed Replica – white card	£38	£40	£49	£51	£116	£121	£62	£65	£126	£131
Inscribed replica – paper book	£55	£57	£69	£72	£126	£131	£78	£81	£137	£143
Inscribed replica – simulated leather book	£91	£95	£116	£121	£178	£185	£188	£196	£243	£253
Inscription in main Remembrance book (including online/electronic books)	£110		£143							

## Grave Care

<b>Planting of Spring and Summer Flowers</b>	<b>2023 Fees</b>	<b>2024 Fees</b>
Lawn graves	£107	£107
Traditional private grave	£149	£149
Traditional brick grave	£221	£221
Larger graves/vaults	£324	£324
Tree ring	£149	£149
<b>Washing and Weeding your Memorial</b>		
Lawn graves	£72	£72
Traditional private grave	£89	£89
Traditional brick grave	£114	£114
<b>Planting with Thrift</b>		
Traditional private grave	£96	£96
Traditional brick grave	£114	£114
Larger graves/vaults	£144	£144
<b>Turf Banker</b>	£114	£114

## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 07/01/2025
<b>Subject:</b> Cemetery and Crematorium Administration System	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>delivers Corporate Plan 2024-29 outcomes</b></li> </ul>	Providing Excellent Services Flourishing Public Spaces
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	Local Risk
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	Yes
<b>Report of:</b>	Katie Stewart Executive Director Environment
<b>Report author:</b>	Graham Holmes Assistant Director Cemetery & Crematorium

### Summary

This report sets out the requirement to update the administration system used at the City of London Cemetery and Crematorium. The current system is outdated, non-compliant with statutory legislation and unable to serve the needs of a modern cemetery and crematorium.

A recent procurement tender exercise ended with one preferred bidder, but with all bidders having failed the financial assessment performed during the procurement process, including our current provider.

The financial risk will be mitigated by paying the supplier upon receipt of goods/services and not by paying upfront. This minimises the risk the City of London are exposing themselves to. A termination clause will be inserted into the contract by Commercial Services/Comptroller's & City Solicitors to further mitigate the risk, should the supplier encounter financial difficulty preventing them from providing the services to the level required. This would enable the City of London to exit without additional costs being incurred. Risks will be further mitigated by regular contract meetings being held between the department, the supplier and Commercial Services. This would allow the performance/financial performance to be monitored closely. Regular financial checks will be carried out on the supplier to ensure the risk of supplier is further minimised.

The Service are therefore unable to proceed without the Committee's approval.

### **Recommendation(s)**

Members are asked to:

- Approve the awarding of the contract to the preferred bidder, GSS (NI) Ltd (PlotBox)

### **Main Report**

#### **Background**

1. The City of London Cemetery and Crematorium identified a need to upgrade the administration system it uses. A project request was submitted and approved at Project Management Office and a Project Manager and Procurement Manager were assigned.
2. A full specification document was drawn up and the tender process was conducted, attracting 5 bidders, including the 3 industry leaders in this field.

#### **Current Position**

3. The procurement process clearly indicated one preferred option, GSS (NI) Ltd (PlotBox), however, it transpired that all bidders had failed the Corporation's standard financial appraisal. All bidders were financially appraised by the City of London's Treasury Team.  
This bidder was able to provide a Business Continuity Disaster Recovery Plan along with agreeing to a payment plan suggested by the City of London Treasury Team, post-contract signature.

#### **Options**

4. Option 1 - Approve the award to the preferred bidder with mitigations in place

The preferred bidder GSS (NI) Ltd (PlotBox) is multinational, with over 60 cemeteries and/or crematoria as clients in the UK and the largest cemetery in Australia (some 700 acres).

The risk of financial failure is not certain, and it is unlikely bidders would wish to undergo a second round of tendering having spent a significant resource on bidding, especially, as it is unlikely their financial situations will have changed significantly, and running an additional tender is considered unlikely to result in a different outcome, as the main three bidders are all market leaders in this field and would require additional time and resource from the City.

All fees are payable in arrears, at the end of implementation and the end of each budget year for the licence, therefore substantially mitigating any financial risk.

**This is Recommended**

5. Option 2 - Re-tender the provision

There are no guarantees new or different bids would be received, or tender would be successful. If retendering via a framework, we could request a software via a reseller, however, whilst this provides some risk mitigation as the reseller would be the primary contracting party, it still does not change the fact that the subcontractor organisation would retain the same level of financial standing thus risk of failure will remain. It is likely that the Service will pay a higher price for the software as resellers are likely to add a percentage fee to the total value, albeit this cannot be confirmed at this stage.

There would also be an additional cost and resource for running the tender, where the risk profile will effectively remain similar.

**This is not recommended**

6. Option 3 - Retain the current system

As previously stated, the system is already substandard and inefficient and cannot be further developed or made legally compliant. Furthermore, the provider, Gower Consultants, have also failed the financial assessment as part of the procurement process

**This is not recommended**

**Proposals**

7. It is proposed to allow for the procurement of the Plot Box system from GSS (NI) Ltd (PlotBox) over a 5yrs contract with a 2yr extension option.

**Key Data**

8. The one-off cost to implement the system is £96,095, with a yearly licence fee of £34,4200 over the 7-year contract.
9. The system will allow for seamless delivery of all administration of the service, including: -
- cremation and burial documentation
  - digital mapping of the site to include every grave and memorial within the memorial gardens
  - memorial safety testing
  - online booking
  - online Permit applications
  - electronic signature
  - Automatic renewal of both grave and memorial agreements
  - cloud storage
  - drag and drop documentation
  - Works alongside all SAP financial systems

10. This will reduce our paper and postage costs which currently stand at £33,000pa, streamline the service by reducing duplication, reduce the current perceived 30% inefficiency due to multi point manual handling of documentation and work orders, manual archiving of documentation.
11. GSS – Plot Box have supplied robust Business Continuity and Application Disaster Recovery plans

### **Corporate & Strategic Implications**

12. Strategic implications - This proposal aligns with and will support the delivery of the Corporate Plan 2024-2029, specifically Providing Excellent Services and Flourishing Public Spaces by allowing the Cemetery and Crematorium to future proof the administration of Cremations, Burials, and post service memorisation. This brings the service in line with competitors who already offer similar levels of service to the bereaved and industry stakeholders.
13. Financial implications – A recent procurement tender exercise ended with one preferred bidder, but with all bidders having failed the financial assessment performed during the procurement process, including our current provider.

The Service is therefore unable to proceed without the Committee's approval.

For the recommended option, the one-off cost to implement the system is £96,095, with a yearly licence fee of £34,420 over the 7yr contract.

Mitigation of the resulting financial risk is through all fees being payable in arrears, at the end of implementation and the end of each budget year for the licence.

14. Resource implications – None
15. Legal implications – Current system is not legally compliant after a change in cremation paperwork on 9th Septemeber 2024 following an amendment to The Coroners and Justice Act 2009 implementing The Medical Examiners (England) Regulations 2024.
16. Risk implications – Attached as Appendix 1
17. Equalities implications – None following a test of relevance.
18. Climate implications – None
19. Security implications - None

### **Conclusion**

20. Whilst there is a financial and risk implication with awarding the contract, both are low risk, whilst the benefit to the service to enable the Cemetery and

Crematorium to be legally compliant and industry leading in all aspects of serving the bereaved, and the bereavement industry as a whole is extremely high.

21. All the above have been considered carefully and despite the concerns raised by the financial assessment it is believed that the benefit to the service far out ways the risk, which I why I propose for approval by your committee.

## **Appendices**

- Appendix 1 – Risk Matrix

Graham Holmes  
Assistant Director Cemetery & Crematorium

T: 0208 530 9836

E: [graham.holmes@cityoflondon.gov.uk](mailto:graham.holmes@cityoflondon.gov.uk)

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## Appendix 1

### Business Risks and Implications of not upgrading to a modern solution:

Category	Risk	Impact
<b>End of life legacy admin system</b>	System unsupported and outdated	<ul style="list-style-type: none"> <li>• Epilog v3.0 no longer receives vendor updates or security patches, making it vulnerable to cybersecurity threats.</li> <li>• Changes in the supplier's staff has meant that knowledge of CoL's customised system has been lost over time. This has made obtaining support for the system increasingly difficult.</li> </ul>
<b>Operational efficiency</b>	No system integrations	<ul style="list-style-type: none"> <li>• No integration with finance software – doubles the workload as books must be maintained on both Epilog and Oracle manually.</li> </ul>
	Inefficient processes	<ul style="list-style-type: none"> <li>• As the system gets slower, time spent manual tasks is getting longer, leading to decreased employee productivity and satisfaction.</li> <li>• Epilog does not accept electronic signatures. This is not in line with best practice post-covid.</li> <li>• The cemetery still relies on hand drawn grave maps. This is not in line with best practice, open to human error. Maps can only be accessed from the main office site which makes it difficult for grounds staff who often refer to these maps for their daily tasks and memorial safety testing.</li> </ul>
	Increased downtime of system	<ul style="list-style-type: none"> <li>• The system goes down at least once a month on average.</li> <li>• Downtime can last anything from 1-24 hours which downtimes that disrupt business continuity, leading to potential revenue losses and customer dissatisfaction.</li> </ul>
<b>Cost implications</b>	Higher maintenance costs	<ul style="list-style-type: none"> <li>• Rising costs for legacy hardware as the service is hosted on City of London servers.</li> <li>• Increased cost of support, and infrastructure and management over time.</li> <li>• Cost of maintaining archive building for physical document storage.</li> <li>• Increasing postage costs and staff time to send out lease renewal reminders. A modern system can send reminder emails before the renewal date is reached.</li> </ul>
<b>Security &amp; compliance</b>	Vulnerabilities to cyber attacks	<ul style="list-style-type: none"> <li>• Higher risk of breaches due to outdated security protocols, leading to potential data loss or exposure.</li> </ul>
	Non-compliance with regulations	<ul style="list-style-type: none"> <li>• Risk of fines, legal consequences, and loss of business due to non-compliance with updated industry regulations.</li> <li>• Unable to produce statutory reporting data, these must be totalled by hand</li> </ul>
	Weak disaster recovery	<ul style="list-style-type: none"> <li>• The cemetery still relies on physical maps document storage as the current system cannot hold these electronically.</li> <li>• Potential for significant data loss and operational disruption during system failures or natural disasters.</li> </ul>
<b>Customer satisfaction</b>	Slower response times	<ul style="list-style-type: none"> <li>• Reduced responsiveness to customer needs and freedom of information requests due to documents being archived in an archive building away from the main office site, leading to customer dissatisfaction.</li> </ul>

