



## Markets Committee

**Date:** WEDNESDAY, 4 SEPTEMBER 2013

**Time:** 11.30 am

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

**Members:**

Hugh Morris (Chairman)	Edward Lord
Michael Hudson (Deputy Chairman)	Professor John Lumley
Alex Bain-Stewart	Wendy Mead
Christopher Boden	Robert Merrett
Alderman Charles Bowman	Deputy Joyce Nash
Deputy John Chapman	Graham Packham
Karina Dostalova	Chris Punter
Deputy Robin Eve	Elizabeth Rogula
Ibthayhaj Gani	Adam Richardson
Deputy Stanley Ginsburg	Ian Seaton
Alderman Timothy Hailes	Deputy Dr Giles Shilson
Brian Harris	Angela Starling
Christopher Hayward	Patrick Streeter
Tom Hoffman	James Tumbridge
Ann Holmes	Deputy Michael Welbank
Deputy Alastair King	Mark Wheatley
Deputy Keith Knowles	

**Enquiries:** Rakesh Hira  
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Lunch will be served in the Guildhall Club at 1pm

John Barradell  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **PUBLIC MINUTES**

To agree the public minutes and summary of the meeting held on 10 July 2013 (copy attached).

**For Decision**  
(Pages 1 - 6)

4. **FUTURE OF THE MARKETS COMMITTEE**

Report of the Town Clerk (copy attached).

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

5. **MARKETS BUSINESS PLAN UPDATE PERIOD 1 2013/14 (APRIL - JULY)**

Report of the Director of Markets and Consumer Protection (copy attached).

**For Information**  
(Pages 15 - 42)

6. **OUTSTANDING REFERENCES**

Report of the Town Clerk (copy attached).

**For Information**  
(Pages 43 - 44)

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

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

9. **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 Paragraph 3 of Part I of Schedule 12A of the Local Government Act

## **Part 2 - Non-Public Agenda**

10. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 10 July 2013 (copy attached).

**For Decision**  
(Pages 45 - 48)

11. **SMITHFIELD MARKET - CONDENSER WATER COOLING SYSTEM - UPDATE**

Report of the City Surveyor (To Follow).

**For Information**

12. **DEBT ARREARS MARKETS - PERIOD ENDING 30 JUNE 2013**

Report of the Director of Markets and Consumer Protection (copy attached).

**For Information**  
(Pages 49 - 64)

13. **SMITHFIELD MARKET - PROPOSED NEW LETTING**

Report of the Director of Markets and Consumer Protection (copy attached).

**For Decision**  
(Pages 65 - 68)

14. **TENANCIES AT WILL GRANTED**

Report of the Director of Markets and Consumer Protection (copy attached).

**For Information**  
(Pages 69 - 72)

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

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

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# Agenda Item 3

## MARKETS COMMITTEE

Wednesday, 10 July 2013

Minutes of the meeting of the Markets Committee held at Guildhall, EC2 on  
Wednesday, 10 July 2013 at 11.30am

### Present

#### Members:

Hugh Morris (Chairman)	Professor John Lumley
Michael Hudson (Deputy Chairman)	Robert Merrett
Alex Bain-Stewart	Deputy Joyce Nash
Christopher Boden	Graham Packham
Alderman Charles Bowman	Chris Punter
Deputy John Chapman	Elizabeth Rogula
Deputy Robin Eve	Adam Richardson
Ibthayhaj Gani	Ian Seaton
Deputy Stanley Ginsburg	Deputy Dr Giles Shilson
Alderman Timothy Hailes	Angela Starling
Brian Harris	Patrick Streeter
Tom Hoffman	Mark Wheatley
Ann Holmes	

#### Officers:

Rakesh Hira	- Town Clerk's Department
David Smith	- Director, Markets & Consumer Protection
Malcolm Macleod	- Markets & Consumer Protection
Robert Wilson	- Markets & Consumer Protection
Nigel Shepherd	- Markets & Consumer Protection
Jon Averbs	- Markets & Consumer Protection
Donald Perry	- Markets & Consumer Protection
Paul Hickson	- Comptroller & City Solicitor's Department
Andrew Crafter	- City Surveyor's Department
Debbie Howard	- Chamberlain's Department
Simon Owen	- Chamberlain's Department
Daniel Hooper	- Town Clerk's Department
Andrew Buckingham	- Public Relations Office

The Chairman thanked Members who attended the morning visit at Smithfield Market.

The Chairman welcomed Alderman Charles Bowman, Alderman Tim Hailes, Chris Boden, Ann Holmes, Adam Richardson and Ibthayhaj Gani to their first meeting.

1. **APOLOGIES**

Apologies were received from Christopher Hayward, Deputy Keith Knowles, Wendy Mead, James Tumbridge and Deputy Michael Welbank.

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

There were no declarations.

3. **PUBLIC MINUTES**

The public minutes and summary of the meeting held on 8 May 2013 were approved.

4. **REVENUE OUTTURN 2012/13**

A joint report of the Chamberlain and the Director of Markets and Consumer Protection which compared the 2012/13 revenue outturn for the services overseen by this Committee with the final agreed budget for the year was considered. The report highlighted that the total net expenditure during the year was £5,674m whereas the total agreed budget was £6.059m representing an underspend of £0.385m.

The Senior Accountant clarified that the three wholesale Markets produced a combined operating surplus of £2.109m in 2012/13 with surpluses of £1.833m and £0.801 at Spitalfields and Billingsgate Markets respectively, which had been partly offset by a deficit of £0.525m at Smithfield Market. When capital charges and other central costs of £4.993m and £2.814 respectively are added, the overall cost to the City Corporation of operating the Markets was £5.698m in 2012/13.

A discussion took place and it was noted that there was a greater loss than budgeted at Smithfield Market due mainly to an increase in energy costs. In relation to underspends, the Senior Accountant reported that there was a process in place to allow underspends to be carried forward to the next financial year, subject to the agreement of the Chamberlain and Chairman and Deputy Chairman of the Resource Allocation Sub Committee.

In relation to the presentation of the accounts, Members requested that these be presented in a conventional and clear manner in future. The Senior Accountant commented that it was not possible to alter the format of reporting as it followed the CIPFA regulations in place for reporting local authority accounts. An additional annex B was added to supplement this request.

**RESOLVED** – That the report be noted.

5. **ENFORCEMENT ACTIVITY AT SMITHFIELD MARKET**

A report of the Director of Markets and Consumer Protection updated Members on the enforcement activity carried out by the Smithfield Enforcement Team within the Markets & Consumer Protection Department and the Food Standards Agency (FSA) at Smithfield Market during the four month period from 1

February 2013 to 31 May 2013. The report also provided information on the National Local Authority Enforcement Code on Health & Safety, the on-going horsemeat in beef situation and the current FSA initiative.

The Port Health & Public Protection Director highlighted that there had been no major issues and that no issues had been raised in relation to horsemeat DNA but further sampling was continuing to take place.

A discussion took place on the FSA enforcement activity breakdown by company, it was noted that there had been cooling system issues at Smithfield Market and that stall 31 and 32 had now shown signs of improvement. Members requested that clarification be provided on whether the formal notices and written advice were in addition to the verbal advice.

In response to a question by a Member, the Port Health & Public Protection Director explained that the samples taken for investigating the presence of horse DNA in beef products had been in line with the FSA guidelines and looked at a variety of criteria which included undertaking a programme of unannounced visits at the Market to assess documentation, the origin of the meat product and physically examining the product.

**RESOLVED** – That the report be noted.

***Post meeting note***

*To clarify whether formal notices and written advice were in addition to the verbal advice as set out in Appendix A2 of the report the written advice in column B related to separate incidents, mainly issues that required attention following an audit. There had not been any formal notices issued over the last year, but they would be for serious non-compliances which warranted more than verbal advice.*

**6. VISIT BY THE PRIME MINISTER OF TANZANIA - UPDATE**

The Superintendent of Spitalfields Market provided a verbal update on the recent visit by the Prime Minister of Tanzania. He reported that Sacoma Fresh Produce, which was a tenant at New Spitalfields Market, had operated as both a market stand to sell fruit and vegetables at a profit and also acted as a social enterprise and development/aid charity. The charity aimed to sell produce from small farm holders in Africa to send back more profit to African farmers and spend their own profits from sales to develop better packaging, farming and supply chain infrastructure to generate jobs in the local region to help create sustainable agriculture businesses and reduce poverty in Tanzania.

