



## Open Spaces, City Gardens & West Ham Park Committee

**Date:** MONDAY, 23 JULY 2012  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL  
**Members:** Alderman Robert Hall (Chairman)  
Dr Peter Hardwick (Deputy Chairman)  
Deputy Stella Currie  
Alex Deane  
Alderman Ian Luder  
Sheriff & Deputy Wendy Mead  
Deputy Janet Owen  
Deputy Michael Welbank  
Alderman Gordon Haines (Ex-Officio Member)  
Barbara Newman (Ex-Officio Member)  
Jeremy Simons (Ex-Officio Member)

*For Consideration of business relating to West Ham Park Only:*

	Catherine Bickmore	- Elected by the heirs-at-law of the late John Gurney
	Robert Cazenove	- Elected by the heirs-at-law of the late John Gurney
	Richard Gurney	- Elected by the heirs-at-law of the late John Gurney
	Justin Meath-Baker	- Elected by the heirs-at-law of the late John Gurney
	The Rev. Stennett Kirby	- Nominated by the Benefice of West Ham Park
	Councillor Joy Laguda	- Nominated by the London Borough of Newham
	Charlotte Evans	- Nominated by the London Borough of Newham
<b>Observers:</b>	Verderer Peter Adams	- Observer Nominated by the Epping Forest & Commons Committee
	Tony Ghilchick	- Observer Nominated by the Hampstead Heath, Highgate Woods, and Queen's Park Committee
<b>Enquiries:</b>	<b>Edward Foale</b> tel. no.: 020 7332 1426 edward.foale@cityoflondon.gov.uk	

**Lunch will be served in the Guildhall Club at 1pm**

**Chris Duffield**  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 11 June 2012 (copy attached).  

**For Decision**  
(Pages 1 - 8)
4. **REVIEW OF THE GOVERNANCE ARRANGEMENTS IMPLEMENTED IN 2011**  
Report of the Town Clerk (copy attached).  

**For Decision**  
(Pages 9 - 20)
5. **CHIEF OFFICER APPOINTMENT**  
Report of the Town Clerk (copy attached).  

**For Information**  
(Pages 21 - 22)
6. **CONSOLIDATED REVENUE OUTTURN 2011/12**  
Joint Report of the Chamberlain & Director of Open Spaces (copy attached).  

**For Information**  
(Pages 23 - 28)
7. **REVENUE OUTTURN 2011/12- OPEN SPACES, CITY GARDENS, AND WEST HAM PARK**  
Joint Report of the Chamberlain & Director of Open Spaces (copy attached).  

**For Information**  
(Pages 29 - 36)

## Part A - West Ham Park

8. **SUPERINTENDENT'S UPDATE**  
The Superintendent to be heard.  

**For Information**
9. **FRIENDS OF WEST HAM PARK - ANNUAL UPDATE**  
Report of the Director of Open Spaces (copy attached).  

**For Information**  
(Pages 37 - 42)

**10. WEST HAM PARK MANAGEMENT PROGRESS REPORT**

Report of the Director of Open Spaces (copy attached).

**For Information**  
(Pages 43 - 54)

**Part B - Open Spaces**

**11. ANNUAL REPORT**

The Director to be heard.

**For Information**

**12. OPEN SPACES DEPARTMENT BUSINESS PLAN - FIRST QUARTER PROGRESS REPORT 2012/13 AND REVIEW OF PERFORMANCE IN 2011/12**

Report of the Director of Open Spaces (copy attached).

**For Information**  
(Pages 55 - 66)

**13. DOG CONTROL ORDERS**

Report of the Director of Open Spaces (copy attached).

**For Decision**  
(Pages 67 - 80)

**Part C - City Gardens**

**14. SUPERINTENDENT'S UPDATE**

The Superintendent to be heard.

**For Information**

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

**16. URGENT ITEMS**

**Part 2 - Non-Public Agenda**

**17. EXCLUSION OF THE PUBLIC**

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

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
18	3
19-20	-

**18. DEBT ARREARS - INVOICED INCOME FOR PERIOD ENDING 31 MARCH 2012**

Joint Report of the Chamberlain and the Director of Open Spaces (copy attached).

**For Information**  
(Pages 81 - 88)

19. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
20. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

# Agenda Item 3

## OPEN SPACES, CITY GARDENS & WEST HAM PARK COMMITTEE Monday, 11 June 2012

Minutes of the meeting of the Open Spaces, City Gardens & West Ham Park Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 11 June 2012 at 11.30 am

### Present

#### Members:

Alderman Robert Hall (Chairman)  
Dr Peter Hardwick (Deputy Chairman)  
Deputy Stella Currie  
Alex Deane  
Deputy Michael Welbank  
Catherine Bickmore  
Robert Cazenove  
Justin Meath-Baker  
Alderman Gordon Haines (Ex-Officio Member)  
Barbara Newman (Ex-Officio Member)  
Jeremy Simons (Ex-Officio Member)  
Tony Ghilchik (Observer)  
Verderer Peter Adams (Observer)

#### Officers:

Edward Foale	- Town Clerk's Department
Esther Sumner	- Town Clerk's Department
Sue Ireland	- Open Spaces Department
Martin Rodman	- Open Spaces Department
Denis Whelton	- Open Spaces Department
Patrick Hegarty	- Open Spaces Department
Alison Elam	- Chamberlain's Department
Edward Wood	- Comptroller & City Solicitor's Department
Andrew Cotton	- City Surveyor's Department

#### 1. APOLOGIES

Apologies were received from Alderman Ian Luder, Sheriff & Deputy Wendy Mead, Deputy Janet Owen, Richard Gurney and Charlotte Evans.

#### 2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

#### 3. MINUTES

The public minutes and summary of the meeting held on 25 April 2012 were approved, subject to the following amendment and insertion:

Item 4 Election of Chairman

*A Member advised that they believed that Members of the Committee present for consideration of West Ham Park business only were eligible to stand as Chairman or Deputy Chairman.*

Item 15 Drought Order

*“Thames Water advised that it this year it was unlikely to move towards stage three measures, which would mean a Full Drought Order including measures such as restricted water use times for domestic residences, reduced pressure and standpipes in the street, but could reserve this as a contingency for 2013 should the UK experience another dry winter in 2012.”*

**MATTERS ARISING**

Members noted that the name of the garden under construction at St. Paul's Coach Park had been agreed and will be called the “Queen's Diamond Jubilee Garden.’

The Chairman made reference to an undertaking of the Town Clerk to circulate to Members the dates of all meetings and events relating to the Committee, and advised that in December 2012 and February 2013 it would not be possible to meet at 11.30am without causing a clash with another body which had a shared membership. Members decided to meet at 1.45pm on these two dates. The Town Clerk undertook to circulate the required information to all Committee Members.

**4. DECISION TAKEN UNDER DELEGATED AUTHORITY PROCEDURES**

Members considered a report the of Town Clerk. The report provided details of decisions taken under urgent action in accordance with Standing Order 39.

Members noted the following decision which had been taken under urgency procedures, since the last meeting of the Committee:-

Consultation on Implementation of Amendments to the Reservoirs Act 1975.

**RECEIVED**

**5. PROVISIONAL ADDITIONAL WORKS PROGRAMME 2013/14 AND 2014/15**

Members received a report of the City Surveyor that set out a provisional list of cyclical projects being considered for properties under the management of the Open Spaces, City Gardens & West Ham Park Committee in 2013/14 and 2014/15 under the umbrella of the “additional works programme”.

In response to a Member's query, the Superintendent advised that bat surveys would be undertaken where necessary and the scheduled works would not be allowed to disturb bat habitats.

The Superintendent advised that it was hoped that a grant from the Tessa Sanderson Foundation Academy could be used to part-fund the root barrier installation at the tennis courts at West Ham Park.

## **RECEIVED**

### **Part A - West Ham Park**

#### **6. SUPERINTENDENT'S UPDATE**

The Committee received a verbal update from the Superintendent of West Ham Park & City Gardens relative to West Ham Park matters. The following points were made:

- Spending for 2012/13 was currently within budget.
- A new Keeper-Gardener, Michael Jump, would start in July. A part-time Support Services Officer, Joy Vijayan, would start shortly. It was hoped the new role would reduce work load pressures in the office.
- Free tennis coaching had been cancelled as part of the recent round of budget cuts. In order to continue to be able to offer this service, an agreement with the Lawn Tennis Association (LTA) was currently being finalised at which point the position of a tennis coach would be advertised through the LTA website.
- Income from use of the Cricket square was lower than expected due to the poor weather in April, May & June.
- Gardening Club meetings were currently being held monthly.

The Chairman expressed how much he had enjoyed the recent visit to West Ham Park despite the poor weather. The Deputy Chairman thanked the Chairman for arranging the visit on behalf of the Committee, but noted that he was not wearing a Committee tie on the day. Deputy Stella Currie proceeded to present the Chairman with a Committee tie and the Chairman thanked her for the gift.

## **RECEIVED**

### **Part B - Open Spaces**

#### **7. SEETHING LANE GARDEN**

Members considered a report of the Director of Open Spaces relative to rebuilding Seething Lane Garden as part of the redevelopment of 10 Trinity Square EC3.

In response to a Member's query, the Section 106 for the provision of the garden was clarified.

**RESOLVED:** that Members,

- i) Approve the detailed design proposals attached to the report as shown on drawing numbers 048085-L100-F and 048085-L701-F which are to be undertaken wholly at the cost of Bullet Investments Limited or its successors subject to:
  - (a) Full costs being met by Bullet Investments Limited (and/or its successors);

- (b) The advance receipt of an £800,000 cash deposit for the contingency cost of the making good of Seething Lane Garden;
  - (c) The advance receipt of the Estimated Soft Landscaping Works Cost.
- ii) Give the authority to start work, as outlined in this report, in line with the City's project management procedures.

**8. ANNUAL REVIEW OF VOLUNTEER WORKING ON THE OPEN SPACES**

Members received a report of the Director of Open Spaces. In the last year many volunteers who live near our Open Spaces had continued to carry out a wide range of tasks that had supported the Superintendents in managing their areas. During this period the overall number of volunteer hours had increased and had benefited the maintenance of each area. The report summarised the extent of the work carried out by volunteers across all of the City's Open Spaces in 2011/12, which amounted to over 46,000 hours worked from all sources, an increase of 1,132 hours on the previous year.

In response to a request from the Chairman, the Town Clerk undertook to have the report received by the Court of Common Council. The Chairman undertook to write to the various volunteering groups to express thanks on behalf of the Committee.

In response to a Member's query, the Director clarified that the volunteers' work schedule was in addition to, rather than a replacement of, the work schedule of Open Spaces department employees.

A Member expressed that they believed there were additional volunteers in Epping Forest that were not volunteering through the Estate Office. It could be possible to incorporate them into future reports.

In response to a Member's query, the Superintendent acknowledged that there may be instances in which an application to be a volunteer would be rejected, however in this instance efforts would be made to redeploy the individual to areas of more suitable work.

**RECEIVED**

**9. RESPONSIBLE DOG OWNERSHIP – GOVERNMENT CONSULTATIONS AND INITIATIVES**

The Committee received a presentation from the Director of Open Spaces relative to responsible dog management, during which the following points were made:

- Secondary Authority Status was granted to the City of London on 1 May 2012 and came into force on 31 May 2012.
- The Department for Environment, Food & Rural Affairs (DEFRA) had opened a consultation on measures to promote more responsible dog ownership & reduce dog attacks. The closing date was 15 June 2012. The measures proposed were:



- The micro chipping of all dogs.
- Extending the criminal offence of allowing a dog to be dangerously out of control to all places, including private property.
- Owners of dogs seized as suspected dangerous dogs or prohibited types to retain possession pending the outcome of court proceedings.
- An increase in the application fee for dogs to be placed on the index of exempted dogs.
- The Environment, Food & Rural Affairs Committee (EFRA) was holding a Dog Control & Welfare Inquiry, due to close on 2 July 2012. Comments have been invited on:
  - The need for a more fundamental overhaul of dog legislation and its enforcement.
  - The need for additional action on status dogs.
  - Dog licensing.
  - Proposals for community & education approaches.
  - The role of agencies in managing stray dogs.
- Putting Victims First – More effective response to anti-social behaviour, A Home Office White Paper published in May 2012, proposed the following:
  - Focussing the response to anti-social behaviour on victims' needs.
  - Supporting communities in establishing acceptable local behaviour.
  - Ensuring professionals have the powers needed to respond.
  - Long term solutions to antisocial behaviour, including irresponsible dog ownership.
  - The Director believed it could be up to two years before this White Paper was enacted.
- Progress Dog Control Orders
  - The City would consult on the introduction of a Dog Control Order at Burnham Beeches as a trial before developing a plan to Dog Control Orders elsewhere.