		<ul style="list-style-type: none"> <li>All records of service and memorialisation 6+ months old is archived and must be retrieved by hand</li> </ul>
	Poor user experience	<ul style="list-style-type: none"> <li>The legacy system is slow and has an outdated, unintuitive interface. For example, clicking print to in fact, save a record.</li> <li>It is difficult to train inexperienced staff on an outdated system as they are often more familiar with more modern, intuitive interfaces.</li> </ul>
	Loss of competitive edge	<ul style="list-style-type: none"> <li>Competitors using modern system with digitalised mapping may outperform in terms of optimising grave use, lease renewals etc.</li> <li>Competitors have online booking for FD's.</li> <li>Unable to accept statutory paperwork electronically.</li> </ul>
<b>Innovation &amp; agility</b>	Inability to implement new features	<ul style="list-style-type: none"> <li>Epilog v3.0 does not have the capacity to respond to changes in the industry.</li> </ul>
	Hindered decision-making	<ul style="list-style-type: none"> <li>It is extremely difficult to access real-time data for insights with data being spread across paper maps, a legacy system, and archived documents, leading to delayed or suboptimal business decisions.</li> <li>Since the cemetery has a limited amount of available space, it is essential to maintain accurate data to effectively inform the long-term business strategy.</li> </ul>
	Decreased employee morale	<ul style="list-style-type: none"> <li>Staff are frustrated by slow and outdated ways of working.</li> </ul>

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 07/01/2025
<b>Subject:</b> City of London Thames Fishery Research Experiment	<b>Public report:</b> For Decision
<b>This proposal:</b> <ul style="list-style-type: none"> <li>• <b>delivers Corporate Plan 2024-29 outcomes</b></li> </ul>	<ul style="list-style-type: none"> <li>• Leading Sustainable Environment</li> <li>• Diverse Engaged Communities</li> </ul>
<b>Does this proposal require extra revenue and/or capital spending?</b>	Yes
<b>If so, how much?</b>	£4,800
<b>What is the source of Funding?</b>	City's Estate Grant
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	Yes
<b>Report of:</b>	Katie Stewart, Executive Director Environment
<b>Report author:</b>	Gavin Stedman, Environment Department

## Summary

This report presents the results of the 52<sup>nd</sup> City of London Thames Fishery Research Experiment, which was held on 28 September 2024, at Denton, Gravesend, and sets out options for the 53<sup>rd</sup> Experiment in 2025 for the Committee's consideration.

As agreed by the Port Health and Environmental Services Committee in March 2024, the angling methodology was further improved this year in order to reduce fish mortality rates, and this proved successful. In addition, data collection was enhanced, and some basic analysis of the results was undertaken (Appendix 3).

These improvements are a positive step towards developing a more scientific and collaborative approach to the Experiment and the production of a broader, consistent and more valuable dataset. A proposal for a research project to commence in 2025 is presented at Appendix A. This proposal has been prepared in consultation with external partners and, if approved by Members, will involve working with academic institutions who will undertake the data analysis and interpretation.

## **Recommendations**

Members are asked to approve the three parts of the recommended option **(a)**:

- i. Proceed with the 53<sup>rd</sup> City of London Thames Fishery Research Experiment in 2025 in the existing format.
- ii. Review and approve the grant of £4,800 from the City's Estate to partially fund the 2025 Experiment.
- iii. Approve delegated authority to the Town Clerk, in conjunction with the Chairman and Deputy Chairman, to determine the details of the proposed Research Project in conjunction with suitable academic institutions.

## **Main Report**

### **Background**

1. The City of London Thames Fishery Research Experiment has been held annually since 1973. The Experiment takes the form of an annual angling competition, the results of which form a survey of the numbers and species of fish present in the river during a four-hour period each year.
2. The Experiment encourages sustainability and conservation. The competition rules comply with advice and guidance issued by the Angling Trust and participants are advised about the proper handling of fish to minimise mortality. All young and undersize fish are returned to the river immediately once they have been recorded.
3. Results since 1973 have recorded data on more than 22 species of fish. The results provide data and information to organisations such as the Environment Agency, the Thames Angling Preservation Society, the PLA, and members of the river community.
4. As one of the oldest 'citizen science' projects, the Experiment has the unique advantage of linking the river's recreational angling community, and local communities, with sustainability and conservation. It is also an opportunity for the younger participants to learn from experienced anglers and hopefully be encouraged to develop a long-term interest in fishing and marine conservation.

## **Current Position**

5. On Saturday, 28 September 2024, 75 adult anglers from eight teams caught 122 fish consisting of 5 species. Anglers competed for a range of team and individual prizes, including those sponsored by the PLA; The Fishmongers' Company; and the Worshipful Company of Water Conservators. Details of the competing teams and winners are provided at Appendix 1.
6. 122 fish of five species were caught this year:
  - Bass: 102
  - Flounder: 11
  - Eel: 6
  - Pouting: 2
  - Dab: 1.
7. For comparison, the data from the last 15 years is provided at Appendix 2.
8. The events of the day followed the format of previous years, i.e. the angling competition took place over four hours. This was followed with a three course meal in a marquee hired for the occasion, for approximately 150 people (anglers, stewards and guests) and a formal presentation ceremony.

## **Feedback from stakeholders**

9. Participating anglers and guests have provided positive feedback on the 2024 Experiment. Stakeholders acknowledge the Experiment's significance in evaluating the condition of the River Thames. The event also fosters a sense of community among river stakeholders and serves an educational purpose by involving young people.
10. The angling community's representative has commented as follows:
11. With the event being held in late September this year, the species recorded were typical for early autumn in this section of river.
12. The species recorded were dominated by European Bass of which there were 102; a notable increase on the 32 landed in 2023. This may be a developing trend of recovery following European wide protection measures introduced for Bass over the last decade. This also underlines the importance the section of river plays in the lifecycle of the species. Further analysis shows that the vast majority were Juveniles with only two fish above the minimum conservation reference size (MCRS) as adults; indicative of the river as a key nursery area.
13. This year, we again monitored fish mortality and were pleased to note that our fish handling code of practice appears to be effective.
14. We were very pleased to again support three youth teams, coached by four experienced volunteer anglers. The event continues to build on the original aspirations to engage young people in marine conservation related events. This

year we have managed to go one step further with two junior anglers having progressed from the youth teams to the adult teams.

15. The age profile of the adult participants is continuing to rise so it is important that we continue to encourage young people to participate. Additionally, we have had a positive response from the attending school teachers and we will explore ways of linking the Experiment results to science study in the classroom.

### **Financial Summary**

16. The total cost of this year's event was £12,581.
17. Funding was provided through a grant of £4,800 from City's Cash (now City's Estate). We also received financial contributions of £750 from the Fishmongers' Company and £1,000 from the Thames Angling Preservation Society. (In addition, trophies were donated by the Worshipful Company of Water Conservators, and neighbouring business, Clubb Sand and Gravel Ltd (neighbouring business).
18. The remaining cost to the local risk budget was £5,819.20.

### **Improvements in 2024**

19. We now hold 52 years' worth of valuable data which shows the numbers and species of fish present at the time of each Experiment. However, more detailed and scientific analysis of the results has never been undertaken.
20. Collection of associated environmental data has been limited and somewhat sporadic over the life of the Experiment. In recognition of how useful this data would be in the analysis and interpretation of the results, a process was implemented this year to collect water temperature and salinity readings.
21. In addition, as a first step towards improving the scientific nature of the Experiment, this year some further, basic and observational analysis was carried out by the lead Angling Coordinator, and his report is provided at Appendix 3. It is intended to build upon this in future years, should the Committee approve the continuation of the Experiment.

### **Looking ahead**

22. For 52 years, the Thames Fishery Research Experiment has united those interested in the river Thames. It is one of the longest-running citizen science projects, providing valuable historical data for stakeholders. This long-standing event not only celebrates the rich angling tradition of the region but also records valuable data on fish catches, contributing to a broader understanding of the River's biodiversity and health. It is acknowledged, however, that the data gathered from this event could be utilised more effectively and be grounded in a stronger scientific basis.

23. A proposal for a research project to commence in 2025 has been prepared in consultation with external partners and, if approved by Members, will involve working with academic institutions who will undertake the data analysis and interpretation. The proposal is presented at Appendix 4 and is summarised below.

### **Research Project Proposal**

24. The proposed City of London Thames Fishery Experiment Research Project seeks to evaluate the health of fish in the River Thames, focusing on contamination levels and climate change impacts.

**Project objectives:** The project aims to gather data on fish health, analyse Polychlorinated Biphenyls (PCB) concentrations, compare current levels with past predictions, and assess various biological and environmental factors affecting fish in the River Thames.

**Environmental concerns:** Anglers have expressed concerns about Estuary conditions, particularly sewage releases and water quality, which are believed to affect fish health and could indicate broader aquatic health issues.

**Methodology:** The project will involve sample collection during the annual City of London Thames Fishery Research Experiment, followed by laboratory analysis to measure PCB levels, heavy metals, microplastics, and parasite infestations. Data will be statistically analysed to identify significant trends.

**Collaborative efforts:** The project will provide the opportunity to collaborate with various stakeholders, including the angling community, environmental agencies, and academic institutions, to ensure comprehensive data collection and analysis.