He explained that the Prime Minister had spent time at the market talking with representatives from Sacoma staff and other traders in the market looking at what could be done to encourage and support the export of Tanzania produce to Europe and to help create an agri-business in Tanzania.

**RECEIVED**

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

**Markets Committee – Reports**

In response to a question by a new Member of the Committee it was noted that background reports and minutes on the work of the Committee were able to be provided by the Town Clerk's office.

**Review of the work of the Markets Committee**

In response to question on the work covered by the Markets Committee it was noted that a report, including a review of the previous arrangements and any proposed changes, would be submitted to the next Markets Committee meeting.

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

There were no urgent items.

9. **EXCLUSION OF THE PUBLIC**

**RESOLVED:** That under Section 100A of the Local Government Act 1972, the public be excluded from the meeting for the following items of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act.

10. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 8 May 2013 were approved.

11. **NEW LETTING, SACOMA FRESH PRODUCE LLP**

A report of the Director of Markets and Consumer Protection was considered and agreed.

12. **PROGRESS OF SMITHFIELD LEASES**

The Superintendent of Smithfield Market provided a verbal update on the progress of the Smithfield Leases.

13. **OUTSTANDING DEBTS AT BILLINGSGATE MARKET**

A report of the Superintendent of Billingsgate Market was received.

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

There were no questions.

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

An item was raised in relation to the condenser water cooling system at Smithfield Market.



**The meeting ended at 12.54pm**

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Chairman

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# Agenda Item 4

<b>Committee:</b>	<b>Date:</b>
Markets	4 September 2013
<b>Subject:</b> Future of the Markets Committee	<b>Public</b>
<b>Report of the:</b> Town Clerk	<b>For Decision</b>

## Summary

At the 8 May 2013 meeting Members requested a report which explores options for the future of the Markets Committee.

This report outlines the following:

- That the current Markets Committee meets six times per annum and is responsible, amongst other areas, for the management of all matters and lettings relating to Smithfield, Billingsgate and New Spitalfields Markets. In particular the City Corporation has powers under local legislation to operate and manage the three Markets with power to demand and recover rents, tolls and dues in respect of the use of the market and the services provided.
- That the only significant business of the Committee in the foreseeable future is likely to be the lease renewals for New Spitalfields Market which expire in May 2015.
- The City's long standing commitment and engagement with the Markets through carrying out various committee activities, such as, the annual visits to each of the three Markets and hosting the annual Markets Committee Dinner.
- The options Members may wish to recommend to the Policy & Resources Committee with regard to the future of the Markets Committee include:
  - Retaining the Markets Committee in its current form with the possibility of it becoming a Non – Ward Committee (paragraph 18 provides further detail);  
or
  - Exploring the possibility of disbanding the Markets Committee and for the relevant functions to be transferred to another Committee (paragraph 19 provides further detail).
- Members should be aware that the options in this report refer to the current remit of the Markets Committee. Any decision on the future of the Committee cannot have a binding effect on the responsibilities of other City Corporation Committees. If Members were minded to explore the possibility of either becoming a Non – Ward Committee or disbanding the Markets Committee the matter would be for the consideration and approval by the Policy & Resources Committee and the Court of Common Council.

## Recommendations

Members views are sought on the future of the Markets Committee and the options outlined below:-

- Option 1 - Retain the Markets Committee in the current form with the possibility of it becoming a Non – Ward Committee, which would be subject to the consideration and approval by the Policy & Resources Committee and the Court of Common Council; or
- Option 2 – Explore the possibility of disbanding the Markets Committee and for the relevant functions to be transferred to other Committees, which would be subject to the consideration and approval by the Policy & Resources Committee and the Court of Common Council.

## **Main Report**

### **Background**

1. At your meeting on 8 May 2013, the Committee requested that Officers review the functions and work of the Markets Committee and report back with various options regarding the future viability of the Committee.

### **Previous Governance Arrangements**

2. Members may recall that historically there were three separate Market Committees, namely, Billingsgate and Leadenhall, London Central Market (Smithfield) and New Spitalfields. Following a Best Value Review undertaken in 2001, which evaluated the services provided by the three wholesale markets, a single, combined Markets Committee was established.
3. The single Markets Committee was constituted as a Ward Committee in January 2002, following approval by the Policy & Resources Committee and the Court of Common Council.
4. The responsibility for Leadenhall Market, which is a thriving modern retail complex, was transferred to the former Property Sub Committee and is currently with the Property Investment Board.
5. In April 2010 the Markets Committee considered a ‘Level of Business’ report, which looked at the activities of the new single Markets Committee compared with the business considered by the previous three separate Markets Committees, for the period 1999 – 2009. The report concluded that there had been little change in the level of business which was being considered and thereafter the Committee agreed to reduce the number of Committee meetings from ten to six per annum.
6. As part of the Governance Review undertaken in March 2011 and the Post Implementation Governance Review undertaken in June 2012 the Governance Review Working Party considered both Ward and Non-Ward Committees. There were no changes made with regard to the Markets Committee remaining as a Ward Committee.

### **Current Position**

7. The City Corporation has powers under local legislation to operate and manage the three Markets with power to demand and recover rents, tolls and dues in respect of the use of the market and the services provided.

8. The current Markets Committee meets six times per annum and the Terms of Reference state that the Committee is responsible for the following:
  - (a) the management of all matters relating to Smithfield Market, Billingsgate Market and Spitalfields Market and the letting of all premises therein and;
  - (b) the appointment of the Director of Markets and Consumer Protection (in consultation with the Port Health & Environmental Services and Licensing Committees).
9. The Markets Committee has appointed a Reference Sub Committee, to consider matters referred to it by the grand Committee, which is constituted of the Chairman, Deputy Chairman and seven other Members. The Reference Sub Committee has not met to date.
10. The work of the Markets Committee is supported by the delegated powers to the Director of Markets & Consumer Protection, in line with the Scheme of Delegations. It should be noted that the Scheme of Delegations for all Chief Officers is currently under review.

### Major Routine Business

11. [Appendix A](#) sets out those reports which were considered by the Committee during the period January 2010 – July 2013. The breakdown suggests that the level of business being considered has steadily declined.
12. The usual routine business, and how often it is considered by the Committee, includes the following: -

Every second meeting or three times per annum	Annually	Ad-hoc
Enforcement Reports	Business Plan	Leases, Lettings and Rent Charges
Periodic Performance Plan	Revenue Outturn	Working Practices
Tenancies and Arrears Outstanding	Revenue and Capital Budgets	Project Reports
		Capital Bids
		Traffic and Car Park Charges
		Outstanding References

13. The Committee has considered some highly sensitive issues such as the repeal of the Market Byelaws, the funding for the financial package to enable reform of working practices among fish merchants' staff (porters) at Billingsgate Market and the renewal of the leases at Smithfield Market.

## Future Business

14. The only significant business of the Committee in the foreseeable future is likely to be the lease renewals for New Spitalfields Market. The current six year leases will expire in May 2015 and negotiations will most likely commence in the middle of 2014. It is not envisaged that the lease renewals will amount to the same level of work associated with the Smithfield Market lease renewals, nor are they likely to be contentious.

## Committee Visits & Annual Dinner

15. The Committee undertakes various activities throughout the year including the annual visits to each of the Markets, by way of an opportunity for Members to see the Markets in operation and engage with the tenants, and hosting the annual Markets Committee Dinner.
16. The visits and Markets Committee Dinner play an important role in demonstrating the City's long standing commitment to the Markets. These activities will ensure that the market tenants are reassured that any change to the Markets Committee, if made, will not reflect any lessening of the City's interest. This reassurance to tenants of the City's continuing positive engagement with providing infrastructure and services for the Markets is considered to be very important.