In response to a request from a Member, also the Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee- the Director undertook to submit a report regarding Dog Control Orders to the July meeting of the Hampstead Heath Consultative Committee.

A Member was concerned that the introduction of compulsory micro chipping of dogs would be overly bureaucratic and disproportionate. He also considered that Members should have received information regarding this matter prior to the meeting. The Chairman and Deputy Chairman undertook to liaise with the Member and address his concerns within the City's consultation response.

**RECEIVED**

## Part C - City Gardens

### 10. SUPERINTENDENT'S UPDATE

The Superintendent of City Gardens & West Ham Park was heard relative to City Gardens matters, during which the following points were made:

- The current spend for City Gardens local risk was over budget. This was predominantly due to the cost of having to address the risk of Massaria in Plane trees. Expenditure so far this year on this issue alone was £37,000.
- The Superintendent had previously advised committee that the planned underspend in 2011/12 was to be used for Olympic-related costs. Now that a separate pot for the Olympics had been made available by the Chamberlain, he proposed to use the carry forward to fund the works to plane trees necessitated by the Massaria infection.
- Louisa Allen had been appointed as the new City Gardens Manager.
- Diamond Jubilee bedding had been planted on time. Olympic planting was continuing.
- Olympic Street dressing would commence in the first week of July.
- The hosepipe ban was likely to be lifted in advance of the Olympics.

In response to a Member's query, the Superintendent advised that it was currently not possible to confirm how many trees had been infected with Massaria. Several of Transport for London's (TfL) street trees had been infected TfL had been notified. The Superintendent clarified that the key risk associated with Massaria was an increased risk that limbs could drop off. The extra costs associated with Massaria related to survey work to identify limbs likely to drop from infected trees.

### RECEIVED

### 11. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

A Member queried how the City's Open Spaces would address the emerging Neighbourhood Forums that had arisen from the Localism Bill. The Director advised that every case may be different and consequently different approaches may need to be taken on different Open Spaces. In response to a query from the Chairman, the Director advised that a report detailing general advice with regard to Neighbourhood Forums could be submitted to the Committee for consideration in the future.

### 12. URGENT ITEMS

There were no urgent items.

### 13. EXCLUSION OF THE PUBLIC

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

<u>Item No.</u>	<u>Paragraphs in Schedule</u>
12A	
14	3
15&16	-

14. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 25 April 2012 were approved.

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

There were no questions.

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

There were no urgent items.

**The meeting ended at 1.24 pm**

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Chairman

**Contact Officer: Edward Foale**

**tel. no.: 020 7332 1426**

**edward.foale@cityoflondon.gov.uk**

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# Agenda Item 4

Committee(s): Hampstead Heath, Highgate Wood & Queen's Park Open Spaces, City Gardens & West Ham Park	Date(s): 23 July 2012
Subject: Review of the Governance Arrangements implemented in 2011	Public
Report of: Town Clerk (on behalf of the Post Implementation Governance Review Working Party)	For Decision

## Summary

The Court has agreed that a Working Party should be established to undertake a post-implementation review of the revised governance arrangements agreed in March 2011 after twelve months of their operation, to take stock of the new governance arrangements and how they are working.

The purpose of this report, prepared on behalf of the Working Party, is to seek comments, if any, from each Committee on the governance arrangements introduced last year and the impact that they may have had on the operation of your Committee.

**Recommendation:** It is recommended that this Committee considers whether it wishes to make any representations to the Working Party on the revised governance arrangements in so far as it affects this Committee.

## Main Report

### **Background**

1. The Court has agreed that a Working Party should be established to undertake a post-implementation review of the revised governance arrangements agreed in March 2011 after twelve months of their operation, to take stock of the new governance arrangements and how they are working.
2. For the purposes of clarification, this review is not, therefore, in relation to any new governance initiatives but is restricted to considering the operation and effectiveness of the revised arrangements implemented last year. A summary of the revised governance arrangements is contained Appendix A.

### **Views on the Governance Arrangements**

3. The Working Party has agreed that the most effective and inclusive way of identifying whether there are any issues arising out of the operation of the revised arrangements is to seek the views of the various City Corporation Committees and all Members of the Court individually. This will enable

comments to be expressed in the context of the operation of the various Committees (including observations from non-City Corporation Members) and will also allow all Members to have their say individually and raise any points; all of which will help to inform the work of the Working Party.

4. The purpose of this report is to seek a view on whether any representations should be made to the Working Party on the revised governance arrangements in so far as they affect this Committee. All of the views expressed will be collated and submitted to a further meeting of the Working Party in September.

**Background Papers:**

Summary of the revised governance arrangements agreed by the Court of Common Council in March 2011.

**Appendix A: Summary of the revised governance arrangements**

**Contact:**

*Simon Murrells* |  
*simon.murrells@cityoflondon.gov.uk* |  
*0207 332 1418*

**Summary of the Governance Changes Implemented in April 2011**

Set out below are the changes agreed by the Court on 3 March 2011 which have been in operation since 1<sup>st</sup> April 2011.

**A. The Court of Common Council**

A1. Not less nine Court meetings are now held each year (reduced from eleven) and a short spring recess now takes place on an annual basis.

A2. At least two informal or private Member meetings (at which no decisions could be taken) are arranged each year. This is on the basis that they do not proceed if there is insufficient business;

A3. Any Member, provided that he or she has the support of twenty other Members, can requisition a report and/or a decision of any of the City Corporation's Committees for consideration and final decision by the Court of Common Council, provided that such action does not preclude a decision being taken and/or implemented that was necessary for legal reasons or for the efficient conduct of the City Corporation's business;

A4. Standing Order No.11 governing the conduct of debate in the Court of Common Council has been amended as follows:

- in addition to the current arrangements governing debate, a further provision be made enabling all Members to speak on a second occasion for no longer than two minutes; and
- should the mover of an amendment to a motion choose to speak for a second time (on the amendment), he or she shall be the penultimate speaker on the amendment (the mover of the original motion being the final speaker on the amendment).

A5. Standing Order governing the number of supplementary questions that may be asked has been amended so as to increase from two to three the number of other Members (ie not the Member asking the question) allowed to ask two supplementary questions provided that the supplementary questions arise naturally out of the original question and the answer to it;

A6. Standing Order has been amended so as to increase the time limit for putting and answering questions, including supplementary questions, from 30 minutes to 40 minutes;

A7. To avoid the period allocated for asking and responding to questions being taken up with issues concerned with awards, prizes and memorials, a regular item is now placed on the summons for meetings of the Court to enable such matters to be reported upon in writing.

## **B. Ward Committees (Paragraphs 28-35)**

B1. The Planning & Transportation, Port Health & Environmental Services, Markets, Finance and Community & Children's Services Committees remain as Ward Committees.

B2. All Wards are now able to choose whether or not to nominate a Member (or Members) to serve on Ward Committees rather than being obliged to nominate a Member (or Members) or 'pair' with another Ward;

B3. Where there are vacant or unfilled places on a Ward Committee by virtue of a Ward not making a nomination(s), the vacant or unfilled place can be advertised to all Members and filled by the Court;

B4. Any Ward having six or more Members can nominate up to two Members to a Ward Committee irrespective of whether a Ward has sides;

B5. In addition to the Chairman of the Policy & Resources Committee, the Deputy Chairman of the Policy & Resources Committee is now an ex-officio Member of the Finance Committee. This complements the current arrangement whereby the Chairman and Deputy Chairman of the Finance Committee are ex-officio Members of the Policy & Resources Committee;

B6. The remit of the Finance Committee has been widened to include performance monitoring and its terms of reference adjusted to reflect this. The performance monitoring was to be undertaken by the Estimates Working Party (EWP) or such body determined by the Finance Committee. (NB: Finance Committee subsequently agreed to dispense with EWP and created an Efficiency and Performance Sub-Committee to deal with this area of activity).

B6a. In addition to the above, the constitution of the Finance Committee was amended by the Court on 8 September 2011 to include the Chairman and Deputy Chairman of the Investment Committee, creating a reciprocal arrangement between the Policy and Resources, Finance and Investment Committees (see F2 and J4 below).

B7. All Wards that have 200 or more residents (based on the ward list) are able to nominate a maximum of two Members to the Community & Children's Services Committee; under this arrangement, the current provision for four Members to be elected by the Court, at least two of whom shall represent the main four residential wards, was discontinued; and

B8. The Community & Children's Services Committee was asked to consider giving oversight of its housing management activities (excluding the Barbican Estate) to a sub-committee (with power to act) to enable greater focus in that area. (NB: The Community & Children's Services Committee subsequently created the Housing Management Sub-Committee to oversee the City Corporation's housing activities).





E2. For 2011, the election of Chief Commoner was held in April and thereafter, the election is held in September of each year, prior to the successful candidate taking office in April, to enable a period of 'lead-in';

E3. The 'job description' for the office of Chief Commoner was approved as set out in Appendix attached;

E4. The Chief Commoner remains an ex-officio Member of the Policy and Resources Committee and is also Chairman of any sub-committees responsible for City of London Corporation hospitality and Members' privileges;

E5. Provision has been made in Standing Orders to enable the Chief Commoner to report on and speak to activities and responsibilities of the sub-committees referred to in E4 above in the Court of Common Council; and

E6. The Chief Commoner is not able to be Chairman of any City of London Corporation committee with the exception of the sub-committees referred to above. However, as with other chairmanships, the Chief Commoner is able to continue an existing chairmanship until the next meeting of the relevant committee when a new chairman shall be elected.

#### **F. Investment Committee**

F1. This new non-ward committee was established. The Investment Committee has responsibility for managing and overseeing the City Corporation's property and non-property investments in accordance with approved strategies and policies;

F2. The Investment Committee comprises 14 Members elected by the Court of Common Council, 8 Members appointed by the Policy and Resources Committee from amongst all Members of the Court, together with the Chairmen and Deputy Chairmen of the Policy and Resources and the Finance Committees in an ex-officio capacity but with voting rights;

F3. The Investment Committee appoints and maintains two Boards, one for each investment area (property and non-property) for the purposes of detailed scrutiny and decision taking, with the Chairman of the Investment Committee is also able to be Chairman of one of the Boards;

F4. The Boards are empowered to co-opt people with relevant expertise or experience, including non-Members of the Court, to assist in their deliberations; and

F5. Provision has been made in Standing Orders to enable the Chairmen of both Boards to report on and speak to their respective activities and responsibilities in the Court of Common Council and to ensure that any decisions, especially those relating to property, are taken without undue delay.

#### **G. Audit and Risk Management Committee**

G1. A new non-ward committee, Audit and Risk Management was with responsibility for the City Corporation's activities and responsibilities in these areas (with the Finance Committee relinquishing its current responsibilities for audit and risk); and

G2. The Audit and Risk Management Committee shall comprise 9 Members elected by the Court of Common Council, 3 external Members (ie non-Members of the Court of Common Council), the Chairman and Deputy Chairman of the Finance Committee (ex-officio with no voting rights) and a representative of the Policy and Resources Committee also in an ex-officio capacity with no voting rights.

G3. The Deputy Chairman of Audit and Risk is not able to be Chairman of another committee.

## **I. Open Spaces Committees**

I1. The management of the City Corporation's open spaces is now maintained by three Non-Ward Committees, as follows:-

(i) Open Spaces, City Gardens and West Ham Park Committee comprising 8 Members elected by the Court of Common Council together with the Chairmen and Deputy Chairmen of the Hampstead Heath, Highgate Wood and Queen's Park and the Epping Forest and Commons Committees (see below) in an ex-officio capacity. The Committee is responsible for setting overall strategy for the operation of the City Corporation's open spaces and for the management of City Gardens. It is also responsible for the management of West Ham Park. This area of work is undertaken separately from the Committee's other business and the Committee's composition includes 4 representatives nominated by the Heirs-at-Law of the late John Gurney, 1 representative nominated by the Parish of West Ham and 2 representatives nominated by the London Borough of Newham;

(ii) Hampstead Heath, Highgate Wood and Queen's Park Committee comprising at least 12 Members elected by the Court of Common Council together with the Chairman and Deputy Chairman of the Open Spaces, City Gardens and West Ham Park Committee (see above) in an ex-officio capacity. The Committee is responsible for the management of Highgate Wood and Queen's Park. It is also responsible for the management of Hampstead Heath with this area of work being undertaken separately from the Committee's other business. The composition of the Committee includes at least 6 external representatives which must include 1 representative of the London Borough of Barnet, 1 representative of the London Borough of Camden, 1 representative of the owners of Kenwood lands and 3 persons representing local, ecological, environmental or sporting interests; and

(iii) Epping Forest and Commons Committee comprising 12 Members of the Court of Common Council including 10 Members elected by the Court of Common Council together with the Chairman and Deputy Chairman of the Open Spaces, City Gardens and West Ham Park Committee (see above) in an ex-officio capacity, to be responsible for the management of Burnham Beeches and the City Commons. The Committee also manages Epping Forest and this area of work is undertaken separately from the Committee's other business. The composition of the Committee includes 4 Verderers elected or appointed pursuant to the Epping Forest Act 1878. If the Chairman and/or Deputy Chairman of the Open Spaces, City Gardens and West Ham Park Committee are already Members of the Epping Forest and Commons

Committee in their own right, the vacancy(s) are filled by the Court of Common Council.

