

Committee:	Date:
Culture, Heritage and Libraries Committee	20/01/2020
Subject: Departmental Budget Estimates and high-level summary Business Plan 2020/21 - [Town Clerk's - Cultural Services, Open Spaces and Community and Children's Services]	Public
Report of: The Chamberlain Assistant Town Clerk and Director of Major Projects Director of Open Spaces Director of Community and Children's Services	For Decision
Report author: Graham Nickless – Chamberlain's Department Sarah Blogg – Town Clerk's Gerry Kiefer – Open Spaces Department Ellie Ward – Community and Children's Services	

Summary

This report presents for approval the budget estimates and final high-level summary Business Plans for the Town Clerk's - Cultural Services, Open Spaces and Community and Children's Services Departments for 2020/21.

Recommendation

Members are asked to:

- i) review and approve the Town Clerk's - Cultural Services, Open Spaces and Community and Children's Services Department's proposed revenue budget for 2020/21 for submission to Finance Committee,
- ii) review and approve the Town Clerk's - Cultural Services, Open Spaces and Community and Children's Services Department's proposed capital and supplementary revenue projects budgets for 2020/21 for submission to Finance Committee,
- iii) authorise the Chamberlain, in consultation with the Assistant Town Clerk and Director of Major Projects, Director of Open Spaces and the Director of Community and Children's Services to revise these budgets to allow for any further implications arising from Corporate Projects, other reviews and changes to the Cyclical Works Programme;
- iv) agree that minor amendments for 2019/20 and 2020/21 budgets arising during budget setting be delegated to the Chamberlain,
- v) note the factors taken into consideration in compiling the Town Clerk's - Cultural Services, Open Spaces and Community and Children's Services Department's Business Plan, including efficiency measures, and
- vi) approve, subject to the incorporation of any changes sought by this Committee, the final high-level summary Business Plans for 2020/21.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, 2-side Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. For 2020/21, the high-level summary Business Plan has been further evolved to make use of the information now available and give a better overview of how the department's work contributes to the Corporate Plan. It provides an overview of departmental activity and resources, mainly but not limited to the forthcoming 12 months, including capital and revenue projects. As a high-level summary, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, customer feedback, trends where applicable and direction of travel.
3. For the first time in 2020/21, high-level summary Business Plans are being brought forward alongside budget estimates, pending full integration of the processes for 2021/22, to inform medium-term financial planning and the development of spending priorities. This report therefore presents the budget estimates and draft final high-level summary Business Plan together as appendices.

Departmental budget estimates for 2020/21

4. This report presents, at Appendix 1, the budget estimates for 2020/21 for the Town Clerk's - Cultural Services, Open Spaces and Community and Children's Services Department.

Proposed Revenue budget for 2020/21

5. Analysis of the movement in staff related costs are shown in Appendix 6. Funding for apprentices, a provision of 2% for potential pay awards (including 2% for London Weighting), incremental progression, a new salaried post to explore commercial opportunities (an agreed development under the Fundamental Review) and an allowance for maternity cover in the Cultural and Visitor Development Team, has led to an increase to the local risk Employees budget.
6. The increase to local risk Premises budgets are mainly due to additional budgets being set aside at Tower Bridge for planned minor improvement projects and maintenance work for the benefit of the Bridge as a visitor attraction, venue for hire and centre for education. This will be funded through an increase in income targets to include the agreed price increases from April 2020.
7. The increase of £626,000 from the 2019/20 original budget to the 2020/21 original budget in the City Surveyor (see Appendix 7 below) is mainly within the Cyclical Works Programme. The Cyclical Works Programme is subject to a bid of resources each year with funding not ring-fenced to individual clients, amounts vary

considerably for departments as it is all based on an agreed prioritisation which considers health & safety, reputation, income generation and asset performance. Therefore the 2019/20 original budget to 2020/21 original budgets will reflect the change in bids each year and the number of projects which are being delivered over the three years of the programme.