## Options & Considerations

17. The Committee's views are sought on the options listed below with regard to the future of your Committee.
18. **Option 1 - Retain the Markets Committee in the current form with the possibility of it becoming a Non – Ward Committee.**
  - Members may wish to retain the current Markets Committee but reduce the frequency of meetings in line with the limited work programme from six to four meetings per annum. Other Committees such as the Licensing Committee, the Board of Governors of the three City Schools and the Board of Governors of the Guildhall School of Music & Drama meet four times per annum.
  - There is the potential to explore the possibility of a Non – Ward Markets Committee in line with Standing Order No. 24. **If Members were minded to pursue this the matter would be for the Policy & Resources Committee and the Court of Common Council to consider and ultimately approve.**
  - A Non – Ward Markets Committee could result in a decrease in committee membership and the work covered could remain similar to the current Markets Committee. One option for a Non-Ward Markets Committee could be two Aldermen and 20 Common Council Members (elected by the Court), based on the composition of the Policy & Resources Committee, together with experts in the field who are non-City Corporation Members. Rules would need to be carefully drawn up to ensure that the Non-Ward Committee had an appropriate balance of membership.

- If Members were minded to agree Option 1 a further report will be presented to the Markets Committee outlining proposals on how a Non – Ward Markets Committee could be constituted, which would be subject to approval by the Policy & Resources Committee and the Court of Common Council, or on reducing the number of Committee meetings from six to four per annum.
19. **Option 2 – Explore the possibility of disbanding the Markets Committee and for the relevant functions to be transferred to other Committees, for example the Port Health & Environmental Services Committee and the Property Investment Board.**
- **If Members were minded to pursue this option the matter would be for the Policy & Resources Committee and the Court of Common Council to consider and approve.**
  - Members should be aware that the options in this report refer to the current remit of the Markets Committee. Any decision on the future of the Committee cannot have a binding effect on the responsibilities of other City Corporation Committees.
  - The Port Health & Environmental Services Committee is a possible Committee for some of the Markets Committee functions to be transferred to as it is responsible, amongst other areas, for areas of health, environmental health and trading standards functions.
  - The Property Investment Board’s remit includes determining and approving management and investment matters relating to City property. Matters relating to the management and letting of the three Markets could possibly be transferred to the Property Investment Board.
  - Both the Port Health & Environmental Services Committee and the Property Investment Board may have a view on this possible arrangement and therefore consultation and amendments to Terms of References may need to be made.
  - If Members wished to pursue this option a report will be presented to the Policy & Resources Committee which will include the views of the Markets Committee and set out how the functions and responsibilities of the current Markets Committee could be transferred to other Committees.

### **Legal Implications**

20. There are no legal implications which arise in respect of the Markets legislation if the Markets Committee functions were to be delegated to another Committee.

## **Financial Implications**

21. Whilst there would be no cashable savings from the possible alternative governance arrangements outlined in Option 1 or 2, efficiency savings would be achieved if Option 2 was progressed through a reduction in agenda production, Member and Officer time spent at meetings would be reduced and some committee departmental reporting. For example, the Director of Markets & Consumer Protection currently produces different versions of his annual business plan and quarterly reporting for both the Markets and Port Health & Environmental Health Committees. Other examples include the annual estimates and outturn reports and quarterly debt reporting.

## **Conclusion**

22. Member's requested options on the future of the Markets Committee due to a declining level of business. Members views are now sought on which option, if any, should be recommended to the Policy & Resources Committee.

## **Appendices**

- Appendix A – *Markets Committee - Level of Business during the period January 2010 – July 2013*

## **Background Papers:**

*The Future of the Market Committees – Court of Common Council 8 November 2001*

*Level of Business report – Markets Committee 7 April 2010*

*Standing Orders of the Court of Common Council*

## **Contact:**

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Appendix A

**Markets Committee - Level of Business Considered during the period January 2010 - July 2013**

Year	Arrears/ Debt	Lettings/ Leases	Finance	Business/ Performance Plan	Throughput Figures	Enforcement Activity	Parking and Charges	General (See note 1)	Total no. of items for Information	Total no. of items for Decision	Total no. of items (See note 2)
2010	4	3	3	3	3	4	2	13	19	16	35
2011	4	2	5	4	1	7	5	12	20	20	40
2012	2	8	3	4	0 (See note 3)	3	5	10	18	17	35
Jan – July 2013	6	5	1	3	0 (See note 3)	2	1	7	10	15	25
								<b>Total:</b>	<b>67</b>	<b>68</b>	<b>135</b>

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Notes:

1. The reports which fall under the heading of 'General' include project reports, working practices, and letters from the Chairman etc.
2. Items such as minutes, terms of reference and Court orders appointing the Committee have been excluded from these figures.
3. From 2012, the throughput figures were included in the normal Periodic Reports on the Business plan.

# Agenda Item 5

<b>Committee:</b>	<b>Date:</b>
Markets	4 <sup>th</sup> September 2013
<b>Subject:</b> Markets Business Plan Up-date Period 1 2013/14 (April – July)	<b>Public</b>
<b>Report of:</b> Director of Markets and Consumer Protection	<b>For Information</b>
<b>Summary</b>	
<p>This report provides an update on progress against the Business Plan of the Markets Department for Period 1 (April-July) of 2013-14 against key performance indicators (KPIs) and objectives outlined in the Business Plan.</p> <p>It is in a revised format with a view to making a clearer relationship with the actual Business Plan, rather than the previously narrative driven reports.</p> <p>The report consists of:</p> <ul style="list-style-type: none"><li>• Performance against the key performance indicators (KPIs) and progress report on the business plan – Appendix A</li><li>• Matters of general interest to the Committee – Appendix B</li><li>• Markets Key Risks – Appendix C</li><li>• Financial information – Appendix D</li><li>• Sickness statistics – Appendix E</li><li>• Tonnage information – Appendix F</li></ul> <p>Key points from the report are:</p> <ul style="list-style-type: none"><li>- Crossrail</li><li>- Smithfield Operational action plan</li><li>- Promotional activities at the markets</li><li>- Health and Safety</li><li>- Achieving greater value for money</li><li>- Sickness report</li></ul> <p><b>Recommendation(s)</b></p> <p>It is recommended that your Committee notes the content of this report and its appendices.</p>	

## **Main Report**

### **Background**

1. To ensure that your Committee is kept informed of progress against the current business plan, it has been agreed that progress against key performance indicators (KPIs), key objectives, key risks and a financial summary will be reported on a periodic (four-monthly) basis. This approach allows Members to ask questions and have a timely input on areas of particular importance to them.

It is in a revised format with a view to making a clearer relationship with the actual Business Plan, rather than the previously narrative driven report.

### **Financial and Risk Implications**

2. At the end of the July 2013, the Department of Markets & Consumer Protection was £103k (11.7%) underspent against the local risk budget to date of £0.9m, over all the services now managed by the Director of Markets & Consumer Protection covering the Markets Committee. Appendix D sets out the detailed position for the individual services covered by this department.
3. Overall the Director of Markets & Consumer Protection is currently forecasting a year end underspend position of £3k (0.2%) for his City Fund and City Cash services.
4. The end of July 2013 monitoring position for Department of Markets & Consumer Protection services covered by Markets Committee is provided at Appendix D. This reveals a net underspend to date for the Department of £103k (11.7%) against the overall local risk budget to date of £0.9m for 2013/14.
5. Overall the Director of Markets & Consumer Protection is currently forecasting a year end underspend position of £3k (0.2%) for his City Fund and City Cash services under his control. The table below details the summary position by Fund.

<b>Local Risk Summary by Fund</b>	<b>Latest Approved Budget</b>	<b>Forecast Outturn</b>	<b>Variance from Budget</b>	
			<b>+Deficit/(Surplus)</b>	
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>%</b>
<b>City Fund</b>	48	48	0	0%
<b>City Cash</b>	1,345	1,342	(3)	(0.2%)
<b>Total Markets Services Local Risk</b>	<b>1,393</b>	<b>1,390</b>	<b>(3)</b>	<b>(0.2%)</b>

6. The reasons for the significant budget variations are detailed in Appendix D, which sets out a detailed financial analysis of each individual division of service relating to this Committee, for the services the Director of Markets & Consumer Protection supports.
7. The better than budget position at the end of July 2013 is largely due to staffing savings due to a deleted post and a vacancy at Smithfield Market.
8. The Director of Markets & Consumer Protection anticipates this current better than budget position will reduce by year end to provide a balanced budget, subject to income activity achieving projected levels.