## **J. Policy and Resources and Police Committees and the Boards of the Governors of the City Schools (Paragraphs 69-81)**

### Policy and Resources Committee (Paragraphs 69-74)

J1. Of the five vacancies that becomes available on the Policy Committee each year, one place is now reserved for a Member with less than 10 years' service on the Court, resulting in at least four places on the Committee for Members with less than 10 years' service at the time of their appointment;

J2. In view of the synergies between the work of the Energy Working Party (previously of the City Lands and Bridge House Estates Committee) and the Sustainability Working Party (of the Policy and Resources Committee), the work has been merged and transferred to the Policy Committee and is operated through a dedicated Sub-Committee (the Energy and Sustainability Sub-Committee) whose membership can be drawn from the whole Court;

J3. The Policy and Resources Committee is responsible for providing additional scrutiny, oversight and challenge for the management of major projects and programmes of work, including, amongst other things, considering all proposals for capital and supplementary revenue projects (including those which may be funded from external sources), and determining, at detailed options appraisal stage, whether projects should be included in the capital and supplementary revenue programme as well as the phasing of any expenditure. This work is undertaken by a dedicated sub-committee, the Projects Sub-Committee, which comprises 3 Members appointed by the Policy and Resources Committee, 2 Members appointed by the Finance Committee. The Projects Sub-Committee is also able to co-opt 2 further Members from the Court of Common Council with relevant experience.

J4. The Policy & Resources Committee was asked to review its various ex-officio appointments. A review was subsequently undertaken and the outcome reported to the Court on 8 September 2011. Whilst it was felt that the current ex-officio places were still relevant, the Court acknowledged that culture was an area which over the years had become more prominent and which also had substantial resource implications. It was therefore agreed that the Chairman of the new Culture, Heritage and Libraries Committee should become an ex-officio Member of the Policy Committee. Similarly, the development and management of the City Corporation's investment portfolio (property and non-property) was considered to be of great significance and the Court also agreed that the Chairman and Deputy Chairman of the Investment Committee should also serve as ex-officio members, creating a reciprocal arrangement between the Policy and Resources, Finance and Investment Committees.

### Police Committee

J5. For the purposes of continuity the length of service of the Chairman of the Police Committee was extended to a term not exceeding four years;

J6. The current restriction whereby no Member of the Court of Common Council is eligible to serve on the Police Committee until such time as they have served a minimum of two years on the Court, should be removed (NB: The constitution of the Police Committee has been reviewed since the governance review).

Boards of Governors of the City of London School, the City of London School for Girls and the City of London Freeman's School (Paragraphs 79-81)

J7. The three City School Boards were recommended to consider establishing a Working Party comprising key Members from each Board such as the Chairmen and Deputy Chairmen, to discuss important issues that may be of common interest, for example pay awards.

J8. The restriction whereby no Member can serve on more than one Board of Governors was removed.

**K. Service on City Corporation Committees and Outside Bodies**

Reserving places on Non-Ward Committees for 'newer' Members

K1. With the exception the Policy and Resources Committee which has separate arrangements, 10% of places (where 10% results in a fraction it should be rounded down, subject to at least one place being reserved on every non-Ward Committee for a Member falling in to this category) on all elected committees are reserved for Members with less than 5 years' service at the time of their appointment.

Limiting the number of Grand Committees on which a Common Councilman can serve at any one time

K2. The number of grand committees on which a Common Councilman can serve at any one time (excluding appointments or nominations to committees in an ex-officio capacity) is limited to no more than eight.

Limiting the number of Outside Bodies that a Member can serve on

K3. The number of outside bodies that a Member can serve on at any one time (excluding appointments that are by virtue of Office or in an ex-officio capacity) is limited to no more than six. If a vacancy cannot be filled from the Common Council, then such vacancy can be filled by non-Members, including officers on the basis that there are no issues of major concern to the work of the City Corporation likely to arise;

K4. Appointments to outside bodies are made by the Court of Common Council at meetings other than the meeting at which the appointment of Committees is undertaken.

**L. Other Committee Issues**

Publishing data of attendance by Members at Committee Meetings

L1. Data relating to the attendance of Members at committee, sub-committee and Court meetings was to be more accessible and placed on-line on the City Corporation's website provided that the figures are put in context (ie

attendances should be shown together with the actual number of opportunities to attend).

#### Submission of supporting statements

L2. Members seeking election as Chairmen and Deputy Chairmen of committees are now able voluntarily to submit a statement of no more than 300 words in support of their candidature in advance of the meeting at which the election is to be held.

#### Frequency of Committee meetings

L3. The frequency of Committee meetings be reviewed and determined by individual Committees, as was presently the case.

#### Sub-Committees, Working Parties and 'Workshop' style meetings

L4. The constitutional position of sub-committees and working parties and informal 'workshop' style meetings or Member and officer working groups was noted and the Court requested that all Committees review their current arrangements to ensure that they conform to the principles outlined; and

L5. The concept of informal 'workshop' style meetings in appropriate circumstances was accepted in order to improve communication and increase interaction, particularly between Members and officers, at an early stage in major complex, costly or contentious proposals.

#### Committee Papers and Minutes

L6. Committee reports, minutes and papers are to be concise and to the point and that no late papers should be dispatched without the relevant Committee Chairman's consent having first been obtained;

L7. Agendas, reports and other papers shall continue to be dispatched in hard-copy, but greater use of electronically circulated papers be made; and

L8. A standard of seven working days after the Court of Common Council or Committee meetings should be set within which officers will seek to circulate the draft minutes to all Members (or Members of the relevant Committee).

#### Outgoing Chairmen

L9. In addition to the above it was subsequently agreed that in order to assist with arrangements for the election of a deputy chairman, outgoing Chairmen should be required to give notice of their intention to stand down.

### **M. Terms of Reference, Delegations and Standing Orders**

M1. A scheme for the Appointment of Members on Committees and Terms of Reference for the City of London Corporation Committees was approved as set out in Appendix B;

M2. The Framework for Accountability and Delegation approved by the Court in January 2005 was endorsed and individual Committees asked to review delegations to officers to ensure that they are appropriate and relevant.

M3. Revised Standing Orders were agreed and the Town Clerk authorised, in consultation with the Chairman and Deputy Chairman of the Policy and Resources Committee, to make any necessary consequential changes to Standing Orders to take account of the decisions relating to the new governance arrangements.

#### **N. Post Implementation Review**

N1. Subject to the Court approving these new arrangements, a post-implementation review be undertaken after 12 months of their operation, with the membership of the working party being agreed by the Court, in order to take stock of the new governance arrangements and how they are working. This would include the operation of the Policy and Resources Committee. The Court subsequently approved the membership of the Post-implementation Review of the Governance Working Party on 8 September 2011.

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# Agenda Item 5

Committee(s):	Date(s):
Port Health and Environmental Services Committee	4 July 2012
Open Spaces, City Gardens & West Ham Park	23 July 2012
Markets	25 September 2012
Subject: Chief Officer Appointment	Public
Report of: Town Clerk	For Information

## **Summary**

The Terms of Reference approved by the Court (and approved by this Committee – Item 3, May 2012) did not reflect the dissolution of the Department of Environmental Services nor the wish to involve the Chairman of the Port Health and Environmental Services Committee in the appointment of the post of Director of Markets and Consumer Protection and the Director of Open Spaces. This report sets out how to resolve this satisfactorily.

### **Recommendations**

#### **It is recommended that:-**

- The Corporate HR unit note the report and make the necessary preparations to give Port Health and Environmental Services Committee appropriate representation in the future appointments of the Director of Markets & Consumer Protection and Director of Open Spaces.
- The Terms of Reference of the Port Health and Environmental Services Committee be amended at the next appropriate opportunity to reflect the wishes of the Committee.

## **Main Report**

1. Following the restructuring of the Built Environment, three Chief Officers now report to Port Health and Environmental Services Committee: the Directors of Markets and Consumer Protection, Open Spaces and the Built Environment.

2. However, the Terms of Reference in the White Paper approved in April 2012 for Port Health and Environmental Services Committee still reflect the previous responsibilities for the appointment of the Director of the Built Environment only (in consultation with the Planning & Transportation and Licensing Committees).

3. At the Port Health and Environmental Services Committee in May 2012, the Committee expressed a wish to involve the Chairman of the Port Health and Environmental Services Committee in the appointment of the post of Director of Markets and Consumer Protection and the Director of Open Spaces. This to reflect

the Committee's new responsibilities and the new Chief Officers that now report to the Committee.

4. The Corporation process for Chief Officer appointments is that the Chairman and Deputy Chairman of the employing committee and the Chairman of Establishment Committee be included on the panel (as well as the Town Clerk). If a Chief Officer reports to more than one Committee then each Committee should have representation on the appointment panel. The Chief Officer recruitment policy limits the panel to a maximum of seven panel members, so up to three Committees can potentially be accommodated.

5. Therefore it is recommended that the Port Health and Environmental Services Committee is consulted in any future appointment of the Director of Markets & Consumer Protection, with the Chairman and Deputy Chairman of Port Health and Environmental Services to sit on the appointment committee of the Director.

6. The Director of Open Spaces reports to the Committee on her oversight of the operation of the City of London Cemetery and Crematorium. The Committee has expertise and experience in a range of policy and operational issues relating to the management of the Cemetery operation, which do not arise in the Open Space Committees. It is therefore appropriate that the Port Health and Environmental Services Committee is represented on the appointment committee so that issues relating to the Cemetery are properly covered. It is recommended therefore that the Chairman of the Committee sits on the panel to represent the Committee.

7. The Town Clerk's department, Markets & Consumer Protection, Open Spaces and, Open Spaces and the Director of HR have been consulted on this report.

## **Conclusion**

8. The changes recommended are implemented to resolve the discrepancy that emerged following the restructuring of the Built Environment.

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# Agenda Item 6

<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces, City Gardens and West Ham Park Committee	23 July 2012	
<b>Subject:</b>		<b>Public</b>
Consolidated Revenue Outturn 2011/12		
<b>Report of:</b>		<b>For Information</b>
The Chamberlain and the Director of Open Spaces		

### Summary

This report compares the revenue outturn for the services overseen by your Committee in 2011/12 with the final agreed budget for the year. In total, there was a better than budget position of £1,873,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	<b>Final Agreed Budget</b>	<b>Revenue Outturn</b>	<b>Increase/ (Decrease)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Local Risk</b>			
Director of Open Spaces	12,584	12,292	(292)
City Surveyor	3,920	2,678	(1,242)
Director of Environmental Services (COS)	169	171	2
<b>Total Local Risk</b>	<b>16,673</b>	<b>15,141</b>	<b>(1,532)</b>
<b>Central Risk</b>	<b>(2,068)</b>	<b>(2,353)</b>	<b>(285)</b>
<b>Recharges</b>	<b>3,609</b>	<b>3,553</b>	<b>(56)</b>
<b>Total</b>	<b>18,214</b>	<b>16,341</b>	<b>(1,873)</b>

In accordance with the budgetary arrangements for local risk resources the Director has submitted a carry forward request of £217,000 of her £292,000 underspend.

The City Surveyor's underspend of £1,242,000 has been aggregated with budget variations on services overseen by other committees and a request made to carry forward the net underspending for corporate priorities. These requests will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

### **Recommendations**

It is recommended that this consolidated revenue outturn report for 2011/12 be noted.

## **Main Report**

### **Budget Position for 2011/12**

1. The 2011/12 consolidated latest approved budgets for all the Open Spaces services were received by you in February 2012 and endorsed by the Court of Common Council in March 2012. For information, the Cemetery and Crematorium has also been included in this report, to show the overall position for the Department, although it is reported to Port Health & Environmental Services Committee.