**Project benefits:** The results may inform environmental policy and conservation efforts. Furthermore, the collaborative approach will offer valuable engagement with stakeholders, including government agencies and academic institutions which may support and influence future scientific research. In addition, it will involve working with the angling community and contributing to a broader understanding of the River Thames' biodiversity and health, to help shape future environmental strategies.

**Project costs:** It is anticipated that the sample collection, data analysis and interpretation will be undertaken by a partner academic institution which will absorb most of the costs.

## Options

25. Despite financial contributions from some partner organisations, approximately half of the cost of the Experiment is charged to the Port Health and Public Protection local risk budget and this amount does increase year on year. When deciding whether to approve the Experiment in 2025, your Committee is asked to consider whether the benefits of the event outweigh the rising costs, therefore several delivery options have been prepared:

- a) i. Proceed with the 53<sup>rd</sup> City of London Thames Fishery Research Experiment in 2025 in the existing format (i.e. with a full complement of anglers and guests (approx. 150), a seated meal and presentation ceremony).
- ii. Partially fund the 53<sup>rd</sup> Experiment with a grant of £4,800 from the City's Estate fund.
- ii. Initiate the proposed Research Project which will be developed in conjunction with suitable academic institutions.

Option **a)** would fulfil the aim of developing a more scientific approach to the Experiment, contribute to a broader understanding of the biodiversity of the River Thames, and further enhance collaboration and partnership working. While we anticipate limited additional costs for the Research Project, the overall cost of the event will rise in line with inflation. **Recommended**

- b) i. Proceed with the 53<sup>rd</sup> City of London Thames Fishery Research Experiment in 2025 on a reduced scale, similar to the format followed during the 2020 pandemic year. This would involve a limited number of key guests and the provision of simple catering without a formal sit-down meal.
- ii. Partially fund the 53<sup>rd</sup> Experiment with a grant of £4,800 from the City's Estate fund.
- ii. Initiate the proposed Research Project which will be developed in conjunction with appropriate academic institutions.

Option **b)** approach minimises costs and allows for selecting angling times based on optimal tidal conditions. However, it compromises the 'community' and collaborative aspect of the event, severely limits the time required to calculate the competition results, determine winners and hold a presentation ceremony, and may decrease the likelihood of practical support and financial contributions from academic institutions and partner organisations. **Not recommended**



- c) Do not continue to hold the City of London Thames Fishery Research Experiment, leaving 2024's 52<sup>nd</sup> anniversary event as the final occurrence.  
**Not recommended**

## Proposals

26. Option a) is recommended. This option does impact on the local risk budget, and the other options may need to be reconsidered in future years.
27. The March 2016 Policy and Resources Committee agreed the transfer of funding commitments from Finance Grants Sub Committee to the relevant Committees for ongoing administration. Should you choose to proceed with the 53<sup>rd</sup> Experiment, you are also required to review and approve the annual grant from City's Estate fund to deliver the Experiment. The amount of the proposed grant for the Fishing Experiment in 2025/26 is £4,800 (*subject to final approval by Court of Common Council in March 2025*).

## Corporate and strategic implications

**Strategic implications** - The City of London Thames Fishery Research Project supports the aims and outcomes of the City's Corporate Plan 2024-2029, particularly 'Diverse Engaged Communities' and 'Leading Sustainable Environment'.

**Financial implications** - The Experiment is partly funded by a grant from City's Estate and from financial contributions made by partner organisations. The balance is paid from the local risk budget. Financial implications are balanced against the non-financial benefits when deciding whether to proceed with the 53<sup>rd</sup> Experiment and the format it will take.

**Climate implications** - The City of London Thames Fishery Research Experiment encourages sustainability and conservation. It is one of the oldest 'citizen science' projects and encourages young people to become involved in conservation of the river Thames.

## Conclusion

The 52<sup>nd</sup> City of London Thames Fishery Research Experiment was a successful event which was well supported and enjoyed by all who took part. Continued improvements to the angling methodology resulted in reduced fish mortality rates. In addition, data collection was enhanced, and some basic analysis of the results was undertaken which will

If approved, the proposed project will enhance the existing 'City of London Thames Fishery Research Experiment,' establishing a scientific foundation for collecting data from the event. This data will contribute to a broader understanding of the biodiversity and health of the River Thames.

The project aims to facilitate comprehensive collaboration with stakeholders, government agencies, and educational institutions, alongside the recreational angling community. This collaborative approach may bolster and guide the progress of future scientific research.

## **Appendices**

- Appendix 1: Summary of competition results and winners 2024
- Appendix 2: Fishing experiment statistics 2010-2024
- Appendix 3: Analysis of Experiment results 2024
- Appendix 4: Draft project proposal for 2025 onwards

## **Background Papers**

'Improvements to methodology of the City of London Thames Fishery Research Experiment.' Port Health and Environmental Services Committee, 28 March 2023

## **Contact**

Gavin Stedman

Port Health and Public Protection Director Environment Department

T: 020 7332 3438

E: [gavin.stedman@cityoflondon.gov.uk](mailto:gavin.stedman@cityoflondon.gov.uk)

**52<sup>nd</sup> Thames Fishery Research Experiment**  
**28 September 2024**  
**Summary of results**

**Total catch:** 122 fish consisting of 5 species: **102 bass; 1 dab; 6 eel; 11 flounder; 2 pouting.**

**THE LADY HOWARD TROPHY** was awarded to the team of adult anglers with the highest number of points.

In 3<sup>rd</sup> place with 255 points and a catch of 17 fish, was the Public Services Angling Team.

In 2<sup>nd</sup> place with 300 points and a catch of 20 fish, was the Charles Stanley Angling Team.

In **1<sup>st</sup> place** with 420 points and a catch of 28 fish, consisting of 24 bass; 2 eel and 2 flounder was the **Essex County Angling Team.**

**THE PLA SCHOOLS TROPHY** is awarded to the team of school-age anglers with the highest number of points.

In 3<sup>rd</sup> place with 45 points and a catch of 3 fish, was the Independent Youth Team.

In 2<sup>nd</sup> place with 60 points and a catch of 4 fish, was the City of London School for Girls.

In **1<sup>st</sup> place** also with 60 points and 4 fish, but with a catch which included a greater number of species (3 bass and 1 pouting), was **Gravesend Grammar School.**

**BEST INDIVIDUAL CATCH BY AN ADULT**

The adult angler with the highest individual score was a member of the **Charles Stanley Angling Team** who caught 7 bass and 4 flounder, resulting in a total of 165 points.

**BEST INDIVIDUAL CATCH BY A SCHOOL PUPIL**

The school-age angler with the highest individual score was a member of the **Gravesend Grammar School Team** who caught 3 bass, resulting in a total of 45 points.

**THE BIODIVERSITY AWARD** is supported by the Worshipful Company of Water Conservators for the catch which most demonstrates the continuing healthiness and improvement of the River Thames. The judges chose this year's winning catch (2 flounder; 1 bass and 1 eel) to be that of a member of the **Charles Stanley Angling Team.**

**THE FISHMONGERS' CUP** is awarded to the angler judged to have caught the largest or best single fish. The best single fish was judged to have been a 59cm eel caught by a member of the **Kent Angling Team.**

**THE REG BUTCHER CUP** was awarded to the young angler judged to have caught the largest or best single fish. The best single fish was judged to have been a 26cm bass caught by a member of the **Gravesend Grammar School Team.**

**THE CLUBB SAND AND GRAVEL TROPHY** this new trophy was awarded to the angler who caught the single fish of the most unusual species. The fish judged to be the most unusual species was a 19cm dab caught by a member of the **Public Services Angling Team.** This was the first dab caught in the Experiment in recent years.

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### **52nd Gravesend Fishing Experiment 28 September 2024**

#### **Report on results**

This report has been drafted based on the results of, and data collected at, the City of London Thames Fishery Research Experiment 2024.

#### **1. Introduction**

This citizen science event uses recreational sea angling techniques to catch, measure, record and release fish found in the tidal river Thames.

Organised by the City of London, the Experiment began in 1972 with the aim of helping stakeholders better understand the positive impact of water quality improvements carried out in previous years.

The Experiment aims to engage the local and wider community in river conservation and especially encourages young people to take part.

#### **2. Location**

The Experiment is held at the same location every year: from the beach along the shoreline by the Port Health River Division Office, Denton, Gravesend, Kent. Between the following co-ordinates: 51° 26.601N/0°23.753E and eastwards for approximately one mile along the sea wall to 51° 26.659N/0°25.050E.

#### **3. Conditions 28 September 2024**

High tide – 10:50 hrs

Tide height - 5.17m

Fishing time – 09:00 to 13:00

Weather – Warm, sunny with light winds and no rain

Water temperature - 18C

Water salinity - 30‰

### 4. Results

Number of anglers - 75  
(8 teams of adult anglers and 3 youth teams)

Number of fish caught - 122  
Number of species caught - 5

#### Species caught:

Bass - 102  
Flounder - 11  
Eel - 6  
Pouting - 2  
Dab - 1

### 5. Analysis of fish by species

The stomach content findings in this report are purely visual and basic. However, the organising team is in contact with some interested educational establishments and are looking to engage with them to establish a more detailed analysis in future years.

#### **(i) Bass (*Dicentrarchus labrax*)**

Over the 52 years that the experiment has been running there have been 358 bass recorded from this section of the river Thames. With 102 landed this year, this has proved to be exceptional and represents 28% of that 52 year total.

Breaking down the size and age of the fish we recorded the following:  
(Definitions Pawson *et al* 1987)

Adults greater than the Minimum Conservation Reference Size (MCRS) of 42cm = **2**  
Adolescent fish between 32cm and 42cm = **4**  
Juvenile fish below 32cm = **96**

This analysis clearly indicates that this section of the Thames provides important habitat for juvenile bass and requires further investigation to better understand possible reasons (e.g. feeding, protection, migration).