8. The increase to the 2020/21 Original Budget for the Cyclical Works Programme is largely due to re-alignment of the programme to reflect the planned expenditure by project managers and to suit the needs of the occupier in the current live programmes. Please see the detailed breakdown in Appendix 7.
9. The increase to local risk Supplies and Services budgets are mainly due to increased retail stock expenditure budgets in the Tower Bridge Gift Shop. This is owing to the excellent performance of the shop, which has seen a commensurate uplift in their income targets for 2020/21.
10. The Museum of London REFCUS charge reflects the estimated capital grant payable to the Museum of London to cover the 2020/21 costs of relocating to the Smithfield Market site. A significant level of grant, estimated at £32.7m, is now anticipated in 2020/21 as this major project gathers pace. The total estimated grant payable over the life of the Museum relocation project is currently capped at £337.25m from sums to be set aside centrally (of which £140m is to be funded equally by the Museum and GLA over the medium to longer term). It should be noted that capital expenditure does not usually feature in revenue budgets; the difference in this instance is that this is a capital grant to the Museum to fund their costs, meaning that there will be no increase in the value of City of London assets resulting from this expenditure.
11. The City Outdoor Arts Programme budget shows a greater spend figure to balance anticipated income, following the success of the 2019/20 programme which raised a good level of cash sponsorship. Events in the programme will remain free and so income does not reflect admission charges.
12. The decrease in Other grants and Reimbursements is due to a reduction in externally funded salary costs at the London Metropolitan Archives (LMA). This is because some projects are reaching completion. It is anticipated that other projects will successfully receive external funding during 2020/21.
13. Keats House is deficit funded via a drawdown from City's Cash Finance. From March 2020 onwards, the process by which the drawdown occurs will be changing to bring this in line with the other Open Spaces charities. The transfer from City's Cash will still occur at the end of the financial year, but there will no longer be a budget for this in the Keats House accounts, enabling the true cost of Keats House to be shown.
14. Appendix 3 provides a full analysis of Support Services and Capital costs. The increase of £334,000 in the budget for Support Services and Capital Charges (City Fund) is mainly due to increases to the Admin charges for the Guildhall Complex,

of which the Guildhall Art Gallery and the Guildhall and City Business Libraries are recharged a proportion of this.

15. The rise in the share of Open Spaces Directorate costs of £50,000 relates to the various budget uplifts yet to be allocated in 2020/21.
16. Recharges across funds comprise two items, an incoming recharge of £456,000 to the LMA, which is partly offset by a charge to Tower Bridge from the Open Spaces Directorate (OSD). The incoming recharge to LMA remains unchanged, whilst the recharge from OSD has risen by £51,000 in 2020/21.
17. The 2% efficiencies for the 2020/21 budgets total £171,000. Of this £116,000 falls under the responsibility of the Assistant Town Clerk and Director of Major Projects and has been met by increased income through exhibition space rentals and net retail income at Guildhall Galleries and the City Information Centre and through a combination of increased income for services, such as storage and room bookings, and reduced expenditure on very specialist services, such as annual database subscriptions and serial publications at the London Metropolitan Archives, Guildhall Library and City Business Library. The Director of Community and Children's Services efficiencies totalled £46,000 and was met by the dissolution of the Information Services Section and the associated automation of services previously carried out by staff. The Director of Open Spaces efficiencies totalled £9,000 and was met by a reduction in marketing and education expenditure and provision for the Monument and a reduction in print marketing at Keats House).

Draft Capital and Supplementary Revenue Project budgets for 2020/21

18. The latest estimated costs for the Committee's current capital and supplementary revenue projects are summarised in the Table below.

Service	Project	Exp. Pre 01/04/19 £'000	2019/20 £'000	2020/21 £'000	2021/22 £'000	Later Years £'000	Total £'000
CITY FUND							
<u>Pre-implementation</u>							
London Metropolitan Archives	Future accommodation planning	13		30			43
Guildhall Art Gallery	Cloakroom & WCs refurbishment		16				16
Lending Libraries	Library Self Service Kiosks	6	15				21
TOTAL CITY FUND		19	31	30	0	0	80
CITY'S CASH							
<u>Pre-implementation</u>							
The Monument	Visitor Centre	39	40				79
<u>Authority to start work granted</u>							
Mayoralty & Shrievalty	Lord Mayor's Coach refurbishment	698	51				749
The Monument	Deferred works	8	27	33			68
TOTAL CITY'S CASH		745	118	33	0	0	896
BRIDGE HOUSE ESTATES							
<u>Pre-implementation</u>							
Tower Bridge Tourism	Walkway roof replacement	31				9	40
<u>Authority to start work granted</u>							
Tower Bridge Tourism	Education & Community Engagement Centre	255	38				293
TOTAL BRIDGE HOUSE ESTATES		286	38	0	0	9	333
TOTAL		1,050	187	63	0	9	1,309