### **Revenue Outturn 2011/12**

2. Actual net expenditure for your Committee's services during 2011/12 totalled £16.341m. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

## Summary Comparison of 2011/12 Revenue Outturn with Final Agreed Budget

<b>Director of Open Spaces Local Risk</b>	<b>Final Agreed Budget £000</b>	<b>Revenue Outturn £000</b>	<b>Increase/ (Decrease) £000</b>
Open Spaces Directorate	758	758	0
City Open Spaces	1,117	1,079	(38)
Bunhill	111	110	(1)
West Ham Park	661	665	4
West Ham Park - CBT	75	75	0
The Nursery	(61)	(61)	0
Epping Forest	2,754	2,742	(12)
Epping - CBT	365	365	0
HLF – Branching Out	8	14	6
Chingford Golf Course	(91)	(75)	16
Wanstead	110	107	(3)
Woodredon & Warlies	(25)	(26)	(1)
Burnham Beeches	471	462	(9)
Stoke Common	22	1	(21)
City Commons	1,152	1,105	(47)
Hampstead Heath	4,823	4,821	(2)
Hampstead Heath – CBT	480	480	0
Queen’s Park	561	565	4
Queens Park - CBT	30	30	0
Highgate Wood	357	362	5
Highgate Wood - CBT	50	50	0
City Cemetery & Crematorium	(1,144)	(1,337)	(193)
<b>Total Director of Open Spaces Local Risk</b>	<b>12,584</b>	<b>12,292</b>	<b>(292)</b>
<i>City Surveyor Local Risk</i>	3,920	2,678	(1,242)
<i>Director of Env Ser (COS) Local Risk</i>	169	171	2
<b>Total Local Risk</b>	<b>16,673</b>	<b>15,141</b>	<b>(1,532)</b>
<b>Central Risk</b>	<b>(2,068)</b>	<b>(2,353)</b>	<b>(285)</b>
<b>Recharges</b>	<b>3,609</b>	<b>3,553</b>	<b>(56)</b>
<b>Overall Totals</b>	<b>18,214</b>	<b>16,341</b>	<b>(1,873)</b>

3. Each Open Spaces Committee has previously received an outturn report relating to the services it oversees including explanations of the significant variations. Port Health & Environmental Services Committee has received a similar report in respect of the Cemetery & Crematorium.

### **Local Risk Carry Forward to 2012/13**

4. Chief Officers can request under spends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the under spending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
5. Overspends are carried forward in full and are met from the agreed 2012/13 budgets.

The Director's total local risk underspend of £292,000 is split between City Fund (£231,000) and City's Cash (£61,000). The Director has also requested to carry forward £217,000 of her £292,000 underspend.:-.

### **Director of Open Spaces**

- £18,000 to remove the Jubilee themed bedding and replace it with Olympic themed bedding.
- £14,000 for the provision of 16 floral towers as part of the essential dressing around St Paul's Cathedral for the Jubilee and Olympics.
- £14,000 to backfill empty beds with sustainable planting in light of the 12/13 budget reductions which impact on annual bedding.
- £37,000 emergency expenditure to address the highly infectious tree disease (*Massaria*) discovered in the City stock of plane trees at the end of March.
- £26,000 to erect a cattle building at Great Gregories.
- £8,000 to complete veteran tree management work at Ashted Common.
- £26,000 to purchase a vehicle and trailer, and award honoraria at Burnham Beeches.
- £30,000 Supply and fit photovoltaic cells to the modern crematorium
- £44,000 tractor and mower purchases at the City Crematorium.

## **City Surveyor**

The City Surveyor's underspend of £1,242,000 relating mainly to the Additional Works Programme will be rolled over to 2012/13. This programme is approved over a 3 year period and the budget is phased over the life of the programme. Any underspend is rolled over to subsequent years. The phasing of these projects is reported to the Corporate Asset Sub Committee on a quarterly basis.

Chris Bilsland  
Chamberlain

Sue Ireland  
Director of Open Spaces

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# Agenda Item 7

<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces, City Gardens and West Ham Park Committee	23 July 2012	
<b>Subject:</b> Revenue Outturn 2011/12- Open Spaces, City Gardens, and West Ham Park	<b>Public</b>	
<b>Report of:</b> The Chamberlain and the Director of Open Spaces	<b>For Information</b>	

## Summary

This report compares the revenue outturn for the services overseen by your Committee in 2011/12 with the final agreed budget for the year. This is the first report combining the Directorate, City Gardens, and West Ham Park, which were previously reported separately. There was a better than budget position of £194,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	<b>Final Agreed Budget</b>	<b>Revenue Outturn</b>	<b>Increase/ (Decrease)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Local Risk</b>			
Director of Open Spaces	2,661	2,626	(35)
Director of Environmental Services – COS	169	171	2
City Surveyor	431	243	(188)
<b>Total Local Risk</b>	<b>3,261</b>	<b>3,040</b>	<b>(221)</b>
<b>Central Risk</b>	<b>(43)</b>	<b>(73)</b>	<b>(30)</b>
<b>Recharges</b>	<b>(265)</b>	<b>(208)</b>	<b>57</b>
<b>Total</b>	<b>2,953</b>	<b>2,759</b>	<b>(194)</b>

The Director's underspend of £35,000 has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budget position of £292,000 across all Open Spaces. In accordance with the budgetary arrangements for local risk resources, the Director proposes to carry forward a total of £217,000 of which £83,000 relates to this Committee. This proposal will be considered by the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee, and if agreed added to the budgets for 2012/13.

The City Surveyor's underspend has been aggregated with budget variations on services overseen by other committees and a request made to carry forward the 'net' underspending for corporate priorities. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

### **Recommendations**

It is recommended that this revenue outturn report for 2011/12 and the consequential implications for the 2012/13 budget be noted.

## Main Report

### Budget Position for 2011/12

- The 2011/12 final agreed budgets for the services overseen by your Committees were £2.953m and were received by your Committee in December 2011, endorsed by the Court of Common Council in March 2012 and subsequently updated for approved adjustments.

### Revenue Outturn 2011/12

- Actual net expenditure for your Committee's services during 2011/12 totalled £2.759m, an underspend of £194,000 compared with the budget.
- A summary comparison with the final agreed budget for the year is tabulated below. In the tables, figures in brackets indicate income or in hand balances, increases in income or decreases in expenditure.

<b>Summary Comparison of 2011/12 Revenue Outturn with Final Agreed Budget</b>			
	<b>Final Agreed Budget</b>	<b>Revenue Outturn</b>	<b>Increase/ (Decrease)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Local Risk</b>			
West Ham Park	675	679	4
City Open Spaces	1,117	1,079	(38)
Open Spaces Directorate	758	758	0
Bunhill Fields	111	110	(1)
<b>Total Director of Open Spaces</b>	<b>2,661</b>	<b>2,626</b>	<b>(35)</b>
<b>Local Risk</b>			
Director of Env Services - COS	169	171	2
City Surveyor	431	243	(188)
<b>Total Local Risk</b>	<b>3,261</b>	<b>3,040</b>	<b>(221)</b>
<b>Central Risk</b>			
West Ham Park	(43)	(73)	(30)
<b>Total Central Risk</b>	<b>(43)</b>	<b>(73)</b>	<b>(30)</b>
<b>Recharges</b>			
Central Recharges	476	535	59
Recharges Within Funds	(632)	(634)	(2)
Recharges Across Funds	(109)	(109)	0
<b>Total Recharges</b>	<b>(265)</b>	<b>(208)</b>	<b>57</b>
<b>NET EXPENDITURE</b>	<b>2,953</b>	<b>2,759</b>	<b>(194)</b>

Annex A provides more detail and explanations of the significant variations.

### **Local Risk Carry Forward to 2012/13**

4. Chief Officers can request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee.
5. Overspends are carried forward in full and are met from the agreed 2012/13 budgets.
6. The Director's better than budget position of £35,000 has been aggregated with budget variations on services overseen by other committees, which produces an overall better than budget position of £292,000 across all Open Spaces. In accordance with budgetary arrangements for local risk resources, the Director proposes to carry forward a total £217,000 of which £83,000 relates to Open Spaces, City Gardens, and West Ham Park Committee, comprising:-
  - £18,000 to remove the Jubilee themed bedding and replace it with Olympic themed bedding.
  - £14,000 for the provision of 16 floral towers as part of the essential dressing around St Paul's Cathedral for the Jubilee and Olympics.
  - £14,000 to backfill empty beds with sustainable planting in light of the 12/13 budget reductions which impact on annual bedding.
  - £37,000 emergency expenditure to address the highly infectious tree disease (*Massaria*) discovered in the City stock of plane trees at the end of March.
7. If agreed, this proposal will be added to the Director's budgets for 2012/13.
8. The City Surveyor's underspend of £188,000 relating mainly to the Additional Works Programme will be rolled over to 2012/13. This programme is approved over a 3 year period and the budget is phased over the life of the programme. Any underspend is rolled over to subsequent years. The phasing of these projects is reported to the Corporate Asset Sub Committee on a quarterly basis.

Chris Bilsland  
Chamberlain

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**Open Spaces, City Gardens and West Ham Park****Comparison of 2011/12 Revenue Outturn with Final Agreed Budget**

	<b>Final Agreed Budget</b>	<b>Revenue Outturn</b>	<b>Increase/ (Decrease)</b>	<b>Reasons</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	
<b>SUMMARY</b>				
Local Risk	2,661	2,626	(35)	
Central Risk	(43)	(73)	(30)	
Recharges	(265)	(208)	57	
<b>TOTAL (Excluding City Surveyor &amp; Director of Env.Services Local Risk)</b>	<b>2,353</b>	<b>2,345</b>	<b>(8)</b>	
City Surveyors Local Risk	431	243	(188)	1
Director of Env Services Local Risk	169	171	2	
<b>TOTAL NET EXPENDITURE</b>	<b>2,953</b>	<b>2,759</b>	<b>(194)</b>	
<b>LOCAL RISK</b>				
Open Spaces Directorate	758	758	0	
City Gardens	1,117	1,079	(38)	2
Bunhill Fields	111	110	(1)	
West Ham Park	661	665	4	
West Ham Park – CBT	75	75	0	
Nursery	(61)	(61)	0	
<b>TOTAL LOCAL RISK</b>	<b>2,661</b>	<b>2,626</b>	<b>(35)</b>	
<b>CENTRAL RISK</b>				
West Ham Park	(43)	(73)	(30)	3
<b>TOTAL CENTRAL RISK</b>	<b>(43)</b>	<b>(73)</b>	<b>(30)</b>	
<b>RECHARGES</b>				
Central Recharges	476	535	59	4
Recharges Within Funds	(632)	(634)	(2)	
Recharges Across Funds	(109)	(109)	0	
<b>TOTAL RECHARGES</b>	<b>(265)</b>	<b>(208)</b>	<b>57</b>	

## **Reasons for Significant Variations**

### **Local Risk**

1. The City Surveyor's underspend of £188,000 relating mainly to the Additional Works Programme will be rolled over to 2012/13. This programme is approved over a 3 year period and the budget is phased over the life of the programme. Any underspend is rolled over to subsequent years. The phasing of these projects is reported to the Corporate Asset Sub Committee on a quarterly basis.
2. Additional Income of £38,000 was generated on charges for services.

### **Central Risk**

3. The increase in income of £30,000 relates mainly to income of £7,000 being transferred from the capital reserve account to cover depreciation at West Ham Park, and a £20,000 transfer from reserve to cover the deficit on the Nursery Account.

### **Recharges**

4. The additional expenditure of £59,000 is mainly due to additional expenditure on Support Services (£46,000 City Gardens, £16,000 West Ham Park, £11,000 Nursery) reflecting the latest time attributions and expenditure for the central departments including redundancy costs incurred in respect of the 10% savings and the effects of the Strategic Finance and Corporate Property Reviews. This has been partially offset by £10,000 underspend on Admin Buildings mainly due to expenditure on repairs and maintenance on the Guildhall complex being lower than budgeted.



# Agenda Item 9

Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park Committee	23rd July 2012	
Subject: Friends of West Ham Park - Annual Update	Public	
Report of: Director of Open Spaces	For Information	
<b><u>Summary</u></b>		
<p>In July 2006, following public consultation on the West Ham Park Management Plan, the Friends of West Ham Park group was formed. This report sets out the projects that the Friends have successfully achieved throughout their sixth year.</p>		
<b>Recommendations</b>		
It is recommended that:		
<ul style="list-style-type: none"><li>• This report is received and that the important contribution made by the Friends of West Ham Park is noted.</li></ul>		

## **Main Report**

### **Background**

1. At the meeting of the Committee of Managers of West Ham Park in July 2006, approval was given to the forming of a Friends group to work with the Park staff in implementing the Management Plan through discussion, meetings and volunteer activities.
2. At their first meeting, the Friends agreed that their purpose should be to work closely with the City of London, bringing together the skills, strength and experience of its members for the common goal of assisting the Park management team in implementing the Management Plan for the benefit of the whole community.
3. Throughout the year, the Friends have completed a number of successful projects which have been of great benefit. At present, there are 15 regularly active members in the group and approximately 221 additional corresponding members, an increase of 33 new members this year.