### **Strategic Implications**

9. The monitoring of performance indicators across the Division links to all three Corporate Plan Strategic Aims (To support and promote 'The City', To provide modern, efficient and high quality local services for the Square Mile; and, To provide valued services to London and the nation).

### **Consultees**

10. The Town Clerk and the Chamberlain have been consulted in the preparation of this report.

### **Background Papers**

Appendix A - Performance against the key performance indicators (KPIs) and progress reports on the business plan

Appendix B - Matters of General Interest to the Committee.

Appendix C – Key Risk

Appendix D – Financial Information

Appendix E – Sickness statistics

Appendix F – Tonnage figures

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Smithfield Market

Superintendent – Robert Wilson

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New Spitalfields Market

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Simon Owen (Financial information –  
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## 2013-2014 Progress against Markets Business Plan

This Report aims to bring Members up to date on progress in achieving the objectives set out in the annual Business Plan for the 1st period in 2013/14 (April– July inclusive).

		Target	Period 1 (April – July)	
KPI 1	Achieve 90% occupancy of all lettable space at Billingsgate and New Spitalfields Markets.	90%	<b>Billingsgate</b>	95%
			(excluding Satellite Unit)	
			<b>New Spitalfields</b>	99.7%
KPI 2	85% of debts to be settled within 60 days. <sup>1</sup>	85%	<b>Billingsgate</b>	94%
			<b>Smithfield</b>	98%
			<b>New Spitalfields<sup>2</sup></b>	100%
KPI 3	Divert 90% of waste from landfill at the Markets.	90%	<b>Billingsgate</b>	100%
			<b>Smithfield</b>	100%
			<b>New Spitalfields</b>	95.6% <sup>3</sup>
KPI 4	All reports to be completed within 3 days following the notification of an incident.	100%	<b>Billingsgate</b>	57.1%
			<b>Smithfield</b>	100%
			<b>New Spitalfields</b>	100%

### Notes on KPIs

KPI 1 – expressed as a percentage of total space at each market by area (m<sup>2</sup> or ft<sup>2</sup>) occupied over the reporting period.

KPI 2 – expressed as the percentage of total debt outstanding that is settled within 60 days.

KPI 3 – expressed as a percentage of total waste from each market by weight that is diverted from landfill.

KPI 4 - when City of London staff are first notified of an accident, this must be reported to the City's Health & Safety Incident Helpline at the earliest opportunity and, in any case, must also be reported to the M&CP Safety Manager not more than three days after first notification. This indicator expresses the percentage of accident reports that have met these criteria.

<sup>1</sup> Source – Chamberlain's Debt Report

<sup>2</sup> Figure excludes debt recorded on System 2000

<sup>3</sup> April, May & June waste data

<b>1</b>	<p><b>Customer and Stakeholder Focus.</b>  <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i></p>	
Page 20	<p>Promote the markets.</p>	<p><b>April – July 2013 progress update</b></p> <ul style="list-style-type: none"> <li>• The Director of Markets and Consumer Protection attended the annual WUWM conference that was held in Helsinki. The Superintendent at New Spitalfields Market and the Director of Markets and Consumer Protection attended the NABMA Wholesale Forum (chaired by the Director) that was held in Bradford this year.</li> </ul> <p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• The London Fish Merchants Association (LFMA) at Billingsgate has a website in development which should be fully complete before the end of August 2013; the LFMA has been actively encouraged by CoL and Fishmongers Company staff to put such a website in place.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• The Superintendent and City Surveyor’s Client Services Manager have shown the Chairman and Deputy Chairman of the SMTA, together with a number of interested traders, around the vacant space in the Poultry Market. A number of tenants have expressed an interest in taking various units, and the next step is to prepare “marketing particulars” for issue to confirm the principle terms under which the City would consider letting the vacant units.</li> </ul> <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> <li>• The Superintendent met with representatives from ‘Popadeli’, a company whose aim is to encourage healthy eating among children by creating a website aimed specifically at 4-8 year olds. The SpMTA and the Fruiterers Livery Company are supporting the project and a launch event of ‘Popadeli’ website will be held at the market on 18 September. Attendees will include 30 children. Children from local schools were invited to design a picture for the website: the competition has been judged and the winner will be awarded a prize at the launch. A video of the launch will be produced and included on the website.</li> </ul>



<p>1</p>	<p><b>Customer and Stakeholder Focus.</b>  <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i></p>	
<p>Page 21</p>		<p><b>April – July 2013 progress update</b></p>
	<p>Improve communication between the markets, all the tenants and stakeholders.</p>	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• Discussions are mostly informal but for key issues, such as the Roof Renewal project, a formal project board exists which includes tenant and Fishmongers Company representatives.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• In accordance with the terms of the new leases, the Superintendent is undertaking twice weekly early morning “walk-rounds” of the Market with the Chairman of the SMTA to monitor compliance with the Commitments.</li> <li>• Since the leases were signed, there has been a marked improvement in the removal of litter and general waste from common part areas of the Market and greater use of recycling cages and refuse bins. This has helped to improve the material state and visual appearance of the Market. There has also been a reduction in the level of obstructions within the Buyers Walks, pavements and public highways around the perimeter of the Market buildings. However, despite several verbal warnings from the Superintendent, a formal meeting has had to be held with the Managing Director of one company and a subsequent warning letter issued requiring full compliance with their lease terms. Daily monitoring of all common part areas continues.</li> </ul> <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> <li>• The Market has received visits by delegations representing both local and national government from countries including Kenya, Tanzania, Pakistan and Brazil (details of these visits are given in Appendix B). Such visits help to maintain the market’s profile and increase the throughput of trade.</li> <li>• The Superintendent continues to meet regularly with the CEO of the SpMTA to discuss matters of concern and keep one another updated on ongoing projects and initiatives. During this period there have been specific discussions over fire safety and tenants’ stand inspections.</li> </ul>

<p>1</p>	<p><b>Customer and Stakeholder Focus.</b>  <i>To maintain a strong positive relationship with the tenants and other stakeholders by providing good customer service, capturing business development opportunities, and promoting the markets externally.</i></p>	
		<p><b>April – July 2013 progress update</b></p> <p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• There have been no real problems at Billingsgate during the Crossrail construction. There has been some damage to yard drains caused by heavy goods vehicle traffic movements into the Billingsgate “blue land” compound but Canary Wharf Contractors have readily assumed responsibility and attended to the repairs.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• The main contract works on construction of the Eastern Ticket Hall to the east of Lindsey Street are now in full progress 24 hours a day, 7 days a week, and the main contractor is utilising part of the lower level of the Rotunda car park. The one area of concern is Crossrail’s sewer and water mains works which have closed northerly traffic along St Johns Street and trenches have been dug at either end of Grand Avenue. This work has caused no disruption to the Market.</li> </ul>

<p>2</p>	<p><b>Operations and Finance.</b>  <i>Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.</i></p>	
<p>Page 23</p>	<p><b>April – July 2013 progress update</b></p>	
	<p>Better Management of business risks and improved contingency plans.</p>	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• Billingsgate’s Head of Security recently attended a police organised terror alert workshop; Canary Wharf being an obvious high profile terror target. Although there is an annual review of business risks it is an area that needs much greater attention going forward. To this end, a wider pool of representatives from the site, not just CoL staff, will be included in this process in future.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• The Market’s management team is currently reviewing all business risks in order to produce a comprehensive local Risk Register in line with CoL policy.</li> </ul> <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> <li>• In conjunction with the SpMTA, the management are exploring the possibility of creating local rules and an agreement that will help address several recurring issues with the operation of tenants’ stands. Examples include fire extinguishers, fire detection system, alarms, smoking within the market building, and charging of electric fork lift trucks.</li> </ul>
<p>Continue with the improvement of the markets’ health and safety performance and accident reductions.</p>	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• The Billingsgate site Health &amp; Safety Committee meets quarterly. The fish porters’ representative withdrew from the Committee sometime ahead of the conclusion of the porters issue and since then the shop floor has been under-represented; two new shop floor representatives are now to join the Committee.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• During the 1st period there was one accident reported at the Market.</li> </ul> <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> <li>• The public address system is being used to regularly remind tenants of their obligations in regard to health and safety risks, and to address specific health and safety matters. It is also being used to make ad hoc announcements about dangerously parked vehicles, dumping of waste, and lost property.</li> </ul>	