Further breakdown of the length data show that the 96 juvenile fish ranged from 9cm to 31cm and that half of these were between 18cm and 20cm (estimated to be 1-2 year olds). This larger group could be reflective of a 'good' spawning year in 2022.

The following factors may have had an impact on this observation.

1. The number of adult fish taken out of UK waters during the Covid-19 pandemic lockdown periods (in 2020 and 2021) is likely to have been lower than usual due to lack of demand from consumers.
2. Landing restrictions on bass during the spawning season introduced by the EU/UK governments have been in place since 2016.



### Trends

Looking back at records from the Experiment over the last 10 years, when it has been held between mid-September and mid-October, the number of bass landed each year was:

10 September 2015	0
15 October 2016	6
21 October 2017	14
22 September 2018	20
12 October 2019	6
17 October 2020	4
18 September 2021	8
8 October 2022	6
14 October 2023	32
28 September 2024	102

Eight of those ten years indicate fairly low numbers of bass landed, whereas the last two years have shown a significant increase.

### Stomach contents/scale measurement

We were unable to carry out any stomach content or scale measurement sampling as 100 of the 102 bass specimens were under the MCRS and were required to be released. The two specimens over the MCRS were released unharmed at the request of the angler.

We are considering making an application to Kent and Essex Inshore Fisheries Conservation Authority (K&E IFCA) for a dispensation to retain a small number of specimens in future years in order to gain an understanding of diet, parasites, ingested plastics, Polychlorinated Biphenyls (PCB's) and sex.

Scale ring assessments will give more accurate age profiles to help confirm the year class of each fish sampled.

Two anglers reported brown shrimp and common gobies' present in the mouths of some bass before release.

### **(ii) Flounder (*Platichthys flesus*)**

This species has been a stalwart over the duration of the experiment with at least one being recorded every year from 1972.

Eleven were recorded at this year's event measuring between 20cm and 32cm in length. All were adult fish capable of reproducing and were aged between 3 and 5 years. (*19cm year 3, 24cm year 4. de Vlas 1979, Summers 1980*)

This low number is confirmation of the dramatic decline in their number. Over the life of the experiment 2,736 have been recorded, an average of 53 per year. Between 1983 and 1989, between 150 and 300 Flounders were being recorded.

The reasons for the decline are unclear but four possibilities could be considered.

1. Predation from significant increases in the grey seal population.
2. Predation from high numbers of juvenile bass who share the same habitat.
3. Overfishing: Flounders are a popular 'pot bait' for the commercial fishing industry.
4. Flounder often inhabit moderately polluted waters, and it might be assumed that cleaner waters are less likely to support them.

### Stomach contents

Three flounder were retained for stomach content identification and the following were identified:

- The first specimen had the remains of a brown shrimp and a sea slater in its stomach.
- The second flounder had what looked like a piece of a rubber band (approx 5mm x 8mm) in its stomach along with the remains of a small brown shrimp.
- The third specimen had a number of small marine creatures in its stomach that were in an advanced state of decomposition and unrecognisable. However, the remains of a small sea slater were found.

### **(iii) European Eel (*Anguilla anguilla*)**

There were 6 eels recorded this year reflecting a long term trend in the decline of this once plentiful fish. In fact the Experiment has recorded an average of just 8.3 eels per event in the last 10 years from a total of 1,329 over the last 52 years.

A large specimen measuring 57cm was recorded this year; this is most likely to have been a female as males rarely exceed a length of 54cm (*Dekker, 2004*)

Like the flounder, the eel's steady decline since the mid 1980's is reflected in the Experiment's records and in line with national and international trends.

Again, the reasons for the decline are mixed. Possible causes include:

1. Loss of suitable habitat or loss of access/egress to those habitats.
2. Unsustainable commercial fishing for young eel (elvers or 'glass eel').
3. Interruptions of the migration path to spawning grounds off the coast of Mexico (changes in the position of the Gulf Stream)

### Stomach contents

The European Eel is a protected species and all fish were measured and returned to the water after careful recovery.

There are no plans to apply for dispensations to retain eels in future but there may be some benefit in recording visual observations like disease or parasites on the skin before release.

### **(iv) Dab (*Limanda limanda*)**

A single dab was recorded, a specimen of 19cm.

This is only the fifth dab recorded in 10 years so an uncommon visitor and a welcome one. This fish secured the award for the fish that best represents improvements in water quality for this section of the river Thames.

#### Stomach contents

There were no stomach content sampling checks, and the fish was measured and immediately returned to the water.

### **(v) Pouting (*Trisopterus luscus*)**

There were two pouting recorded between 16cm and 18cm in size. (Between 1-2 years of age) (*ices 1982*)

It is likely that the reason for the low numbers of pouting recorded this year, is that the event was held a little earlier and before large numbers of pouting have had the chance to migrate to this section of the River. Normally this occurs mid-autumn. Good numbers were being reported by anglers fishing the Thames Estuary at the time the Experiment was held.

#### Stomach contents

Both specimens were retained, and the following contents were recorded;

- One specimen had the legs of a small shore crab in its stomach.
- The second specimen had what appeared to be similar to a shiny flake of industrial insulating material (possibly expanded mica) plus the remains of a small marine animal that was in an advanced state of decomposition.

## **6. General notes and observations**

Without historic water temperature measurement it is difficult to identify temperature related trends. However, the last two years have seen water temperatures of 18C, whereas the only two previous years in which temperature was recorded gave readings of 15C and 13.5C.

The organising team is investigating whether it is possible to recover water temperature measurement for the missing years.

Water salinity levels were taken for the first time this year and were recorded at 30%. In future years, this information will be used to help understand the impact wet or dry spells may be having on the different species using this section of the River. Again, the team is looking at whether there is a source of historical salinity data that could be added to the records for use in future analysis of the results.

The number of angling participants has remained largely consistent since conception. The normal number of anglers participating is around 75. However, in 2020 and 2021 Government imposed Covid-19 restrictions meant that only 24 and 19 anglers could participate each year, respectively.

This section of the River Thames is protected from trawling and gill netting for mullet through a byelaw introduced on 7 January 2009 by the Environment Agency and currently enforced by the K&E IFCA. It is thought that this directly reduces the mortality rates on all species from commercial fishing which helps to stabilise normal fish populations.

In 2018, the Centre of Environment Fisheries and Aquaculture Science (Cefas), identified the area as a potential bass nursery area (BNA) requiring protected status.

### 7. Summary

Only a small number of fish recorded were of adult size. The majority of fish were either juvenile or adolescent. This underpins the understanding that this section of the River Thames is an important nursery area.

The large number of juvenile bass recorded measuring between 18cm and 20cm may indicate that the 2022 spawning year was a very successful one.

*N.B. It is difficult to accurately age these fish without using a scale ring assessment technique and by determining the sex of the fish as males and females grow at different rates.*

The Experiment records reflect national and international declines in flounder and eel populations.

With water temperatures at 18C, the autumn/winter species including whiting and pouting have not yet arrived in this section of the river Thames.

Despite a very small number of stomach content inspections, two specimens were found to have ingested man-made material.

# **Project Proposal**

## **1.0 Project Background**

For over half a century, the annual City of London Thames Fishery Research Experiment has been conducted on the River Thames. This engaging event not only honours the region's rich angling tradition but also gathers valuable data on fish catches, thereby enhancing the understanding of the river biodiversity and health.

The Experiment actively involves the local community, particularly anglers, who are increasingly aware of, and concerned about, the environmental condition of the river. Subsequently the angling community play a pivotal role in any future research.

Over the years, data has been collected from the event but not used for any other purpose beyond reference. In recent years, significant efforts have been undertaken to establish a more robust scientific foundation for the Experiment. It is therefore recommended to integrate the Thames Fishery Research Experiment with a scientific initiative.

The aim of this project is to ensure that the valuable information and data obtained from any future City of London Thames Fishery Research Experiments are incorporated into a scientifically robust initiative with broader implications. This will support ongoing scientific research into the health status of the River Thames.

## **2.0 Proposed Project Title**

To examine the impact of Polychlorinated Biphenyls (PCBs) on the health status of fish in the River Thames and assessment of climate change trends.

## **3.0 Project Overview**

This project aims to assess factors affecting fish health in the River Thames using data from the annual City of London Thames Fishery Research Experiment, in order to understand current fish contamination and identify climate change trends.

### **3.1 Fish contamination**

The River Thames flows through a densely populated and industrialised area of the UK and has a history of Polychlorinated Biphenyls (PCBs) contamination.

The Kent and Essex Inshore Fisheries and Conservation Authority (KEIFCA) has reported concerns from fishers about estuary conditions, particularly related to sewage releases and water quality. Fish are seen as indicators of aquatic health, and worries have been raised about pollutants such as PCBs, which persist in the environment and are reported to be toxic to wildlife and humans (Ngoubeyou et al, 2022). The River Thames has a history of PCB contamination due to its industrialised region.

The stomach contents of several fish taken at the 2024 Experiment were subject to analysis, which revealed the ingestion of synthetic materials. This could provide further evidence to support the presence of PCBs within the River Thames.

Therefore, this project will evaluate PCB levels, heavy metal contamination, microplastic ingestion, and biological trends in fish collected from the study.

### 3.2 Climate change trends

Lamon et al. (2012) found that climate-induced changes in marine environments greatly affected PCB presence. Previous research by Lu et al. (2015) supports this finding, predicting PCB distributions under climate change scenarios, with Paul et al (2012) suggesting an increase in water temperature as one of the most influential factors.

Anecdotal data collected from previous Experiments have indicated variations in water temperature, with a maximum increase of 4.5°C observed over a two-year period.

The experimental data collected in 2024 has shown a change in the number and types of species, with a decrease in whiting, eel, and pouting populations, and an increase in bass numbers. This may suggest that water temperature also impacts the type and number of fish species observed in the river.