### **Current Position**

4. Over the past year, four public meetings have been held by the Friends at the local Scout hall and on occasion on the bandstand in the Park. At their annual meeting in June 2011, the Friends elected their sixth Chairman, Ms

Nicky Brown and Deputy Chairman, Ms Charlotte Evans. At this annual meeting, the Friends suggest projects that they would like to be involved in and agree a timetable of events for the forthcoming year.

5. On the 5th of November, the Friends assisted in building and hosting 'Newham's Biggest Leaf Pile' in the Park with the help, for the fourth year running, of Newham 11<sup>th</sup> Scout Group and members of the public. A productive day with over 50 volunteers, both adults and children, raking and adding to the leaf pile.
6. On a very cold December night, with a grant funded by John Lewis in the new Westfield Stratford, the Friends hosted 'Park in the Dark'. Over 120 children and adults were encouraged to create lanterns which were supplemented with glowing bracelets. A glowing procession was led from South Gate to the Bandstand, where the Bandstand Christmas Tree was lit and warm refreshments and biscuits disappeared in minutes. Many remarked that it was a wonderful opportunity to experience the Park at night.
7. In January, as part of the Royal Society for the Protection of Birds (RSPB) national survey of birds in parks and gardens ('The Big Garden Birdwatch'), members of the Friends bird watching group spent a morning taking Park visitors around the site and teaching them how to identify various common birds.
8. In June 2012, the Friends held a successful 'Past Times Event' to celebrate 300 years of the history of Dr John Fothergill and 200 years history of the Gurney Family in West Ham Park. A grant obtained from Newham Council's 'Let's Get the Party Started' provided funding for the various crafts events which included making model boats to sail on the paddling pool, peg doll assembly and the creation of colourful flags joined together to resemble a bright patchwork quilt. The event was combined with fun activities and music on the bandstand and attendance reached over 600 members of the public enjoying the day.
9. Throughout the year the Friends have carried out monthly bird surveys in the Park. The information is recorded and then collated with a report to other Friends' members at their meetings. The information is also promoted through the Park's 'What's New' newsletter and provided to the RSPB and Essex Wildlife Trust.
10. The Friends have their own web-site which can be viewed at [www.friendsofwesthampark.btck.co.uk](http://www.friendsofwesthampark.btck.co.uk). The site is completely managed by the Friends and provides information about the group including membership and promotion of the wide variety of activities available. The Friends have also adopted the strap line 'Friendly, Welcoming, Helpful and Positive' for their FWHP strapline.

11. A selection of images depicting various projects undertaken by the Friends and an example of their web site material is included as an appendix to this report.

## **Proposals**

12. In accordance with the Terms of Reference for the Friends, a new Chairman, Ms Nicky Brown, was elected at their last meeting (Thursday 14<sup>th</sup> June) as the 2012 Chairman. Nicky has been an active member of the Friends for four years and brings a wealth of experience and knowledge which will benefit the Friends under her Chairmanship.
13. The Friends have agreed on a proposed list of projects for the next 12 months. These projects include the continuation of their current successful craft and wildlife events calendar. A timetable for these projects has been drawn up, circulated to the Friends' mailing list and publicised on the Park notice boards in order to encourage volunteer assistance with site based work.

## **Corporate & Strategic Implications**

14. The projects strongly link and support four of the five community strategy themes:
  - Supports our communities – by encouraging well-being and participation in volunteer activities
  - Protects, promotes and enhances our environment – by encouraging use and enjoyment of City open spaces
  - Is vibrant and culturally rich – by promoting and encouraging activities happening in our open spaces
  - Is safer and stronger – evidence suggests increasing legitimate use in open space creates a safer environment
15. The projects link to the following three of the five aims identified in the Open Spaces Department Business Plan:
  - Inclusion: Involve communities in the care and management of our sites
  - Environment: Adopt sustainable working practices, promote the variety of life (biodiversity) and protect the Open Spaces for the enjoyment of future generations

- Promotion: Promote opportunities to use and enjoy the outdoor environment for health, learning and inclusion and ensure the value of the Open Space is recognised.

## **Conclusion**

16. Now in their sixth year, the Friends have been extremely successful in providing a diverse programme of activities that has enabled Park visitors to assist in a range of projects centred on conservation, heritage, and community involvement. The Park has benefitted greatly from the support of the Friends, as many of the projects could not have been achieved without their support.
17. The assistance provided by the Friends is much appreciated by the park team. Officers will continue to work with and support them in order to encourage more of the community to become actively involved in park projects and initiatives.

## **Appendices**

- Appendix One: The Friends of West Ham Park: highlights from the past 12 months.

### **Contact:**

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## Appendix One

The Friends of West Ham Park: highlights from the past 12 months



Enjoying traditional games at the Friends  
'History Day' 2012



Very proud of their commemorative medals  
'History day' 2012



Bird spotting for the RSPB's 'Big garden  
bird watch' walk 2012



On top of the biggest Leaf Pile in Newham  
2011!



One of the many popular craft events run  
by the Friends of West Ham Park



The Friends continue to run the ever popular  
Bat walks

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# Agenda Item 10

Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park	23rd July 2012	
Subject: West Ham Park Management Progress Report	Public	
Report of: Director of Open Spaces	For Information	
<b><u>Summary</u></b>		
<p>This report is to present Members with data and statistics relating to the use and management of West Ham Park during the 2011/12 financial year.</p>		
<b>Recommendations</b>		
<p>It is recommended that:</p>		
<ul style="list-style-type: none"><li>• This report is received</li><li>• The hard work and commitment of the staff and volunteers at West Ham Park be noted.</li></ul>		

## **Main Report**

### **Background**

1. Historically, progress on the Management Plan objectives along with data collected during the year relating to the use of the park was reported annually to this Committee.
2. As the revised Management Plan was approved by your Committee in April of this year and this being the first year of the new plan, this report will cover only key data and statistics relating to the management of the park in 2011/12. A summary of progress is attached as an appendix at the end of this report.
3. Progress with objectives for the new West Ham Park Management Plan will be reported to this Committee in May 2013.

### **Current position**

4. Through improved monitoring of all of our facilities, we are able to provide detailed information regarding participation levels for a variety of activities and make available an analysis of other factors that have an impact on the park during the year. This range of information is provided in appendix A of this report.

5. The appendix includes information relating to weather, visitor numbers, audience numbers for the free entertainment provided, and paddling pool and sports usage. In addition, the appendix provides information relating to volunteer activities and data relating to incidents that have occurred during the year.

### **Corporate & strategic implications**

6. The park supports the following 'City Together' Strategy themes of The Heart of a World Class City:
  - a. Competitive and promotes opportunity;
  - b. Supports our communities;
  - c. Protects, promotes and enhances our environment;
  - d. Is vibrant and culturally rich
7. The park also supports all five strategic aims and objectives within the Open Spaces Departmental Business Plan:
  - Quality
  - Environment
  - Promotion
  - People
  - Inclusion

### **Sustainability implications**

8. The park continuous to improve its sustainability credentials through participation in the Departmental Sustainability Audit System, wildlife conservation, water conservation, recycling of waste and reducing energy consumption.

### **Conclusion**

9. Despite the challenges faced by the Park team in dealing with adverse weather conditions and a wide range of incidents, the previous 12 months at West Ham Park were very successful with over a million visitors enjoying the park, its facilities and free entertainment.

### **Background papers:**

- West Ham Park Occurrence book



## Appendices

- Appendix A: Update on key projects and an analysis of data collection relating to the management of West Ham Park

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## Appendix 1 – Park management progress Information

### 1. Weather conditions

- 1.1 The weather station at the Nursery recorded the following monthly average maximum and minimum temperatures for the year:

Month	Average Min (°C) 2010	Average Min (°C) 2011	Average Max (°C) 2010	Average Max (°C) 2011
April	6	9	18	21
May	8	10	19	21
June	12	12	25	23
July	16	13	26	23
August	13	14	23	23
September	11	13	21	23
October	9	11	17	19
November	5	8	10	14
December	-3	5	3	10
January	4	5	8	10
February	6	3	11	9
March	5	6	13	17

- 1.2 The weather recorded in the last year show no extreme variance from temperatures recorded in the preceding year. Maximum and minimum recordings show that on average we had a warmer year than 2010. The hottest day recorded was the 27<sup>th</sup> June at 35.7 ° C and the coldest day was the 11<sup>th</sup> February recording a temperature of -5.9 °C.
- 1.3 The weather recorded in the last year serves as a timely reminder that as part of the long term management planning process for the park, measures for dealing with such conditions and possible long term climate change must be considered. We will therefore continue to monitor weather conditions to enable us to respond to fluctuations in seasonal weather conditions.

## 2. Park visitor numbers April 2010 – March 2011

Month	Number of Visits
April	173,580
May	137,910
June	125,170
July	132,637
August	93,306
September	96,876
October	85,093
November	71,971
December	52,174
January	64,538
February	70,110
March	113,528
<b>Total:</b>	<b>1,216,893</b>

- 2.1 Analysis of the data from 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2012 shows that the Main Gate is still the most used in the park with 317,886 visits, followed by Margery Gate with 245,577 visits over the same time period. The least used gate in the park is Country Gate with 56,625 visits.
- 2.2 April 2011 saw the most visits over this time period with December 2011 having the least number of visits. The total number of visits recorded this year shows that figures have doubled from when we first recorded visitor numbers in 2005.

## 3. Use of sports facilities

- 3.1 The use of Park sports facilities throughout the year was as follows:
- i. **Cricket pitches:** 72 games were played on the two cricket pitches. 27 games were booked by our three regular cricket sides, Amez, Bow Rovers and Star cricket clubs. The schools booked 45 games.
  - ii. **Cricket nets:** The three cricket nets continued to be very popular and received 646 hours of paid use. This is an increase of 106 hours of play from 2010 figures. In addition, our three regular cricket teams enjoyed the free use of one practice net per week.

**iii. Tennis:** a total of 2758 games took place on the twelve available tennis courts, with over half this number taking place at weekends.

Concessionary rates were available for students, the under seventeen's, over sixties and the unemployed and this accounted for 1431 games. In addition, the half hourly ticket introduced for end of day play resulted in an additional 10 hours of tennis income for the Park.

**iv. School sports:** There were 10 school sports days held in the Park, 115 bookings of the running track, 74 tennis courts bookings and 91 bookings of rounder's and sport pitch pitches by the schools.

#### **4. Newham Cricket Clinics**

4.1 The London Borough of Newham's Sports Development Team delivered the following cricket coaching throughout the year in West Ham Park.

<b>Dates</b>	<b>Participants</b>	<b>Total attendance for the week</b>
Tuesday 26 <sup>th</sup> July – Thursday 28 <sup>th</sup> July	30	90
Tuesday 2 <sup>nd</sup> August – Thursday 4 <sup>th</sup> August	30	90
Tuesday 9 <sup>th</sup> August – Thursday 11 <sup>th</sup> August	30	90
<b>Overall attendance</b>		<b>270</b>
Monday 24 <sup>th</sup> October – Friday 28 <sup>th</sup> October	36	144
Monday 13 <sup>th</sup> February – Friday 17 <sup>th</sup> February	40	160
<b>Total participants</b>		<b>574</b>

4.2 This current partnership is a valuable relationship with the Borough enabling cricket coaching to be delivered throughout the year at very minimal costs to the Park along with the provision of free sports coaching for young children and adults in Newham.

#### **5. Tessa Sanderson Foundation Academy**

5.1 The academy has successfully created the West Ham Park Run series attended, on average, by 60 participants. The series is seasonal and runs for five week periods on Sunday Mornings. The year concludes with a 10k run which starts and finishes in the Park and this year had over 2500 participants.

- 5.2 The foundation has also been proactive with the provision of many sessions of tennis coaching for the local schools. Launched in July 2011, each morning session allows 400 children to have taster sessions with Tessa and her coaches. Those that show potential can train with the Academy on Wednesday afternoons.

## **6. Summer Entertainment**

- 6.1 As in previous years, free entertainment was provided during July and August on the bandstand. At each show, a staff member was present to observe the quality of the performance and record attendance. Staff received a number of favourable comments and noted that throughout the summer 935 children and 523 adults attended the shows.