2	<b>Operations and Finance.</b> <i>Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.</i>	<b>April – July 2013 progress update</b>
		<ul style="list-style-type: none"> <li>• The risk of slips and falls has been highlighted at the cleaning contractor’s monthly review meetings. The introduction of a check sheet and documentation to be signed off in the event of any claims will tighten up management controls.</li> </ul>
Page 24	Work more efficiently and achieve greater value for money.	<p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• The Operations and Administration Manager has recently completed a draft strategic review of waste management at the Market which has been sent to the SMTA and Cleansing department for comment. The main aim is to work more collaboratively in order to obtain greater efficiencies and cost savings. Initial meetings of the following groups have been held with the SMTA:             <ul style="list-style-type: none"> <li>○ Joint Specifications Committee (JSC) in order to draw up an agreed specification for future security services;</li> <li>○ Joint Review Group (JRG) to consider service charge budgets in order to drive down service charge costs.</li> </ul> </li> </ul> <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> <li>• The Superintendent has just completed a round of negotiations with the Waste and Cleaning contractor, Countrystyle, to provide for a profit sharing mechanism for the recycled commodities of pallets and cardboard. This has resulted in a payback of £29,954 credited to the service charge account.</li> </ul>
	Generate more income.	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• Commercial Car Parking and Advertising Hoardings are the main sources of additional income.</li> <li>• The contract for the advertising hoardings is being renegotiated with the possibility of an enhancement to one of the hoardings, subject to planning permission from Tower Hamlets. If this permission is granted, there is potential for an increase in revenue of some £100k per annum.</li> <li>• The Mirror Group, with minimum notice, reduced their car parking requirements from £75.8k to £34.5k per annum from the start of April 2013: a reduction of £41.3k per annum. Forecasted 2013/14 overall car parking income is currently</li> </ul>

2	<b>Operations and Finance.</b> <i>Ensure safety and security of tenants and property, optimise efforts when carrying out operations and ensure the markets are financially viable to the City while minimising costs for the tenants.</i>	
Page 25		<p><b>April – July 2013 progress update</b></p> <p>£29k lower than budget at £252k (the budget was set before news of the Mirror Group reduction was known). There would appear to be a surplus of car parking capacity at Canary Wharf with the main competitor to Billingsgate, the Hertsmere Road multi-storey car park, currently having quarterly and annual permits on offer at marginally lower rates than Billingsgate.</p> <ul style="list-style-type: none"> <li>• In addition to quarterly/annual permit holders, a minority of car park users continue to pay to park on a daily basis. Every effort is being made to maximise the income that Billingsgate generates from car parking.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• The management team are looking at opportunities for letting vacant space in the Poultry Market. They are also considering running a marketing campaign to increase usage of the Rotunda car park by both casual users and season ticket holders.</li> </ul> <p><i>New Spitalfields</i></p> <ul style="list-style-type: none"> <li>• The 1st Quarter finance review meeting with the SMTA will be an opportunity to consult on several ideas currently at the initiation stage: <ul style="list-style-type: none"> <li>○ Increasing charges for waste dumping;</li> <li>○ Increasing charges for waste self-surrender (by tenants);</li> <li>○ Installation of more water meters for CSB units;</li> <li>○ Installation of barriers at the entrance to the Market and nominal charging.</li> </ul> </li> </ul> <p>Noting that all the additional income in these areas will benefit the Service Charge.</p>
	Investigate options for dealing with continuing breaches of local enforcement policies. Byelaw working party to continue to review the best options for enforcement.	<ul style="list-style-type: none"> <li>• The Markets Byelaws Working Party's final report recommending that no new byelaws should be introduced at present but that the position should be kept under review was approved at May's Committee. The Working Party has not met during the current period (April-July).</li> </ul>

<p>3</p>	<p><b>Sustainability and Site Optimisation.</b>  <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i></p>	
<p>Page 26</p>		<p><b>April – July 2013 progress update</b></p>
	<p>In line with the Corporation’s objectives, and in consultation with the Energy Management Team, reduce energy consumption in line with the City’s Carbon Descent Plan (CDP), in areas which are under the control of CoL.</p>	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• A significant proportion of Billingsgate energy use is billed directly to tenants. Although energy road shows have been run for tenants there has been a poor take up, so Billingsgate staff target the energy usage that is directly under CoL control: the non-charged energy, common refrigeration usage, external lights, and recycling machinery. Electricity is the big item and early indications in 2013/14 are that electricity use is much higher when compared with the same period in the previous year. April and May monthly electricity consumption figures are almost identical to the previous year; however in June and particularly July there is a sharp increase in units used (7% in June and 12% in July). This is primarily due to the need to keep the fish handling areas of the North and East Canopy refrigerated in extremely warm weather.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• A programme of replacing 90 external floodlights and 26 high level fittings in Grand Avenue with lower wattage LED fittings has recently commenced. In addition, high wattage fluorescent tubes are being replaced with lower wattage LED fittings in East and West Market service corridors.</li> </ul> <p><i>New Spitalfields Market</i></p> <ul style="list-style-type: none"> <li>• Market staff and the City’s Energy Manager are working with a provider of photovoltaic (PV) cells to investigate the option of installing a large array of cells on the market hall roof. This project will not, however, advance to the next stage until the outcome of the recent energy survey carried out by AECOM consultants is known. Funding for this project might also be difficult if the payback period doesn’t meet City of London capital investment requirements.</li> <li>• Routine replacement of water heating systems is due by way of planned preventative maintenance at predicted end of lifetime. This will result in a reduction of stored hot water capacity, which will save money without impacting on performance.</li> <li>• As tenants’ meters fail they are being replaced with “smart ready” meters which</li> </ul>

<p>3</p>	<p><b>Sustainability and Site Optimisation.</b>  <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i></p>	<p><b>April – July 2013 progress update</b></p>
		<p>will enable energy consumption at the Market to be more accurately split between tenants' usage and common parts usage.</p>
<p>Page 27</p>	<p>Reduce Landfill waste and increase recycling.</p>	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• No Billingsgate waste is sent to landfill.</li> </ul> <p><i>Smithfield</i></p> <ul style="list-style-type: none"> <li>• The amount of wood and cardboard recycled over the period has remained fairly static at 24.24% and 14.95% respectively, with proposals in the Strategic Waste Review to significantly increase these levels.</li> </ul> <p><i>New Spitalfields Market</i></p> <ul style="list-style-type: none"> <li>• During the period April – June recycling reached 80% for the first time, with the monthly series being 72%, 79% and 80%. Adding in refuse derived fuel (RDF) the total diverted from landfill was consistently in the range 95-96% for the last quarter.</li> </ul>
	<p>HGV Vehicle Management.</p>	<p><i>New Spitalfields Market</i></p> <ul style="list-style-type: none"> <li>• A campaign was run in May focusing on safe HGV movement around the site. A specific aim was to ensure that curtain sided trucks do not move around the site with the curtains unsecured, in order to avoid cargo falling from the vehicles.</li> <li>• New signage has been approved and ordered, and additional line painting requirements agreed, to delineate an unloading area near the Catering Supply Buildings.</li> </ul>
	<p>Improve the material state of the markets.</p>	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>• In consultation with the London Fish Merchants Association, an additional cleaner has been employed with the aim of having a more regular deep cleaning regime in place at the Market. However, there continues to be a large difference between the resources that are required and what is affordable. Given that these are times of austerity and having already increased the service charge by 3.5%</li> </ul>