Jeppesen et al (2023) found that rising sea levels impact on the salinity of water, consequently impacting on the biodiversity of species and pollutants. Prior to 2024, water salinity was not recorded at the Experiment, therefore the project will also record salinity at the event, to assess the impact of water salinity as part of a climate induced change on PCB presence as well as river species diversity.

Therefore, this project will support ongoing analysis of these potential climate induced changes to inform future studies and align with any wider environmental monitoring.

### 4.0 Project objectives

1. Collecting data from fish samples at the 53<sup>rd</sup> Thames Fishery Research Experiment.
2. Analysing PCB concentrations in fish through laboratory tests.
3. Comparing current PCB levels with 2015 projections.
4. Examining fish year class and condition, including pre- and post-spawning, nursery, and feeding activities.
5. Recording fish parasite activity and infestation levels.
6. Analysing heavy metal and microplastic contamination.
7. Assessing climate change impact on PCB distribution by correlating findings with recent environmental data, recording water temperatures, water salinity and noting changes in species visiting the river section.
8. Producing a detailed report with findings and recommendations for future monitoring and pollution control.

### 5.0 Methodology

#### 5.1 Sample Collection

- Fish will be collected during the annual City of London Thames Fishery Research Experiment.
- Prior to the event, a predetermined range of species and quantities of fish will be established to ensure a representative sample of the river's fish population.
- If necessary, dispensations for undersized fish will be obtained from the local fisheries enforcement body.

#### 5.2 Laboratory analysis

- Fish samples will be collected and transported to a certified laboratory for analysis.
- PCB levels will be measured using Gas Chromatography-Mass Spectrometry (GC-MS) following standard protocols.
- Microplastics and heavy metals will be analysed to establish the concentration ingested by each fish from this section of the river.
- Internal and outer skin parasite identification will take place to determine common infestations.
- The year class of each species will be identified to establish the importance of this section of the river as a nursery and/or spawning ground.
- Gut content sampling will be conducted to identify food sources found in this section of the river.

#### 5.3 Data analysis

- PCB concentrations will be analysed and compared with the predictions made in the 2015 study.
- Statistical analysis will be conducted to identify any significant deviations from the predicted values.
- Water temperature and salinity levels taken on the day will be recorded and compared with previous results.
- The number of species, length, and number of fish will be recorded and compared with previous years.

#### 5.4 Climate Change Impact Assessment

- Recent climate data, such as temperature, salinity and rainfall, will be collected and analysed to assess their correlation with PCB bioaccumulation in fish.
- The project may also evaluate the impact of climate change (e.g. temperature, salinity) through the identification of new species and the absence of formerly common species in this river section.

### 6.0 Project expected outcomes

1. **Accurate PCB measurements** by obtaining a detailed assessment of PCB levels in fish from the River Thames.
2. **Validation of predictions:** Empirical data to validate or challenge the 2015 study's predictions.
3. **Climate Change Insights:** An insight into how climate change may be influencing PCB distribution and species diversity.
4. **Provide an up-to-date scientific basis for the Thames Fishery Research Experiment:** including sampling, analysis, and reporting methodologies.
5. **Submit fish sample data to the National data archive "Marine Recorder".**
6. **Policy Recommendations:** Formulating evidence-based strategies for future environmental monitoring and PCB management initiatives in the Thames.
7. **Stakeholder and wider collaboration:** This project will involve collaboration with:
  - a. The Angling Community: via the Angling Trust.
  - b. Environmental Agencies: aligning with current environmental monitoring efforts, including Kent and Essex IFCA, Environment Agency, and Natural England.
  - c. Academic Institutions: for data analysis and interpretation, involving the University of Essex and Hadlow College.

### 7.0 Conclusion

This project will examine PCB contamination in the River Thames, verify predictions, and assess climate change's impact on pollutant distribution. It will also explore temperature and salinity effects on fish diversity, assess the river's role as a nursery and feeding ground, and map common fish parasites. These results may inform environmental policy and conservation efforts.

Furthermore, this project's collaboration will offer an opportunity to engage with stakeholders, including government agencies and academic institutions. By continuing to collaborate with the wider angling community this enhances the understanding of the river health status.

The data obtained from future annual Thames Fishery Research Experiments may serve as a substantial basis for an expanded range of important research initiatives. These initiatives could significantly contribute to and shape the advancement of scientific studies dedicated to the biodiversity and health of the River Thames.



## 8.0 References

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**Lu, Q., Johnson, A., Jurgens, M., Sweetman, A., Jin, L., Whitehead, P.,** (2015), *'The Distribution of Polychlorinated Biphenyls (PCBs) in the River Thames Catchment 2 under the Scenarios of Climate Change'*.

**Ngoubeyou, P., Wolkersdorfer, C., Ndibewu, P., Augustyn, W.,** (2022), *'Toxicity of polychlorinated biphenyls in aquatic environments – A review'*.

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<b>Committee(s):</b> Police Authority Board – <i>For Information</i> Policy and Resources Committee – <i>For Information</i> Port Health and Environmental Services Committee – <i>For Information</i> Licensing Committee – <i>For Information</i>	<b>Dated:</b> 04/12/2024 12/12/2024 07/01/2025  06/02/2025
<b>Subject:</b> Terrorism (Protection of Premises) Bill – ‘Martyn’s Law’	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	Diverse Engaged Communities
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	N/A
<b>Report of:</b> City Remembrancer	<b>For Information</b>
<b>Report author:</b> James Edwards, City Remembrancer’s Office	

## Summary

This report outlines the provisions of the Terrorism (Protection of Premises) Bill, also known as “Martyn’s Law” and any implications for the City of London Corporation, City of London Police and Police Authority Board.

## Recommendation(s)

Members are asked to note the report.

## Main Report

### Background

1. The Terrorism (Protection of Premises) Bill was first introduced in the House of Commons in September 2024 and, at the time of writing, has passed all its stages in the first House. It awaits its Second Reading in the House of Lords, scheduled for 7 January 2025.
2. The Bill follows a draft Bill introduced by the previous Conservative government which underwent pre-legislative scrutiny by the Home Affairs Committee, to which the City of London Corporation submitted evidence.
3. The Bill would implement a commitment contained in Labour’s General Election manifesto to strengthen the security of public events and venues, requiring those responsible for publicly accessible venues to take action to reduce the threat to the public from terrorist attack.

4. The Bill has cross-party support and has, so far, progressed quickly through its initial legislative stages with only minor drafting amendments being made to it. Its progress seems likely to continue to be relatively quick given support for the Bill's aims on both sides of the House.

### **Current Position**

5. The Bill requires persons responsible for qualifying premises or qualifying events to take steps to reduce the risk of physical harm to individuals arising from acts of terrorism and – for qualifying events and larger premises – to take steps to reduce their vulnerability to acts of terrorism.
6. Qualifying premises are split into two categories – those standard duty premises that can be expected to host between 200 and 799 individuals from time to time, and enhanced duty premises that can be expected to host 800 or more individuals from time to time. Schedule 1 to the Bill sets out in more detail those premises that fall within its scope.
7. Qualifying events are defined as events likely to be attended by 800 or more members of the public and where access to the event will be controlled by checking tickets or passes or taking payment. The Mayor of London's New Year's Eve fireworks display would be an example of an event that fell into this category, while the Lord Mayor's Show is not.
8. The Bill's requirements for standard duty premises are intended to be simple, focusing on having specified procedures in place to follow in the event of a terrorist attack, including in regard to lockdown, evacuation, evacuation and communication. Those responsible for standard duty premises will be required to implement reasonably practical public protection procedures as appropriate for their premises, and to notify the Security Industry Authority (SIA) that they are responsible for the premises.
9. For enhanced duty premises and qualifying events, the Bill requires the responsible people to notify the SIA in the same manner as for standard duty premises. They are also required to put in place reasonably practical public protection measures to reduce the vulnerability of the premises or event to an act of terrorism, and the risk of physical harm being caused to individuals if an attack was to occur there or nearby. They are also required to provide the SIA with a document setting out the public protection measures that have been put in place.
10. The Bill will establish the SIA as the regulator, which will be given functions in relation to inspections and enforcement. It will be given powers to issue compliance notices and monetary penalties for contraventions in relation to all qualifying premises and events and, in relation to enhanced duty premises and qualifying events, it may also issue restriction notices.
11. For the most part the requirements will be enforced by way of civil penalties and other civil measures. For a contravention in relation to standard duty premises, the maximum amount of a non-compliance penalty is £10,000. For enhanced duty premises or a qualifying event, the maximum penalty is £18 million or 10% of the

person's qualifying worldwide revenue. Daily penalties for continuing contraventions are set by the Bill at £500 and £50,000 for standard and enhanced duty premises, respectively.

12. The Bill also creates certain criminal offences: for providing false or misleading information to the Security Industry Authority; for failing to comply with a restriction, compliance or information notice; for impersonating an inspector; and for obstructing an inspector. The Security Industry Authority will be required to issue guidance as to how it intends to exercise its functions, particularly its powers of investigation. The guidance will need to be approved by the Secretary of State. The Security Industry Authority must provide an annual report to the Secretary of State, who will be able to issue directions to the Security Industry Authority, as part of their oversight of the body.
13. The Bill also makes amendments to the Licensing Act 2003 and the Licensing (Scotland) Act 2005, mandating that all new licence applicants applying for a premises licence in England, Wales and Scotland will be required to supply two plans to the Local Licensing Authority in support of the application. The first plan will be a detailed plan for the Local Licensing Authority's use, whilst the second plan - which is the new component of this provision - will be a less detailed plan that will be made available for public inspection.