## **7. Paddling Pool**

- 7.1 The Park paddling pool was open daily throughout the summer on fine days in June, July and August and was once again one of our most popular facilities. Using our visitor monitoring form, staff recorded patterns of use and site conditions throughout the opening period.
- 7.2 Analysis of the data shows that the pool was open for 25 days during the summer, closed for 43 days due to inclement weather and nine days for repairs.
- 7.3 During the 94 day period that the pool could potentially have been available over the summer season, there were also 17 days when no-one wished to use the pool, and during this time staff undertook other duties.
- 7.4 The visitor figures also show that, on average, ten children use the pool each hour when open, and that the most popular day was Sunday 25<sup>th</sup> June when 489 children and 296 adults (supervising guardians) used the pool in the seven hours it was open.

## **8. Recorded incidents**

- 8.1 In common with most busy urban parks, a number of incidents took place throughout the year. For the tenth year running, Park staff have recorded all incidents in an 'occurrence' book held in the Playground office. Analysis of the records shows that during the year the staff had to deal with a variety of incidents and details are shown in the table that follows:

<b>Incident</b>	<b>Frequency 2010</b>	<b>Frequency 2011</b>
Ambulance called and persons taken to hospital	18	17
Arson	4	6
Assault	21	13
Dangerous dogs	4	3
Eviction of a person from park by keepers	39	49
Fights broken up by keepers	8	4
First Aid administered to the public	80	72
Found goods	6	12
Graffiti	4	3
Lost children	5	10
Rough sleepers	0	7
Police called	34	28
Police present (uncalled)	270	165
Robbery reported to keepers	12	13
Smoking cannabis	21	18
Stray dogs	3	5
Syringes found	42	16
Threats to staff and members of the public	27	23
Vandalism	36	24
Vehicles entering park without permission	4	1

- 8.2 Although these incidents only involve a small percentage of visitors throughout the year, they continue to be an important and time consuming part of the work carried out on site. The presence of an experienced and dedicated team of staff continues to be a great asset to the site, and allows these incidents to be dealt with professionally and efficiently.
- 8.3 Support from our local Metropolitan Police Service (MPS) Safer Neighbourhood Team (SNT) continues to be effective throughout the year. Regular visits are made to the Park and Office in order to gather information and discuss assistance that site staff may need with particular issues. The Park Manager is a representative on the West Ham Ward Panel along with other members of the community. The group meets four times a year and areas requiring attention and support are discussed and a partnership approach is adopted for resolving issues within the area.

## 9. Recognising Success

- 9.1 The Park achieved its thirteenth Green Flag award during the year and in addition received its third Green Heritage Award achieving top quartile marks. The Park entered London in Bloom for the first time, where we achieved Gold in the Parks, Gardens and Grounds Awards and also won Park of the year Award.

## 10. Other volunteer activities in the Park

- 10.1 In addition to activities carried out by the Friends, other volunteers have provided assistance with a wide range of projects throughout the year. Through our established links with a number of local schools, charities and volunteer agencies, we were able to offer a number of work placements ranging from school children to adults who sought experience in a working environment. As well as providing valuable experience for the participants, it also gave staff an opportunity to pass on their skills and to guide, encourage and support the placements.
- 10.2 With the support of local schools and park visitors, the Park continued with our successful food growing in the planters within the playground. The project illustrated how the local community can grow their own food in confined spaces, organically and sustainably.
- 10.3 Table showing Volunteer Hours and Educational Sessions

<b>Year</b>	<b>Volunteer Hours</b>	<b>Educational sessions - No. of attendees</b>	<b>Number of educational sessions</b>
2010/11 April - March	1494	702	26
2011/12 April - March	1574	1399	59
% increase	5.4%	99%	11.5%

- 10.4 The table above shows the number of volunteer hours and educational sessions carried out in the park. There was a significant increase in number of participants in educational sessions as we accommodated more schools and other partnering organisations also made use of the facilities. The increase in the number of educational sessions illustrates more direct learning with smaller groups.



## **11. Additional Funding**

- 11.1 The park benefitted from funding for a number of projects from the Open Spaces City Bridge Trust Application. The funding enabled us to create a permanent food growing area (The Jubilee Food Garden), which included the installation of a borehole. The funding also assisted with the creation of several new meadow areas and the introduction of a new Orchard to the Park boundary.
- 11.2 Aiming High for Disabled Children awarded funds for the playground in the park to create an inclusive mound with slide. The bespoke design includes landscaping and has proved very popular with children in the playground.

## **12. Friends of West Ham Park**

- 12.1 The Friends of West Ham Park were formed in July 2006 and are currently at a membership of 221 volunteers, an increase of 33 new members this year. The Friends aim is to assist the Park management team in implementing the Management Plan for the benefit of the whole community through providing local support, publicity, volunteer assistance and improved links with the community.
- 12.2 Through close joint working between the Park Manager and the elected Friends Chairman, the group have successfully organised a number of activities throughout the year that have been of benefit to the Park. These have included monthly bird surveys, promotion of events on their own web site [www.friendsofwesthampark.btck.co.uk](http://www.friendsofwesthampark.btck.co.uk) and facebook. They also organised a 'Past Times Event' attended by 600 park users to celebrate 300 years of history of Dr John Fothergill and 200 years history of the Gurney family in West Ham Park.

## **13. Nursery update**

- 13.1 Throughout the year, we worked on projects set out in year two of our five year business plan. The plan has provided clear direction exploring charity, business and trading options that clearly support the objectives of the Park.

13.2 In addition to delivering the projects set out in the plan, the team continued with its core aim of providing a quality service to its clients, supplying 250,000 bedding plants to the City's Open Spaces. A number of bespoke floral displays were provided for high profile events and visits and the Nursery successfully tendered to supply bedding to Bushy, Greenwich and Richmond Parks of The Royal Parks for a seven year contract.

<b>Committee(s):</b>	<b>Date(s):</b>	<b>Item no.</b>
Open Spaces, City Gardens and West Ham Park Committee	23 July 2012	
<b>Subject:</b>		
Open Spaces Department Business Plan - First quarter progress report 2012/13 and review of performance in 2011/12		
<b>Report of:</b>		<b>Public</b>
Director of Open Spaces		<b>For information</b>
<p style="text-align: center;"><b><u>Summary</u></b></p> <p>The Open Spaces Business Plan for 2012-2015 was approved by this Committee on 25 April 2012. This report presents the first quarter review of the Plan and a summary of financial performance and also outlines performance on the indicators for 2011/12 that were included in the previous Business Plan.</p> <p style="text-align: center;"><b><u>Recommendation</u></b></p> <p>I recommend that Members note the progress made in implementing the Business Plan and receive the report.</p>		

## **Main Report**

### **Background**

1. The Business Plan for the Open Spaces Department for 2012-2015 was considered by the different service Committees earlier this year, before being approved by this Committee on 25 April 2012, when the targets and performance indicators were agreed. Quarterly progress reports are submitted to this Committee on the implementation of the Plan.

### **Current Position**

2. The Plan identified the strategic aims for the Department for the next three years, as follows:

- *Provide safe, secure and accessible Open Spaces and services for the benefit of London and the Nation.*
- *Involving communities and partners in developing a sense of place through the care and management of our sites.*
- *Deliver sustainable working practices to promote the variety of life and protect the Open Spaces for the enjoyment of future generations.*
- *Promote opportunities to value and enjoy the outdoors for recreation, learning and healthy living.*
- *Manage, develop and empower a capable and motivated work force to achieve high standards of safety and performance.*

### **Departmental Objectives**

3. Progress on achieving the departmental objectives is being monitored. Most of the actions relating to these objectives are programmed for later in the year. Any significant changes will be reported in future progress reports.

### **Performance Indicators**

4. A number of performance indicators for the Open Spaces were included in the Plan and each Open Space has local measures in place to address these indicators. Appendix A shows progress to date on the 2012/13 indicators and generally these indicators are on target.
5. End of year performance on the 2011/12 indicators is also shown in this appendix. The majority of the indicators were achieved and an explanation on performance is given against each indicator. More than 1,100 additional hours were worked by volunteers than expected during the year and a detailed report was presented to your last meeting.
6. Three of the indicators were not achieved as expected :
  - the GreenStat online system was completed by fewer users than anticipated and therefore locally organised surveys were arranged as an alternative. A rolling programme of site surveys will be developed in 2012/13.
  - New arrangements have been introduced to monitor and reduce the level of lost training days in the coming year.
  - Average days sick per employee increased from 6.04 days in 2010/11 to 9.2 days in 2011/12, compared to the City Corporation average of 6.97 days. This was mainly due to an increase in longterm sickness at Epping

Forest and to a lesser extent at Hampstead Heath. Appropriate action has been taken to address these sickness cases and the absence levels have improved.

### **Service Response Standards**

7. The Open Spaces Department supports the corporate Service Response Standards and progress is being monitored. Under the Standards, telephone calls should be picked up within five rings or twenty seconds and for the current financial year it is now possible to monitor call response times across the Department, as all sites are linked to the Guildhall switchboard. Response times are available for the first two months of 2012/13, when 90.73% of calls met this standard across the Department, compared to 91.04% of calls in the previous quarter.

### **Key Projects**

8. The Plan also contains a number of key projects which were agreed for the next three years, at an individual Open Space level. The key projects which are listed in the Plan for 2012/13 generally remain on target for completion in the current financial year.
9. The only project listed for completion in the first quarter related to the launch of the new corporate web site and all the Open Spaces pages for the new site were completed on schedule by each site.
10. Work has also continued on a number of ongoing projects and the remaining key projects for 2013/14 and 2014/15, as identified in the overall Plan, generally remain on target.

### **Risk Register**

11. A copy of the departmental Risk Register was included in the new Business Plan. At its meeting on 25 April 2012, this Committee received a report from the Chamberlain on the key elements of Risk Management. It was agreed that any changes to the departmental Register would be included in future quarterly Business Plan progress reports.
12. A review of the departmental Register has taken place and it is proposed that the status of two of the risks should change, having assessed the current arrangements that are in place. Risk no.1 relating to the possibility of health and safety procedure failures has been assessed as having a moderate rather than a major impact. For risk no.2, the likelihood of buildings deteriorating through insufficient maintenance has been revised from possible to unlikely. It is proposed that reports on the main local risks

at each Open Space will be presented to the service Committees this autumn.

### **Financial Implications**

13. In order to simplify and streamline the reporting of financial performance, the monitoring of local risk budgets under each Chief Officer's control is now fully integrated into the quarterly Business Plan progress reports.
14. At the end of 2011/12 the Open Spaces local risk budget was underspent by nearly £292,000 and the City of London Cemetery and Crematorium accounted for £193,000 of the overall overspend. The Director of Open Spaces has applied to carry over budgets totalling £217,000 into this financial year that relate to several Open Spaces and the applications are currently being considered.
15. Appendix B shows a comparison of revenue budget with actual income and expenditure for the first quarter of 2012/13. Commitments as well as actual spend have also been considered, where appropriate, and at the end of the first quarter, the overall departmental local risk budget is underspent by £28,000. However, all of the Open Spaces are expected to remain broadly in line with their local risk budgets at the end of the year.

### **Strategic Implications**

16. The Business Plan details how the Open Spaces Department's activities and key projects support the five themes in the City Together Strategy and contribute to the City's Corporate Plan. The Business Plan also considers the financial, HR, sustainability and property implications of the Department's work.

### **Consultation**

17. The Chamberlain has been consulted in the preparation of this report.

### **Conclusion**

18. This report outlines the good progress that has been achieved in the first quarter in meeting the departmental objectives and carrying out the key projects in the new Business Plan. The key elements of the Plan continue to be discussed at the monthly management meetings and a more detailed quarterly review is carried out, to assess performance and consider any new priorities. Monthly financial reports are also produced for all sites, to ensure that all local risk budgets are monitored closely and the Director has continued to hold regular budget review meetings with each Superintendent.