<p>3</p>	<p><b>Sustainability and Site Optimisation.</b> <i>To provide well-maintained markets, fit for purpose, within budget and demonstrate environmental responsibility in the way we manage waste and use resources while being financially viable.</i></p>	
<p>Page 28</p>		<p><b>April – July 2013 progress update</b></p> <p>there is limited scope to add further resources at present.</p> <p><i>Smithfield</i></p> <ul style="list-style-type: none"><li>• The Management Team is looking at opportunities to let vacant space in the Poultry Market. This would create active, open shop fronts rather than the current dull chequer plate elevations.</li></ul> <p><i>New Spitalfields Market</i></p> <ul style="list-style-type: none"><li>• Roads will be resurfaced over the August Bank Holiday weekend.</li><li>• Relevant members of staff have been trained in manhole surround repair to create better finishes. This is a more cost effective use of resources than using an external contractor.</li><li>• A trial of IP (internet protocol) CCTV cameras has been conducted to illustrate the quality of image available. This is the first part of a project to upgrade the Market's CCTV system.</li></ul>



4	<b>People and Innovation.</b> <i>To improve the quality of leadership and management throughout the department and ensure that all staff have a chance to maximise their potential and job satisfaction.</i>	
		<b>April – July 2013</b>
	Continue to manage sickness absence.	<ul style="list-style-type: none"> <li>At the end of the 1st period, the department's overall sickness absence level is 3% above the target figure. This is illustrated in Appendix E.</li> </ul>
	Continue to use the internal communication channels and investigate using social media to externally promote activities within the markets.	<p><i>Billingsgate</i></p> <ul style="list-style-type: none"> <li>As well as the use of the City website, the imminent availability of a London Fish Merchants website will be an additional forum for the City to advertise commercial car parking and promote other activities. Some Billingsgate tenants and customers are using Twitter and that could prove to be a useful tool for the CoL at Billingsgate in the future: there does seem to be a considerable amount of Twitter chatter about Billingsgate. There are also a number of videos about Billingsgate on YouTube, including a recent video which shows a day in the life of Billingsgate Fish Market (<a href="http://www.youtube.com/watch?v=nw_kf32GfHY">http://www.youtube.com/watch?v=nw_kf32GfHY</a>) and has been viewed many times.</li> </ul>

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**MATTERS OF GENERAL INTEREST TO THE COMMITTEE**

**BILLINGSGATE MARKET**

**Use of the Market for Broadcasts, Filming, Photography and Charity Collections**

April

Wednesday 3 – Sprout Pictures filming with Stephen Fry for ITV show 'Fry in the City' - no fee

Wednesday 3 – Silver Jeans Productions filming for TV show 'Faroe Fish Market' – fee £200 + VAT

Friday 5 – Press Association Photographer shooting 390 degree shot of the Market – no fee

Monday 8 - Kudos Ltd -Unit based parking for filming 'The Smoke' in Canary Wharf – fee £3,600 +VAT

Friday 12 – Fisherman's Mission charity collection and promoting 'Fish Friday Event'

Friday 19 –Signal2Noise- filming for TV show 'Fishnomics' with trader Mark Morris - no fee.

Tuesday 30 – Museum of London – filming for YouTube 'History of City's Activities & Heritage' – no fee

Throughout April – Artist in residence sketching at the Market for forthcoming exhibition

10 visits for student/ non-commercial photography also took place in the month of April

May

Thursday 2 – Students from the Royal College of Art filming 'Fish Market' a documentary – no fee

Friday 3 – Sagafilm Iceland – filming to promote Icelandic Fisheries – no fee

Sunday 5 - Kudos Ltd - Unit based parking for filming 'The Smoke' in Canary Wharf – fee £1,800 +VAT

Wednesday 8 – British Red Cross Charity Collection

Tuesday 14 – PPR Consulting - filming polystyrene recycling machine operations for British Plastics Federation – no fee

Thursday 23 – Sky Vision filming for TV show on evolution ‘Unnatural Selection’ – fee £400 + VAT

Thursday 30 – Electric Sky Productions filming ‘How Cities Work’ – fee £500 + VAT

Throughout April – Artist in residence sketching at the Market for forthcoming exhibition

9 visits for student/ non-commercial photography took place in the month of May

### June

Tuesday 4 – Students from Southbank University filming interviews for ‘Wild Law’ - no fee

Thursday 13 – Betty Productions filming ‘Secrets of the High Street’ – fee £200 + VAT

Saturday 13 – Locate Productions - unit based parking for filming ‘Jaguar 2013’ in Canary Wharf – fee £600 + VAT

Saturday 22nd – Aldo Zilli and students filming for learning resources - not for broadcast

9 visits for student/ non-commercial photography also took place in the month of June

### July

Thursday 3 – Subarai Foundation (Visit Britain) – filming documentary ‘Bridging Worlds’ – no fee

Thursday 4 – Betty Productions filming for TV show ‘Man Up’ with trader Roger Barton - fee £400 +VAT

Wednesday 10 – T&S Enterprises – Billingsgate trade customer photography for company website - no fee

Saturday 13 – Biscuit Filmworks - Unit based parking for filming ‘Audi’ in Canary Wharf - fee £900 + VAT

Thursday 18 – Vice UK Productions filming ‘Fresh off the Boat’ - fee £250 + VAT

Sunday 21 – Tunnel 2 Towers Firefighters Charity Run – finish line and after event activities on Billingsgate site

Friday 26 – BBC filming ‘Supermarket Farm’ - fee £150 + VAT

Tuesday 30 – Jul Ornaf Productions filming ‘Immortals’- actors in Market – no fee

8 visits for student/ non-commercial photography also took place in the month of July

**Visitors to the Market**

April

No visits

May

No visits

June

Tuesday 6 – Lord Mayor’s visit to Billingsgate- Annual Rent Ceremony and breakfast

Wednesday 19 – Billingsgate Ward Club - tour and breakfast

July

Wednesday 3 – Seafish Industry Authority - meeting in Committee Room and lunch

**SMITHFIELD MARKET**

April

Thursday 18 - Chairman of the Port Health & Environmental Services Committee, the Director of M&CP, Port Health & Public Protection Director and Superintendent escorted the Chief Executive of the Food Standards Agency on a tour of the Market

July

Wednesday 3 - Lord Mayor, Lady Mayoress and Sheriffs made their annual visit to the Market which was followed by breakfast at the Butchers Hall at the invitation of the Smithfield Market Tenants’ Association

## NEW SPITALFIELDS MARKET

### May

Friday 10 - Mr Mario Maurici, CEAGESP Chairman, Brazil and his wife Mrs Ivete Garcia visited the market whilst they were staying in London. Mr Maurici is also a member of the World Union of Wholesale Markets

Tuesday 14 - pupils from Woodford County High School studying food technology were given an educational tour of the market, this visit was arranged and lead by the Spitalfields Market Tenants Association

Wednesday 29 - Ephraim Ngare the Kenyan High Commissioner and Peter Kallaghe the Tanzanian High Commissioner were invited to the market by SACOMA a tenant in the market

### June

Thursday 6 - students from the Billingsgate Fish School

Friday 7 - Prime Minister of Tanzania, Mizengo Pinda was invited to the market by SACOMA, a tenant in the market, your Chairman and the Director of the Markets & Consumer Protection Department also attended this visit

Wednesday 19 - Lord Mayor and Lady Mayoress together with the Sheriffs on their annual visit to the market

Wednesday 26 - Mr Vichai Lumsutti, Chairman of the Agricultural Product Price Promotion Committee and members of his team visited the market on a trade mission organised by the Royal Thai Embassy

Thursday 27 - A lecturer and a group of students from Cambridge Regional Catering College

### July

Thursday 4 - Mr Joseph Ndathi, Governor, Kirinyaga County and a small party from the Kenya High Commission on a fact finding visit

Tuesday 23 - Keith Davis, MD of Borough Market, fact finding and market information sharing

### Markets Key Risks

The table below shows a selection of our key risks which form part of our Departmental Risk Register. We will be reporting these to committee as part of the periodic update report from now on.