### **Implications for the City of London**

14. The City of London Corporation will be in scope of the Bill, both as a venue operator and as a Licensing Authority. That said, it should be noted that the Corporation would already be compliant with the obligations based on venue operators by the Bill. The City Corporation is working closely with the City of London Police – who are not directly in scope – on preparing for the Bill. As a venue operator, City Surveyors understand the requirements and are prepared along with other venue operators such as Mansion House and the Barbican Centre. As a local authority for licensed premises, the Licensing Team are working with the City Police counter-terrorism security advisers to ensure that in-scope venues are aware of the legislation and have guidance available to them.
15. The Corporation's evidence to the pre-legislative scrutiny stage of the draft Bill set out a number of concerns, including with regard to the Bill's application to 'unboundaried' events, the resource available to develop protection plans under the Bill, and how they would be enforced.
16. While the revised Bill has provided some clarity with regard to enforcement, with the designation of the SIA as the regulator, it is clear that the SIA will need significant upskilling and staffing. The development of guidance by the SIA will be critical in determining how the City Corporation works with them in respect of overlapping areas of responsibility and future collaborative working. Understanding how the SIA will interact with Licensing and Health and Safety authorities will also be relevant.

## **Corporate & Strategic Implications**

Strategic implications – This Bill stresses the importance of public safety in publicly accessible venues and events. Work undertaken by the City Corporation to develop a counter terrorism strategy means it is well placed to respond to Government legislation in this area. The City Corporation recognises the public’s expectation that it must do all it reasonably can to keep them safe, particularly in a part of the UK uniquely at risk given its role in the UK economy.

Financial implications – none

Resource implications – The Bill will require the Corporation to develop - where not already in place – public protection plans and other measures required of qualifying premises under the Bill. Counter-Terrorism-related testing may also be required, despite the disruptive impact on ‘Business as Usual’, in order to fully meet obligations under the Bill.

Legal implications – Non-compliance with the requirements of the Bill would lead to civil or criminal liability.

Risk implications – Compliance with the requirements of the Bill is, to some extent, reliant on the SIA’s development of appropriate guidance and on increasing its capacity to undertake the work of regulator. Delay in this area will increase the risk of non-compliance. Any counter-terrorism-related testing done in order to meet obligations under the Bill is likely to have a disruptive impact on ‘Business as Usual’ working.

Equalities implications – None

Climate implications – None

Security implications – Planning for counter-terrorism-related testing in order to fully meet obligations under the Bill is likely to have a disruptive impact on ‘Business as Usual’.

## **Conclusion**

17. The requirements in the Bill will have implications for the City of London Corporation as a venue operator and licensing authority, if not directly for the City of London Police, though it is important to note that the Corporation would already be compliant with the obligations placed on venue operators. The Bill currently awaits its Report Stage in the House of Commons and passage through the House of Lords.

## **Appendices**

- None

## **Background Papers**

- City of London Corporation submission to the Pre-Legislative Scrutiny – <https://committees.parliament.uk/writtenevidence/122129/html/>
- Terrorism (Protection of Premises) Bill 2024 – <https://publications.parliament.uk/pa/bills/cbill/59-01/0119/240119.pdf>

## **James Edwards**

Remembrancer's Office

T: 020 7332 1202

E: [james.edwards@cityoflondon.gov.uk](mailto:james.edwards@cityoflondon.gov.uk)

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## City of London Corporation Committee Report

<b>Committee(s):</b> Port Health and Environmental Services Committee	<b>Dated:</b> 07/01/2025
<b>Subject:</b> London Port Health Authority Order 2024	<b>Public report:</b> For Information
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b>	Katie Stewart, Executive Director, Environment Department
<b>Report author:</b>	Timothy Bage, Assistant Director. Port Health

### Summary

The City of London Corporation is the London Port Health Authority (LPHA) for the tidal Thames and certain tributaries flowing into the Thames and the Thames estuary. Its statutory duties and area are defined within a Port Health Order.

The previous Port Health Order was made in 1965 and was in need of renewal to reflect changes in legislation, and to more clearly delineate the jurisdiction of the Port Health district.

The Port Health Service and Remembrancer's Department drafted the new Port Health Order, consulted relevant local authorities and worked with the Government Legal Department to get the Order made (signed) on behalf of the Secretary of State for Health and Social Care.

The new order is made and in force.

### Recommendation(s)

Members are asked to:

- Note the report

## Main Report

### Background

1. Most Port Health Authorities are constituted under Section 2 of the Public Health (Control of Disease) Act 1984 (the Act). However, London Port Health Authority was set up under Section 7 of the Act, along with a list of legislation that may be included in the Order.
2. In addition to the legislation enforced through the Port Health Order, some enactments give Port Health Authorities power to act directly, for example the Food Safety Act 1990. Hence, with the passage of time it has become necessary to re-visit the 1965 Order and replace it with a new Order to encompass changes in legislation.
3. A further anomaly in the Act was the extent of the London Port Health jurisdiction. Sections 6 and 7 of the 1984 Act stated that that the London Port Health district is the *“Port of London, together with so much of the district or districts of one or more riparian authorities as may be specified in an order made by the Secretary of State”*.
4. A review by the Remembrancer’s Department of the legislative framework concluded that new legislation was needed to ensure a clear and precise delineation of the area of jurisdiction for the LPHA, since some descriptions used previously were based on OS maps of landmarks or seaward features which have since disappeared, changed or shifted.

### Current Position

5. Following the review, officers from Remembrancer’s and the Port Health Service collaborated to draft new legislation. They worked through the Government Legal Department for making (signing) and publication. A Senior Civil Servant signed it on behalf of the Secretary of State on 6th November 2024, and it came into force on 7th November 2024.
6. This important piece of legislation establishes and defines the jurisdiction and functions of the LPHA. It precisely outlines the geographical areas under the authority's jurisdiction, including parts of the river Crouch in Essex, the Swale and river Medway in Kent, up to specific coordinates, wharfs, docks, jetties, security restricted areas, and tidal rivers, canals, bays, creeks, and watercourses connected to the Port of London.
7. The Order assigns a range of public health, environmental, and safety functions to the LPHA. Additionally, the Order revokes previous London Port Health Authority Orders from 1965, 1980, 1990, and 1991, consolidating and updating the legal framework for the LPHA.
8. The legislation empowers the port health authority to enforce public health standards, inspect and address issues with buildings, premises, and vessels, manage health protection powers, and regulate polluting activities. This legislation is crucial for maintaining public health, environmental standards, and

safety in the Port of London and surrounding areas, providing a comprehensive legal framework for LPHA. The final version of The London Port Health Order 2024 has been uploaded to legislation.gov.uk, it can be found here [The London Port Health Authority Order 2024](https://www.legislation.gov.uk/ukxi/2024/1161/made) (<https://www.legislation.gov.uk/ukxi/2024/1161/made>)

9. The new Order is assisted with a GIS mapping layer to clearly delineate the jurisdiction of the LPHA and the Riparian Boroughs, thus providing clarity and certainty around the operational area. A copy of the order has been provided in Appendix 1, and an example of the GIS mapping layer has been provided in Appendix 2.

### **Corporate & Strategic Implications**

- Strategic implications - None
- Financial implications - None
- Resource implications - None
- Legal implications – The Order provides the legal basis for the exercise of functions by the Port Health Authority, and the completion of its updating ensures that the legal framework is fit for purpose.
- Risk implications - None
- Equalities implications –None
- Climate implications - None
- Security implications - None

### **Conclusion**

10. The legislation is now active, and the drafting of the Order is such that unless there is a significant change in primary legislation or introduction of new primary legislation, no further updates should be required to the Port Health Order for the foreseeable future.

### **Appendices**

Appendix 1 – Copy of the London Port Health Authority Order 2024  
Appendix 2 – Example of the GIS mapping layer

### **Timothy Bage**

Assistant Director – Port Health

E: [timothy.bage@cityoflondon.gov.uk](mailto:timothy.bage@cityoflondon.gov.uk)

## Appendix 1 – The London Port Health Authority Order 2024

### STATUTORY INSTRUMENTS

2024 No. 1161

#### PORT HEALTH AUTHORITIES, ENGLAND

The London Port Health Authority Order 2024

Made - - - - 6<sup>th</sup> November 2024

Coming into force - 7<sup>th</sup> November 2024

The Secretary of State makes the following Order in exercise of the powers conferred by sections 4(1) and 7(1)(b), (2), (3) and (5) of the Public Health (Control of Disease) Act 1984(1).

The Secretary of State has given notice as required by section 4(2) of the Public Health (Control of Disease) Act 1984(2) and has not received any notice of objection.

#### Citation, commencement, application and interpretation

—a) This Order may be cited as the London Port Health Authority Order 202[X] and comes into force on the day after the day on which it is made.

This Order applies to England.

In this Order—

“the Act” means the Public Health (Control of Disease) Act 1984;

“houseboat” has the meaning given by section 6(2) of the City of London (Various Powers) Act 1933(3) (as if “London” were inserted before “port health district”);

“the relevant riparian authorities” means Maldon District Council, Rochford District Council, Swale Borough Council and Medway Council.

#### Extent of the London port health district

—b) Subject to paragraph c), the parts of the relevant riparian authorities described for the purposes of section 7(1)(b) of the Act(4) (port health district and authority for Port of London) are—

so much of the river Crouch as falls within the area of Rochford District Council;

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(1) 1984 c.22. There are amendments to the Public Health (Control of Disease) Act 1984 which are not relevant to this Order.

(2) If a port health authority order is to be revoked, under section 4(2) of the Act, the Secretary of State must give notice to the port health authority concerned and every authority which is, or under the proposed order will be, a constituent authority.

(3) 1933 c. xxiii.

(4) Section 7(1) of the Act provides that the Port of London (see section 6 of the Act), together with so much of the district or districts of one or more riparian authorities as may be specified in an Order, shall be the London port health district.

the Swale, at the mean high-water mark, from where it gives into the river Medway to a line drawn from latitude 51°22'40" north - longitude 0°45'51" east to latitude 51°22'42" east - longitude 0°46'19" east;

the river Medway, at the mean high-water mark, except not upstream beyond a line drawn from Stangate Creek (latitude 0°41'52" east - longitude 51°25'11" north), then north-west to Coalmouth Creek (latitude 0°40'32" east - longitude 51°26'0" north);

a wharf, dock, jetty or similar structure, abutting or projecting into the Port of London or the areas referred to in sub-paragraphs (a) to (c), including any structure or building on an area within the gates of any such wharf, dock, jetty or similar structure;

a security restricted area designated under section 11A of the Aviation Security Act 1982<sup>(5)</sup> within the Port of London or the areas referred to in sub-paragraphs (a) to (c); and

as far as the tide flows, all rivers, canals, bays, creeks, streams, channels, waters, and watercourses, giving onto the Port of London and the areas specified in sub-paragraphs (a) to (c).