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KEY PERFORMANCE INDICATORS						Appendix A
Ref.	Measure Name	Linked to Departmental Objective	Target: 2011-2012	Performance: 2011-2012	Target: 2012 - 2013	Progress at end of first quarter
1.	Effective budget management and make efficiency savings	Quality	Make further savings of 12.5% to meet corporate reduction target	Achieved	Ensure net expenditure is within local risk budget.	On target. See financial implications section in the main report.
2.	Increase departmental income	Quality	Raise by a further 5% compared to the original 2010/11 budget	Achieved	Raise by a further 5% compared to the original 2011/12 budget	On target
3.	Efficient receipting of invoices	Quality	Maintain 99% target and also receipt 70% of SME invoices in 10 days	Achieved	Maintain 99% target and also receipt 70% of SME invoices in 10 days	On target
4.	Respond to written complaints and general correspondence within 10 working days	Quality	Achieve this and other Service Response Standards	96.5% Achieved	Achieve this and other Service Response Standards	On target
5.	Respond to Freedom of Information Act enquiries within 20 working days.	Quality	100%	Achieved	100%	On target
Page 60	Minimise working days lost through sickness	People	Below both the average for the City Corporation and for operational departments	See report	Below both the average for the City Corporation and for operational departments	To be monitored at end of second quarter
	Improve take up of training course programme	People	Reduce the number of lost training days by a further 5%	Not achieved, further review measures put in place for 12/13	Reduce the level of training days lost.	New monitoring arrangements introduced
8.	Achieve external accreditation (1)	Quality	Maintain or improve Green Flag ratings	All 15 Open Spaces maintained their Green Flag Awards	Maintain or improve Green Flag ratings	Green Flag Awards announcement awaited
9.	Achieve external accreditation (2)	Quality	Retain Green Heritage award for 7 sites	8 sites now hold this status, including the Cemetery	Retain Green Heritage award for 8 sites	See above
10.	Carry out a sustainability audit	Environment	Complete phase 2 of the audit at the remaining sites	Achieved	Complete the audit at selected sites.	On target
11.	Increase the accuracy of customer satisfaction measures	Inclusion	A further 200 completed GreenSTAT questionnaires received	See report	Develop a rolling programme of site surveys.	On target
12.	Expand volunteer working	People	Achieve a further 3% increase in volunteer hours worked	See report	Increase the level of volunteer hours worked.	Being monitored and will be fully measured at the end of year
13.	Improve learning services	Promotion	Maintain the number of sessions held in 2010/11	Achieved	Maintain the number of sessions held in 2011/12	See above
14.	Reduce Energy Consumption	Environment	Achieve a further reduction of 2.5%	11% Achieved	Achieve a further reduction of at least 2.5%	See above



Ref.	Measure Name	Linked to Departmental Objective	Target: 2011-2012	Performance: <sup>2</sup> 2011-2012	Target: 2012 - 2013	Position at end of first quarter
15.	Reduce accidents reported	People	New indicator for 12/13.	N/A	Reduce the number of reported accidents resulting in injuries by 5%.	On target
16.	Prepare strategic presentations for meetings of the Open Spaces, City Gardens and West Ham Park Committee.	Quality	New indicator for 12/13.	N/A	Make a presentation to each Committee meeting during the year and identify future strategic projects.	On target
17.	Maintain our market share of burials.	Quality	Market share of burials to be above 7%.	8.5% Achieved	Achieve 8% market share of burials.	7.3% achieved (April – May)
18.	Maintain our market share of cremations.	Quality	Market share of cremations to be above 24%.	22.8% Achieved	Achieve 23% market share of cremations.	23.5% achieved (April – May)
19.	Percentage of income for the Cemetery & Crematorium compared with the target income of £3.95m.	Quality	Achieve 100%.	Achieved	Achieve an income target of £4.05m.	On target
20.	Increase the number of cremations using the new fully abated cremator.	Quality	Carry out 50% of cremations using the new cremator.	61% Achieved	Carry out 60% of cremations using the new cremator.	54.6% achieved

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## Chief Officer :- Director of Open Spaces

Quarter 1	Latest Approved Budget for full year 2012/13	3 months to 30 June 2012			Forecast for the Year 2012/13			Comment
		Budget for Q1	Actual plus commit- ments for Q1	Variance for Q1	Latest Approved Budget for Year	Forecast Outturn for Year	Forecast Over(Under) spend for Year	
		Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	Net £'000	
Page 3								
<b>Local Risk</b>								
<b>CITY FUND</b>								
City Open Spaces	995	322	325	3	995	995	0	
<b>Total City Fund</b>	995	322	325	3	995	995	0	
<b>CITY'S CASH</b>								
Open Spaces Directorate	726	120	118	(2)	726	726	0	
Epping Forest	2,644	825	837	12	2,644	2,644	0	
Heritage Lottery Fund	3	130	131	1	3	3	0	
Chingford Golf Course	(102)	85	90	5	(102)	(102)	0	

Wanstead Flats	134	70	76	6	134	134	0
Woodredon and Warlies	(26)	6	6	0	(26)	(26)	0
Burnham Beeches	454	165	161	(4)	454	454	0
Stoke Common	22	15	18	3	22	22	0
City Commons	1,149	380	386	6	1,149	1,149	0
Epping Forest - CBT	366	74	77	3	366	366	0
Hampstead Heath	4,721	1,275	1,226	(49)	4,721	4,721	0
Hampstead Heath - CBT	480	113	106	(7)	480	480	0
Queens Park	545	125	118	(7)	545	545	0
Queens Park - CBT	30	7	7	0	30	30	0
Highgate Wood	354	88	85	(3)	354	354	0
Highgate Wood - CBT	50	12	17	5	50	50	0
Bunhill Fields	107	28	26	(2)	107	107	0
West Ham Park	630	180	175	(5)	630	630	0
Nursery	(61)	65	72	7	(61)	(61)	0
West Ham Park - CBT	75	13	13	0	75	75	0
<b>Total City's Cash</b>	12,301	3,776	3,745	(31)	12,301	12,301	0
<b>Total Local Risk</b>	13,296	4,098	4,070	(28)	13,296	13,296	0

<b>Central Risk</b>								
<b>CITY FUND</b>								
City Open Spaces	0	0	0	0	0	0	0	0
<b>Total City Fund</b>	0	0	0	0	0	0	0	0
<b>CITY'S CASH</b>								
Epping Forest	(18)	0	0	0	(18)	(18)	0	0
Epping Forest - CBT	(366)	0	0	0	(366)	(366)	0	0
City Commons	0	0	0	0	0	0	0	0
Hampstead Heath	(1,205)	(1)	(1)	0	(1,205)	(1,205)	0	0
Hampstead Heath - CBT	(480)	0	0	0	(480)	(480)	0	0
Queens Park	(5)	0	0	0	(5)	(5)	0	0
Queens Park - CBT	(30)	0	0	0	(30)	(30)	0	0
Highgate Wood - CBT	(50)	0	0	0	(50)	(50)	0	0
West Ham Park	(1)	0	0	0	(1)	(1)	0	0
West Ham Park - CBT	(75)	0	0	0	(75)	(75)	0	0
Nursery	2	0	0	0	2	2	0	0
<b>Total City's Cash</b>	(2,228)	(1)	(1)	0	(2,228)	(2,228)	0	0
<b>Total Central Risk</b>	(2,228)	(1)	(1)	0	(2,228)	(2,228)	0	0
<b>Total Local and Central Risk</b>	11,068	4,097	4,069	(28)	11,068	11,068	0	0

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<b>Committee(s):</b> Ashted Common Consultative (for information only) Epping Forest and Commons Hampstead Heath Consultative Hampstead Heath, Queens Park and Highgate Wood Open Spaces, City Gardens and West Ham Park	<b>Date(s):</b> 2 <sup>nd</sup> July 2012 9 <sup>th</sup> July 2012 9 <sup>th</sup> July 2012 23 <sup>rd</sup> July 2012 23 <sup>rd</sup> July 2012
<b>Subject:</b> Dog Control Orders	<b>Public</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<p><b><u>Summary</u></b></p> <p>This report advises Members on the success in achieving Secondary Authority status for the control of dogs. The Designation Order (Appendix 1) enables the City of London to make and enforce Dog Control Orders in its Open Spaces outside the Square Mile. The Designation Order came into force on 31<sup>st</sup> May 2012. The report informs the Committee of proposals to consult on the introduction of one or more Dog Control Orders at Burnham Beeches before determining the way forward for other Open Spaces. It also informs the Committee of new proposals covering anti-social behaviour, which could see Dog Control Orders replaced with a wider form of Order.</p> <p><b>Recommendation</b></p> <ul style="list-style-type: none"> <li>• Members are asked to note this report, the approach to trialling Dog Control Orders, and to approve engagement with the Government on maintaining Secondary Authority status within the proposed new regime for anti-social behaviour.</li> </ul>	

## **Main Report**

### **1. Background**

- 1.1. Previous reports have described progress regarding the City of London's application for Secondary Authority status for the purpose of Chapter 1 of Part 6 of the Clean Neighbourhoods & Environment Act 2005, which relates to the control of dogs.
- 1.2. The Control of Dogs (Designation of the Common Council of the City of London as a Secondary Authority) Order 2012 ("the Designation Order") has been made by the Department for Environment, Food & Rural Affairs (DEFRA) and came into force on 31<sup>st</sup> May 2012.
- 1.3. The Designation Order enables the Common Council to make Dog Control Orders where the relevant local authority has not already made

an Order in respect of the same offence on the same land. It relates to all Open Spaces outside of the City, managed by the Open Spaces Department on behalf of the Court of Common Council. Appendix 1 provides a copy of the Order, listing all the Open Spaces designated. The Orders can include tackling some or all of the following issues; failing to remove dog faeces, not keeping a dog on a lead, not putting and keeping a dog on a lead when directed to do so by an authorised officer, permitting a dog to enter land from which dogs are excluded and taking more than a specified number of dogs onto land. Anyone suspected of committing an offence can be prosecuted in a magistrates' court or, be offered a fixed penalty notice as an alternative to prosecution.

- 1.4. At the Open Spaces, City Gardens and West Ham Park Committee on 11<sup>th</sup> June 2012, the Director of Open Spaces gave a presentation on this subject and Members requested that a report be presented to all Open Space management committees.

## **2. Current position**

- 2.1. Introducing Dog Control Orders will require the resolution of a range of practical management and enforcement issues. DEFRA provides guidance on this subject; however, it will be a new process for the City of London, which is the first Secondary Authority to be designated in this way. This work will include the need for a clear enforcement strategy, consultations, training, administration of fixed penalties, communication and marketing.
- 2.2. Officers are proposing to undertake a trial at one site, Burnham Beeches, to ensure any practical or administrative difficulties are understood and resolved. A report will be taken to the Epping Forest and Commons Committee shortly seeking authority to consult on these proposals. Burnham Beeches has been selected partly for its recent experience gained with the introduction of car parking charges at weekends, but primarily because of a significant number of dog-related incidents. The report will detail the incidents, the specific Dog Control Orders that it is proposed to introduce and the areas affected. At this early stage in planning the introduction, it is difficult to be precise regarding the likely timescale but the aim will be to introduce one or more Dog Control Orders by September 2013. It may well take some time to resolve the administrative issues, which is why a 15 month lead in period is currently planned.
- 2.3. The introduction of one or more Dog Control Orders at Burnham Beeches will require consultations with the appropriate local authorities, local communities and stakeholder groups including the Kennel Club. In order to make Dog Control Orders the City of London must be able to show that they are a necessary and proportionate response to problems caused by the activities of dogs and those in charge of them. The



Committee's agreement with the Kennel Club, signed on 5<sup>th</sup> December 2011, recognises the need for a proportionate approach when seeking restrictions on dogs, ensuring restrictions are fair and balanced.

- 2.4. A report on the outcome of the proposed trail at Burnham Beeches will be provided for all Open Space management committees' consideration. This will help inform those Committees in developing proposals for their own specific sites.

### **3. New Legislative Proposals**

- 3.1. The Home Office has published a White Paper "**Putting Victims First – more effective response to anti-social behaviour.**" This proposes that Dog Control Orders will be abolished, and that the powers they entail will be subsumed into a new "Community Protection Order (public space)". There is no mention in the White Paper of whether a Secondary Authority scheme will remain in place for the new type of order. If the Common Council desire to retain the powers for the control of dogs which they have acquired with the Designation Order, it will be necessary to engage with the Home Office in order to advocate the retention of the Secondary Authority status. This would potentially enable the Common Council to make orders covering a wider range of anti-social behaviour than simply the control of dogs. If the Committee agrees that this is the proper approach to the new proposals, the Director of Open Spaces will work with the Remembrancer to put the case to the Government.
- 3.2. The timescale for these new proposals is not currently known. Informal advice suggests it may be 2-3 years before a new system comes into force. In the meantime, we need to determine whether Dog Control Orders will achieve the hoped for improvements in dog control, and use the knowledge and experience gained in responding to the proposed new legislation. The Remembrancer has advised that it may strengthen the Common Council's position in discussions with the Home Office if steps had already been successfully taken to implement Dog Control Orders as a Secondary Authority.
- 3.3. The Designation Order, and with it the Common Council's power to make Dog Control Orders, will remain effective unless and until the contrary is provided by new legislation.