Our top risks for the Markets are:

Risk No.	Risk	Gross Risk		Risk Owner / Lead Officer	Existing Controls	Net Risk			Planned Action	Control Evaluation
		Likelihood	Impact			Likelihood	Impact	Risk Status & Direction		
MCP1	Mismanagement of Cooling Towers could result in the risk of an outbreak of Legionella potentially affecting all staff and users of the market.	3	4	Market Superintendent	Contract in place with a competent contractor - this is actively managed by a responsible person in the City Surveyor's department.	2	4	A ↔	To liaise with CSD and ensure that the cooling towers are adequately maintained.	G
Page 35 MCP2	Exponential loss of trade due to a major incident at Canary Wharf requiring closure of the market for an unspecified length of time.	3	4	Market Superintendent	Plan in place and the market management team have established close links with Canary Wharf Management and the Metropolitan Police.	3	4	A ↔		G
MCP3	Risk of serious injury to staff and market users due to constrained space for vehicle movement which could affect the operation and sustainability of the market.	4	4	Market Superintendent	The TOP X risk priority system and a near miss reporting system is in place. All accidents fully investigated and any follow up actions implemented.	3	4	A ↔	Review of traffic management controls currently being undertaken.	G
MCP6	Closure of a Market as a result of not retaining approval under Food Hygiene Regulations.	1	4	Market Superintendent	Ensuring that standards are maintained for common parts and maintaining a dialogue with tenants such that each of the food services operators retain their approval.	1	3	G ↔	To liaise with the Food Standards Agency and Environmental Health.	G

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**Department of Markets & Consumer Protection Local Risk Revenue Budget - 1st April to 31st July 2013**  
**(Income and favourable variances are shown in brackets)**

Appendix D

	Latest Approved Budget 2013/14 £'000	Budget to Date Net Expenditure £'000	Actual to Date Net Expenditure £'000	Variance to Date +Deficit / (Surplus) £'000	Projected Outturn +Deficit / (Surplus) £'000	Variance from Latest Approved Budget 2013/14		Note
						£'000	%	
<b>Markets (City Cash)</b>								
Directorate	440	147	129	(18)	421	(19)	-4%	1
Billingsgate - Corporate Account	163	58	72	14	179	16	10%	
Billingsgate - Service Charge	0	(78)	(91)	(13)	0	0	0%	
Billingsgate - Repainting and Special Works	0	12	12	0	0	0	0%	
Smithfield - Service Charge	888	264	208	(56)	888	0	0%	
Smithfield - Corporate and Direct Recovered	(114)	383	382	(1)	(114)	0	0%	
Smithfield - Other (Including Car Park)	(32)	109	107	(2)	(32)	0	0%	
	<b>1,345</b>	<b>895</b>	<b>819</b>	<b>(76)</b>	<b>1,342</b>	<b>(3)</b>	<b>0%</b>	
<b>Markets (City Fund)</b>								
Spitalfields - Corporate Account	23	(5)	(6)	(1)	23	0	0%	
Spitalfields - Service Charge	25	(12)	(38)	(26)	25	0	0%	
Spitalfields - Repair and Repainting	0	5	5	0	0	0	0%	
	<b>48</b>	<b>(12)</b>	<b>(39)</b>	<b>(27)</b>	<b>48</b>	<b>0</b>	<b>0%</b>	
<b>TOTAL MARKETS COMMITTEE LOCAL RISK</b>	<b>1,393</b>	<b>883</b>	<b>780</b>	<b>(103)</b>	<b>1,390</b>	<b>(3)</b>	<b>0%</b>	

Notes

1. Smithfield Service Charge - favourable variance to date is mainly due to a cleaner post that has been removed and a vacant administrator role. There are also some invoices outstanding for energy bills.

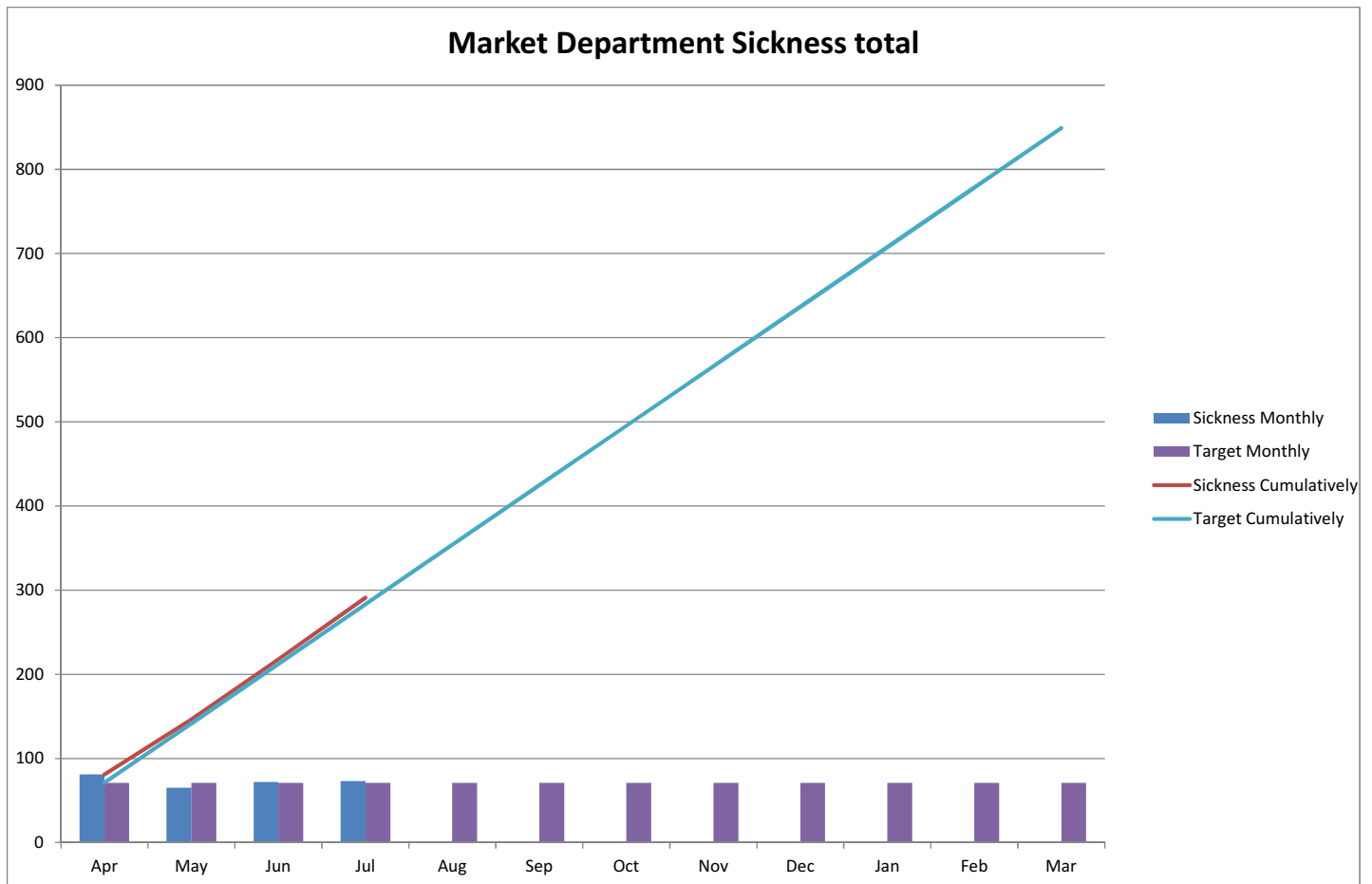
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## Sickness Statistics 2013-2014

### Markets Sickness 2013/14

#### Attendance Management - 2013/2014

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year To Date	End of Year Target
Total Staff Strength	117	117	117	117	117	117	117	117	117	117	117	117		
Total Self Certificated days	18	26	19	14	0	0	0	0	0	0	0	0	77	
No of persons that make up self certificated	12	11	8	7	0	0	0	0	0	0	0	0		
Total Certificated days	63	39	53	59	0	0	0	0	0	0	0	0	214	
No of persons that make up certificated	6	3	4	4	0	0	0	0	0	0	0	0		
Over 20 days	1	1	1	1	0	0	0	0	0	0	0	0		
Total Days Sick	81	146	218	291									291	
Target for 2013/14	71	142	212	283	354	425	495	566	637	708	778	849		849