(2) The area described in paragraph (1) for the purposes of section 7(1)(b) of the Act does not include—

the river Crouch from the limits of Rochford District Council to the northern bank,

the Swale beyond the line described in sub-paragraph (b); and

the river Medway upstream beyond the line described in sub-paragraph (c).

### **Jurisdiction**

The London port health authority has jurisdiction over all the waters and land within the London port health district.

### **Functions assigned to the London port health authority**

—d) The functions, rights and liabilities of a local authority and food authority under the enactments specified in the Schedule are assigned to the London port health authority in so far as they are applicable to a port health authority, and to any land, waters, premises, vessels or persons within its jurisdiction.

For the purposes of the functions, rights and liabilities assigned to the London port health authority by this Order—

the enactments specified in the Schedule have effect as if—

any vessel lying within the jurisdiction of the London port health authority is a house, building or premises; and

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(5) 1982 c.36. Section 11A was inserted by the Aviation and Maritime Security Act 1990 (c.31), Schedule 1, paragraph 3 and amended by the Civil Aviation Act 2012 (c.19), Schedule 11, paragraphs 4 and 8 and S.I. 2010/902.

the master or other officer or person in charge of the vessel is the occupier; and section 268(4) of the Public Health Act 1936(6) has effect as if a houseboat is a tent, van, shed or similar structure.

This article does not apply to— any vessel belonging to His Majesty;

any vessel engaged in the service of His Majesty, whether belonging to His Majesty or not; or any vessel belonging to the armed forces of any country to which the provisions of the Visiting Forces Act 1952(7) apply by virtue of section 1(8) of that Act (countries to which Act applies).

### **Revocation and Transitional Provision**

**5.—**(1) The London Port Health Authority Order 1965(9), the London Port Health Authority (Amendment) Order 1980(10), the London Port Health Authority (Functions) Order 1990(11) and the London Port Health Authority (Functions) Order 1991(12) are revoked.

(2) Any function, right or liability assigned to or conferred on the Common Council of the City of London as port health authority (however then constituted) by any enactment before the coming into force of this Order (other than an enactment referred to in paragraph (1)) continues to be exercisable by the London port health authority in respect of the London port health district as constituted by this Order.

Signed on behalf of the Secretary of State for Health and Social Care

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(6) 1936 c.49. Section 268(4) was amended by the Public Health (Control of Disease) Act 1984 (c.22), section 78 and Schedule 3.

(7) 1952 c.67.

(8) Section 1 was amended by the Ghana Independence Act 1957 (c.6), section 4(4) and Schedule 2 paragraph 6; the Federation of Malaya Independence Act 1957 (c.60), section 2(1) and Schedule 1, paragraph 4; the Cyprus Act 1960 (c.52), section 3(2) and the Schedule; the Nigeria Independence Act 1960 (c.55), section 3(4) and Schedule 2; the Sierra Leone Independence Act 1961 (c.16), section 3(3), Schedule 3; the Tanganyika Independence Act 1961 (c.1), section 3(4), Schedule 2; the South Africa Act 1962 (c.23), section 2(3), Schedule 5; the Jamaica Independence Act 1962 (c.40), section 3(5) and Schedule 2; the Trinidad and Tobago Independence Act 1962 (c.54), section 3(4) and Schedule 2; the Uganda Independence Act 1962 (c.57), section 3(4), Schedule 3; the Kenya Independence Act 1963 (c.54), section 4(4), Schedule 2; the Zanzibar Act 1963 (c.55), Schedule 1, paragraph 7; the Malawi Independence Act 1964 (c.46), section 4(4) and Schedule 2, paragraph 6; the Zambia Independence Act 1964 (c.65), Schedule 1, paragraph 7; the Botswana Independence Act 1966 (c.23), Schedule 1, paragraph 7; the Lesotho Independence Act 1966 (c.24), Schedule 1, paragraph 7; the Singapore Act 1966 (c.29), Schedule 1, paragraph 4; the Swaziland Independence Act 1968 (c.56), Schedule 1, paragraph 7; the Tonga Act 1970 (c.22), Schedule 1, paragraph 6; the Papua New Guinea, Western Samoa and Nauru (Miscellaneous Provisions) Act 1980 (c.2), Schedule, paragraph 9; the New Hebrides Act 1980 (c.16), Schedule 1, paragraph 4; the Bangladesh Act 1973 (c.49), Schedule 1, paragraph 2; the Brunei and Maldives Act 1985 (c.3), Schedule, paragraph 6; the Pakistan Act 1990 (c.14), Schedule, paragraph 5; the Namibia Act 1991 (c.4), Schedule, paragraph 4; the South Africa Act 1995 (c.3), Schedule 1, paragraph 5(1); the Commonwealth Act 2002 (c.39), Schedule 2, paragraph 3(1); S.I. 1978/1030, 1978/1899, 1979/917, 1980/701, 1981/1105 and 1983/882. There are other amending enactments, but none are relevant.

(9) S.I. 1965/617.

(10) S.I. 1980/215.

(11) S.I. 1990/2658.

(12) S.I. 1991/896.

## SCHEDULE Article 4

Functions etc assigned to the Port Health Authority

### **Public Health Act 1936(13)**

Section 1(1) (insofar as it relates to sections 45, 49-52, 83 and 264)	Duty to enforce the Act
Section 45	Buildings with defective closets capable of repair
Section 48	Power to examine and test drains etc
Section 49	Rooms over closets of certain types etc
Section 50	Overflowing and leaking cesspools
Section 51	Care of Closets
Section 52	Care of sanitary conveniences used in common
Section 79	Power to require removal of noxious matter by occupier of premises in urban district
Section 81	Byelaws for the prevention of certain nuisances
Section 82	Byelaws as to the removal through streets of offensive matter or liquid
Sections 83-86	Filthy or verminous premises or articles, verminous persons, and provision of cleansing stations
Section 140	Power to close, or restrict use of water from, polluted water supply
Section 141	Power to deal with insanitary cisterns etc.
Section 260, 264-265	Provisions relating to watercourses, ponds, ditches and culverts
Section 268(4)	Nuisances arising from, and byelaws and other matters relating to tents, vans, sheds, etc.

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(13) 1936 c.49.

Section 269	Power to control use of moveable dwellings
Part 12	Miscellaneous provisions (including powers of entry)
<b>Public Health Act 1961(14)</b>	
Section 36	Power to require vacation of premises during fumigation
Section 73	Derelict petrol tanks
<b>Control of Pollution Act 1974(15)</b>	
Part 3	Noise
Part 5	Supplementary provisions (including powers of entry and inspection, obtaining information and default powers)
Part 6	Miscellaneous and General
<b>Public Health (Control of Disease) Act 1984(16)</b>	
Section 45M and all functions conferred under the Health Protection (Part 2A Orders) Regulations 2010(17)	Local authority power to apply to a justice of the peace for an order to protect human health from the risk of infection or contamination
Section 46	Duty to arrange for a body to be buried or cremated
Section 48	Removal of bodies to a mortuary or for immediate burial
<b>Building Act 1984(18)</b>	
Section 76	Power to deal with defective premises
<b>Food Safety Act 1990(19)</b>	
Food authority functions	
<b>Environmental Protection Act 1990(20)</b>	

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(14) 1961 c.64.  
(15) 1974 c.40.  
(16) 1984 c.22.  
(17) S.I. 2010/658.  
(18) 1984 c.55.  
(19) 1990 c.19.  
(20) 1990 c.43.



Part 1	Pollution control
Part 3	Statutory nuisance and clean air
<b>Water Industry Act 1991</b>	
Section 80	Powers of local authorities in relation to private water supplies
<b>Clean Air Act 1993(21)</b>	
Part 3	Smoke control areas
<b>Environment Act 1995(22)</b>	
Section 108	Powers of enforcing authorities and authorised officers
Section 109	Power to deal with cause of imminent danger of serious pollution
<b>Health Protection (Local Authority Powers) Regulations 2010(23)</b>	Health protection powers
<b>Environmental Permitting (England and Wales) Regulations 2016(24)</b>	Regulation of polluting activities

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(21) 1993 c.11.  
(22) 1995 c.25.  
(23) S.I. 2010/657.  
(24) S.I. 2016/1154.

## **EXPLANATORY NOTE**

*(This note is not part of the Order)*

This Order makes provision for the constitution of the London port health district, and its jurisdiction and functions.