### **4. Wider Matters**

- 4.1. Separately from the question of Dog Control Orders, DEFRA is currently consulting on further measures to control dogs, most notably compulsory micro-chipping and extending the dangerous dogs' legislation to private land. This was discussed at the Open Spaces, City Gardens and West Ham Park Committee on 11<sup>th</sup> June 2012. Strong views about the

principles and practicalities of, for example microchipping, have been expressed. The consultation date response was extended until 22<sup>nd</sup> June but regrettably there was insufficient time to consult Members about a proposed response. The Chairman of the Open Spaces Committee considered nevertheless, that a “holding” response should be sent. Copies of the correspondence are attached at Appendix 2, for information.

4.2. The EFRA Select Committee is also considering matters relating to dogs control and welfare, including:-

- Whether the Government’s proposed approaches will deliver the right legal framework, enforcement regime and educational support to reduce irresponsible dog ownership and tackle out of control dogs;
- Concerns about the welfare of dogs linked to breeding approaches.

### **Dog Control**

DEFRA in its announcement on “*Tackling Irresponsible Dog Ownership*” on 23 April 2012 proposes a number of approaches. However, a key question is will these proposals be sufficient to ensure that there is a reduction in the number of attacks by dogs on people and animals?

The questions that immediately arise are:

- Is there a need for a more fundamental overhaul of dog legislation, and its enforcement, including that relating to dog attacks on people, livestock and pets?
- Is sufficient action being taken on pets raised as status dogs to ensure their welfare and reduce their impacts on communities?
- Will compulsory microchipping of puppies improve dog welfare and help prevent dog attacks at an affordable cost to dog owners? Should a dog licensing scheme also be considered?
- Should the Dangerous Dogs Act 1991 be extended to include offences committed on private property?
- Are DEFRA’s proposals for wider community and educational approaches to support responsible dog ownership sufficiently ambitious?
- Do local authorities, the police and animal welfare charities have the right roles in managing stray dogs under the current legislative regime?

## **Dog Welfare**

In respect to concerns expressed over poor welfare that has arisen in the course of breeding dogs:

- Has the response by dog breeders and the veterinary profession been effective?
- What actions should Government take to address these issues?
- Are further controls required on dog breeders, including puppy farms, and those selling or importing dogs to ensure the welfare of bitches and puppies?

## **5. Conclusion**

5.1. The City of London has achieved designation as a Secondary Authority for the control of dogs. Implementing a trial at Burnham Beeches will enable Members to consider the most appropriate and effective way to introduce Dog Control Orders more widely across other Open Spaces. A future report will enable management committees to review and determine the appropriate approach for each site. New legislative proposals on anti-social behaviour mean that the Corporation will have to engage with the Government with a view to ensuring that in any new arrangements the equivalent of the Common Council's powers as a Secondary Authority are retained.

**Appendix 1** – The Control of Dogs (Designation of the Common Council of the City of London as a Secondary Authority) Order 2012 (2012/1223).

**Appendix 2** – Correspondence with DEFRA June 2012

### **Contact:**

*Sue Ireland* | [sue.ireland@cityoflondon.gov.uk](mailto:sue.ireland@cityoflondon.gov.uk) | 020 7332 3033

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2012 No. 1223

**DOGS, ENGLAND**

**CONTROL OF DOGS**

**The Control of Dogs (Designation of the Common Council of  
the City of London as a Secondary Authority) Order 2012**

<i>Made</i> - - - -	<i>1st May 2012</i>
<i>Laid before Parliament</i>	<i>10th May 2012</i>
<i>Coming into force</i> - -	<i>31st May 2012</i>

The Common Council of the City of London exercises functions over the land referred to in this Order under the enactments set out in the Schedule.

The Secretary of State, who is the appropriate person in relation to England as defined in section 66(a) of the Clean Neighbourhoods and Environment Act 2005(a), in exercise of the power conferred by section 58(3) of that Act makes the following Order.

**Citation and application**

**1. This Order—**

- (a) may be cited as the Control of Dogs (Designation of the Common Council of the City of London as a Secondary Authority) Order 2012;
- (b) applies in England; and
- (c) comes into force on 31st May 2012.

**Designation as a Secondary Authority**

2.—(1) The Common Council of the City of London is designated as a secondary authority for the purposes of Chapter 1 of Part 6 of the Clean Neighbourhoods and Environment Act 2005 in respect of the areas set out in the first column of the table in this article (and Acts under which functions are exercised in relation to those areas are set out in the second column of the table).

(2) In this article “the Common Council of the City of London” means the Common Council of the City of London in a capacity other than as local authority, police authority or port health authority.

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(a) 2005 c.16.

**Areas over which the Common Council of the City of London is designated a secondary authority and the Acts under which it exercises functions**

<i>Area over which the Common Council of the City of London is designated a secondary authority.</i>	<i>Act under which the Common Council of the City of London exercises functions</i>
Ashtead Common in the primary authority area of Mole Valley District Council	Corporation of London (Open Spaces) Act 1878 <sup>(1)</sup>
Bunhill Fields in the primary authority area of the London Borough of Islington	City of London (Various Powers) Act 1960 <sup>(2)</sup>
Burnham Beeches in the primary authority area of South Buckinghamshire District Council	Corporation of London (Open Spaces) Act 1878
The City of London Cemetery in the primary authority area of the London Borough of Newham	Corporation of London (Open Spaces) Act 1878
Couldson Common in the primary authority area of the London Borough of Croydon;	Corporation of London (Open Spaces) Act 1878
The Deer Sanctuary adjoining Epping Forest in the primary authority area of Epping Forest District Council	City of London (Various Powers) Act 1959 <sup>(3)</sup>
Epping Forest in the primary authority areas of Epping Forest District Council, the London Borough of Newham, the London Borough of Redbridge and the London Borough of Waltham Forest	Epping Forest Acts 1878 <sup>(4)</sup> and 1880 <sup>(5)</sup>
Farthing Downs in the primary authority area of the London Borough of Croydon	Corporation of London (Open Spaces) Act 1878
Golders Hill Park in the primary authority area of the London Borough of Barnet	London County Council (General Powers) Act 1899 <sup>(6)</sup>
Hampstead Heath in the primary authority areas of the London Borough of Barnet and the London Borough of Camden	Hampstead Heath Act 1871 <sup>(7)</sup>
Highgate Wood in the primary authority area of the London Borough of Haringey	Highgate and Kilburn Open Spaces Act 1886 <sup>(8)</sup>
Kenley Common in the primary authority area of the London Borough of Croydon	Corporation of London (Open Spaces) Act 1878
Queen's Park in the primary authority area of the London Borough of Brent	Highgate and Kilburn Open Spaces Act 1886
Riddlesdown in the primary authority area of the London Borough of Croydon	Corporation of London (Open Spaces) Act 1878
Spring Park in the primary authority area of the London Borough of Croydon	Corporation of London (Open Spaces) Act 1878
Stoke Common in the primary authority area of South Buckinghamshire District Council	Corporation of London (Open Spaces) Act 1878
West Ham Park in the primary authority area of the London Borough of Newham	City of London (Various Powers) Act 1877 <sup>(9)</sup>
West Wickham Common in the primary authority area of the London Borough of Bromley	Corporation of London (Open Spaces) Act 1878

<sup>(1)</sup> 1878 c.127.

<sup>(2)</sup> 1960 c. xxxvi.

<sup>(3)</sup> 1959 c. xlix.

- (4) 1878 c. ccxiii.
- (5) 1880 c. cxxx.
- (6) 1899 c. ccxxxvii.
- (7) 1871 c. lxxvii.
- (8) 1886 c. ii.
- (9) 1877 c. vii.

1st May 2012

*Taylor of Holbeach*  
Parliamentary Under Secretary of State  
Department for Environment, Food and Rural Affairs  
**EXPLANATORY NOTE**

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

This order designates the Common Council of the City of London as a secondary authority for the purposes of Chapter 1 of Part 6 of the Clean Neighbourhoods and Environment Act 2005 (2005 c. 16) in respect of the areas listed in article 2. Under section 55(1) of that Act a secondary authority may make an order providing for offences relating to dogs in respect of any area for which it is designated a secondary authority.

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

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STATUTORY INSTRUMENTS

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2012 No. 1223

DOGS, ENGLAND

CONTROL OF DOGS

The Control of Dogs (Designation of the Common Council of  
the City of London as a Secondary Authority) Order 2012

£4.00

E3391 05/2012 123391 19585





Director of Open Spaces  
Sue Ireland



Telephone 020 7332 3033  
Fax 020 7332 3522  
Email sue.ireland  
@cityoflondon.gov.uk

Date 15 June 2012

Mr Hugh Togher  
Animal Welfare Team  
DEFRA  
Area 8B, 9 Millbank,  
C/o 17 Smith Square,  
London  
SW1P 3JR

Dear Sir

**Re: Consultation on package of measures to promote more responsible dog ownership and reduce dog attacks**

I am responding on behalf of the City of London's Open Spaces to your request for views on possible new measures to better protect the public from dog attacks and to generate a more responsible attitude to dog ownership.

The City Corporation owns and manages over 10,700 acres of Open Space in and around London. Our sites are enjoyed by more than 23 million visitors each year. They are important wildlife habitats but also provide many facilities for visitors including a wide range of sports, play, fishing and dog walking. We manage many of these areas as charitable trusts and have been responsible for their care for nearly 150 years. With so many visitors and local communities involved, the management of dog walkers is a significant part of our work and we have recently entered into an agreement with the Kennel Club on "Taking the Lead on responsible Dog Walking"; to improve people's health and well-being through dog ownership, whilst respecting the qualities of the Open Spaces we manage and the needs of all visitors.

Your proposals are of particular interest to us but raise both policy and practical issues. As we haven't yet been able to form a clear view and we note that the EFRA Select Committee is considering matters until 2<sup>nd</sup> July; would we be able to provide our views to you by this second date?

Yours sincerely

Sue Ireland

City of London Open Spaces Department  
PO Box 270 Gullihall, London EC2P 2EJ  
Switchboard 020 7332 3505  
[www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)  
[www.cityoflondon.gov.uk/2012games](http://www.cityoflondon.gov.uk/2012games)

## Payne, Clare

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**From:** Togher, Hugh (FFG-ANW) <Hugh.Togher@defra.gsi.gov.uk>  
**Sent:** 18 June 2012 17:37  
**To:** Ireland, Sue  
**Subject:** Reply to your letter of June 15th 2012 regarding the consultation on the proposed package of measures aimed at tackling irresponsible ownership of dogs  
**Attachments:** City of London - June 15th 2012 - Consultation.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ms Ireland,

Thank you for your letter (attached) dated June 15<sup>th</sup> 2012 about the consultation on the proposed package of measures aimed at tackling irresponsible ownership of dogs. You asked whether we can accept your response if you reply by July 2<sup>nd</sup> 2012, the date the EFRA Select Committee meets.

The EFRA Select Committee meeting is separate to the consultation and, unfortunately, we cannot accept any consultation response received so far after the deadline of June 15<sup>th</sup> 2012. However we value any contribution the City of London can make to the consultation so if you can respond by **Friday June 22<sup>nd</sup> 2012** we will definitely accept it. Beyond then we cannot regrettably guarantee taking your views on board. I hope this extension is of some use to you.

<<City of London - June 15th 2012 - Consultation.pdf>>

Your sincerely,

Hugh Togher

*Administrative Assistant*

**Department for Environment, Food and Rural Affairs**

Animal Welfare Act Implementation Team

Area 8B, No 9 Millbank

17 Smith Square

London

SW1P 3JR

Telephone: 020 7238 5991 GTN: 238 5991

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Department for Environment, Food and Rural Affairs (Defra)

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**Director of Open Spaces**  
Sue Ireland



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**Date** 20 June 2012

Mr Hugh Togher  
Animal Welfare Team  
DEFRA  
Area 8B, 9 Millbank,  
C/o 17 Smith Square,  
London  
SW1P 3JR

Dear Sir

**Re: Consultation on package of measures to promote more responsible dog ownership and reduce dog attacks**

Further to your email of 18<sup>th</sup> June confirming an extension until 22<sup>nd</sup> June 2012 our response to the consultation is as follows:

The City of London has not yet been able to form a view on whether such a scheme is justified, both with regard to whether it is a proportionate response to the problem being addressed and the imposition of further bureaucracy and state direction which will inevitably be involved. It is thought that the previous dog licencing regime was abandoned because it was unwieldy, expensive to operate and intrusive.

If such issues can be resolved appropriately, there is – from an operational point of view – some interest in exploring the micro-chipping proposal, but only if such a scheme can be shown to be cost-effective and can be enforced simply and efficiently.

Thank you for allowing us this additional few days and I can confirm our continued interest in these matters.

Yours sincerely

Ms Sue Ireland  
Director of Open Spaces

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