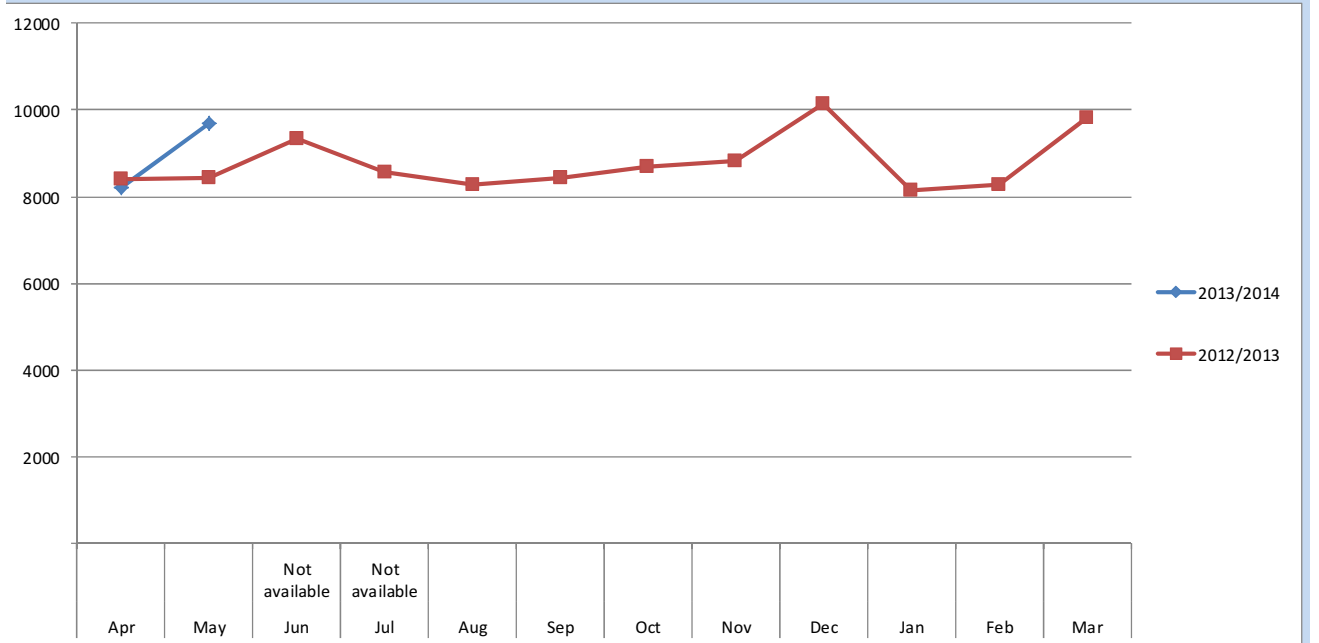


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### Tonnage Information 2013-2014

Operational Information - 2013/2014													
Smithfield - Tonnage of Throughput													
	QTR 1			QTR 2			QTR 3			QTR 4			
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date

	Not available		Not available										
2013/2014	8222	9691											17913

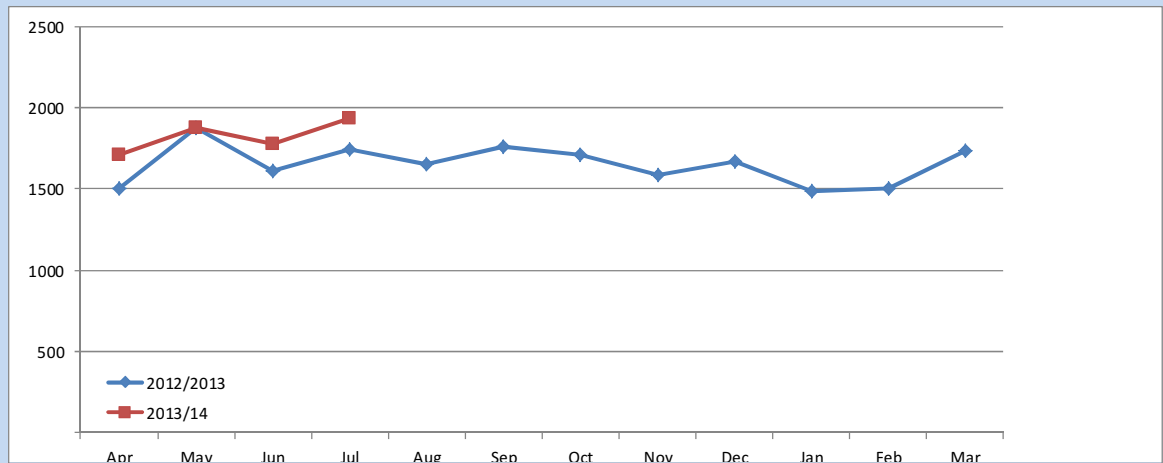


	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date
2012/2013	8391	8446	9339	8562	8281	8450	8685	8832	10155	8143	8289	9807	105380
2011/2012	7836	8321	8432	7800	8677	8886	7895	8588	10526	7897	7659	10137	102654
2010/2011	5463	5675	7846	9229	7488	8745	8189	7193	7256	7571	7765	10316	92736
2009/2010	7442	6547	6731	7840	7670	9640	8202	7060	6798	6102	7358	9018	90408
2008/2009	9137	10479	8255	10193	8082	8991	11074	7375	6742	7300	7836	5582	101046
2007/2008	10237	10869	9938	10198	9827	9484	9746	11923	10102	9915	9893	8607	120739
2006/2007	7465	8194	8169	8614	7692	9237	8923	11094	9358	9876	9032	9135	106789

Operational Information - 2013/2014

Billingsgate - Tonnage of Throughput

	QTR 1			QTR 2			QTR 3			QTR 4			Year to Date
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
2013/14	1713	1872	1779	1938									7302



	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Year to Date
2012/2013	1503	1877	1612	1743	1649	1763	1712	1585	1666	1489	1501	1735	19835
2011/2012	1694	1645	1843	1916	1646	1667	1561	1701	1605	1480	1458	1755	19971
2010/2011	1756	1663	1715	1942	1528	1914	1695	1715	1510	1397	1498	1649	19982
2009/2010	1620	1625	1889	2033	1838	1932	2104	1694	1967	1480	1617	1995	21794
2008/2009	1869	1865	1701	1911	1710	1795	1869	1759	1882	1314	1404	1487	20566
2007/2008	1570	1773	1953	1911	1620	1796	1806	1829	1731	1747	1813	1701	21250
2006/2007	1594	1688	1730	1741	1718	1847	1722	1780	1646	1520	1481	1616	20083

# Agenda Item 6

<b>Committee:</b>	<b>Date:</b>
Markets	4 September 2013
<b>Subject:</b> Outstanding References	<b>Public</b>
<b>Report of the:</b> Town Clerk	<b>For Information</b>
<b>Summary</b>	
<p>At the meeting of the Markets Committee held in September 2006, it was resolved that the Town Clerk produce an outstanding reference schedule for this Committee.</p> <p>Accordingly, the outstanding reference schedule is submitted for the Committee's information.</p> <p><b>Recommendation:</b> That the report be noted.</p>	

## Main Report

Date(s) of Reference by Committee	Officer	Subject	Existing Position
6 July 2011, 6 September 2011, 25 September 2012, 4 July 2012, 25 September 2012, 10 July 2013	City Surveyor	<b>Smithfield Market – Condenser Water Cooling System</b>	<p>Work on the condenser water cooling system had addressed changing a number of regulating valves which were previously installed on the fridge decks and making changes in order to avoid dirt build-up. Preparation of tender documentation for the third phase of the improvement works was underway. The SMTA had reported problems with four fridges at the Market. Both sizing and capacity of the individual fridge plants in a stall was ultimately the responsibility of the tenant.</p> <p>The City Corporation was doing all it could to try to rectify the problem and an update would be provided at the September meeting.</p>

**Rakesh Hira**

Committee & Member Services Officer, Town Clerk's Department

T: 020 7332 1408 E: [rakesh.hira@cityoflondon.gov.uk](mailto:rakesh.hira@cityoflondon.gov.uk)



# Agenda Item 10

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

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# Agenda Item 12

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

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# Agenda Item 13

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of the Local Government Act 1972.

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# Agenda Item 14

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

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