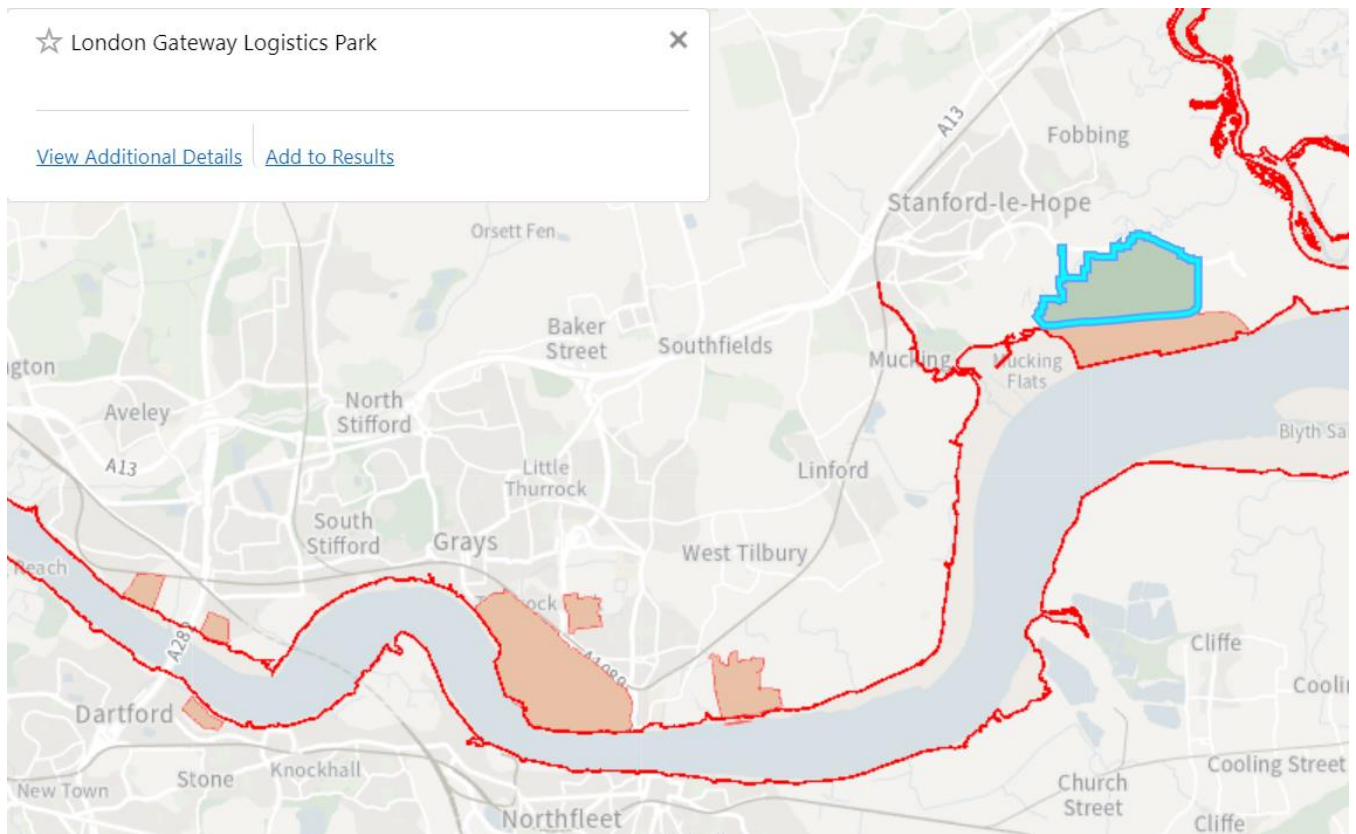
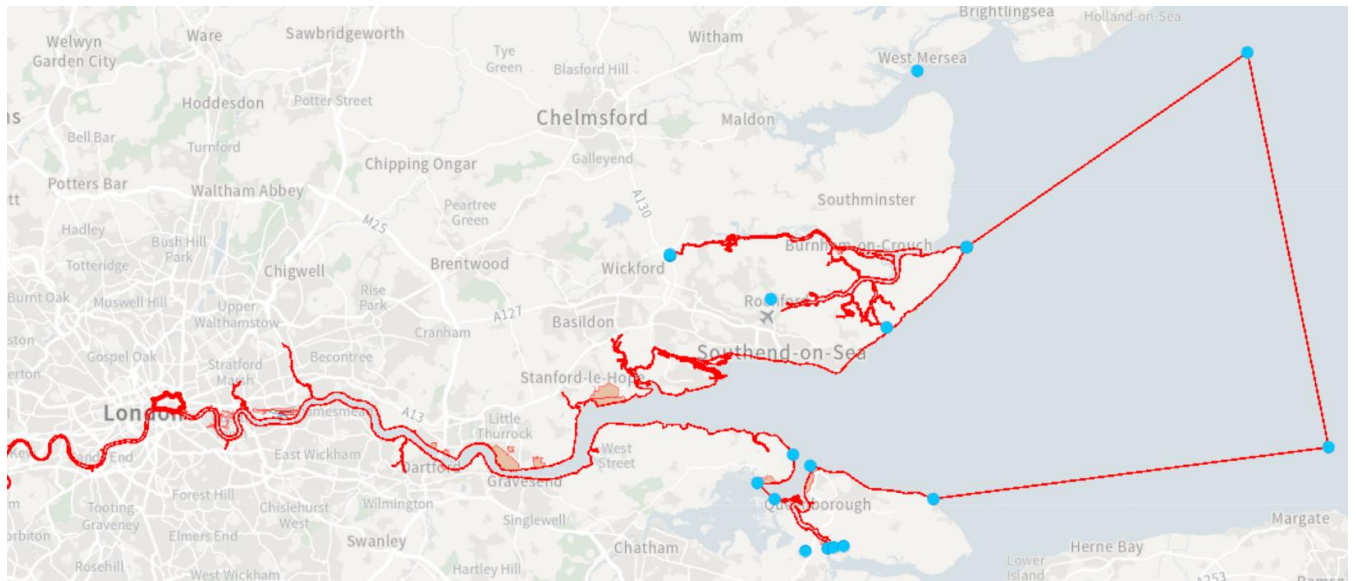
Article 2 provides that certain parts of the riparian authorities, together with the Port of London (defined in section 6 of the Public Health (Control of Disease) Act 1984), make up the London port health district.

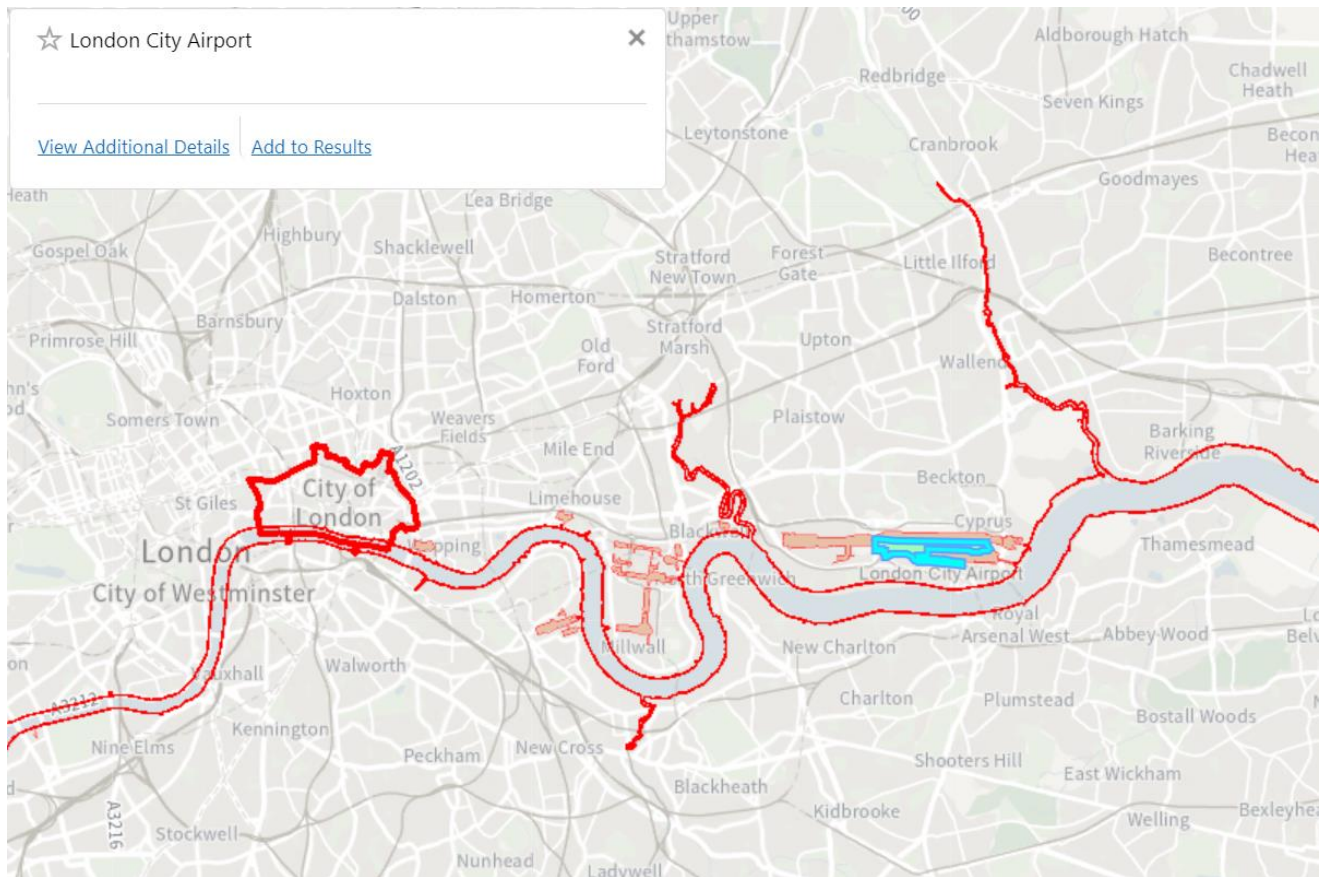
Articles 3 and 4, together with the Schedule, make provision as to the jurisdiction and the functions that the port health authority is to exercise as regards the London port health district.

Article 5 revokes the previous Orders relating to the London Port Health Authority. It also provides for powers conferred on the Common Council of the City of London as port health authority by other enactments to continue to be exercised by the authority as constituted by this Order.

A full impact assessment has not been produced for this instrument as no impact on the private or voluntary sector is foreseen.

## Appendix 2 – Example of GIS mapping layer for London Port Health Authority Order 2024.





<https://www.mapping.cityoflondon.gov.uk/geocortex/mapping/?viewer=compass&runworkflowbyid=ParallelSwitch&LayerTheme=Show%20the%20Port%20Health%20layers&bookmarkName=PortHealth&basemapName=OS%20Light>

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