19. Pre-implementation costs comprise feasibility and option appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
20. It should be noted that the above figures exclude the implementation costs of those schemes which have yet to receive authority to start work, such as the Tower Bridge walkway roof and the Guildhall Art Gallery cloakroom projects.
21. Progression of the New Monument Visitor Centre is subject to the outcome of the annual capital funding bid process.
22. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2020.

Draft final high-level summary Business Plan for 2020/21

23. This report presents, at Appendices 8-10 the draft final high-level summary Business Plan for 2020/21 for the Town Clerk's - Cultural Services and Open Spaces Departments.

Final draft high-level summary Town Clerk's Department Business Plan for 2020/21

24. All priorities significantly contribute to the realisation of our Cultural and Visitor Strategies and, in turn, the Corporate Plan, delivering economic growth, employment, social inclusion, learning and well-being while supporting the City Corporation's reputation as a provider of valued services for London.
25. We continue to develop the direction of travel for all services in line with the Corporate Plan. We look to continue to broaden access to the collections and services of London Metropolitan Archives (LMA) Guildhall Library (GHL) and City Business Library (CBL), particularly through partnerships with external organisations and stakeholders, including the London boroughs; and digitally. We also aim to develop London Metropolitan Archives' services for the City Corporation, including records management and the Islington Partnership.
26. Through income generation and partner working, we are reducing our reliance (in some small part) on City Corporation funding. We are also focussing on reducing our carbon footprint across our marketing and events functions working with industry experts to establish new ways of working that lessen the impact of our activities on the planet.
27. We will seek to maximise the commercial value of our cultural assets through the appointment of a Commercial Manager, so reducing our reliance on City Corporation funding.
28. As part of the Fundamental Review we will be closing the separate entrance at Guildhall to the City Business Library and the Guildhall Library. The closure will

provide a more streamlined system for receiving visitors to the Guildhall complex and improve security.

29. No significant implications have been identified within current priorities or agreed efficiencies, noting that a significant body of work is being undertaken to ensure a better balance in terms of gender representation across our collections and programming. The change to access arrangements for the two Libraries will improve security and reduce the overall cost to the City. There are no equality duty or resourcing implications.

Final draft high-level summary Community and Children's Services Department Business Plan for 2020/21

30. The Headline Business Plan for the Department of Community and Children's Services (DCCS) will be considered at its Committee in February 2020. There are a number of workstreams included in the DCCS Business Plan for libraries and these include:

1. Delivering a new programme, funded externally, to tackle loneliness and make friends by creating opportunities in Barbican Library for accidental encounters with other people in the community.
2. Providing library users with free access to art and culture via library stock, regular events and two exhibition programmes at Barbican library.
3. Continuing to provide a varied programme of events and activities through our libraries to support the health and wellbeing of people (including continuation of Dragon Café in the City) and a wide range of items and health and wellbeing themed collections for loan and/or download.
4. Continuing to support digital inclusion through our libraries by providing computers for public use, free of charge, and access to the internet and providing support and training for people with low/no digital skills.
5. Supporting formal and informal lifelong learning through our libraries.
6. Offering cradle to grave opportunities to learn new things and skills through our libraries.

Final draft high-level summary Open Spaces Department Business Plan for 2020/21

31. This report presents, at Appendix 9, the final draft high-level summary Business Plan for 2020/21 for the Open Spaces Department. Appendix 10 shows the detail behind the activity statements contained within the high-level plan.
32. This year's Business Plan continues to be based on delivering the vision for the Department: *We enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.* The Department's activities will deliver the three Departmental objectives and twelve outcomes.
33. The vision, objectives and outcomes were agreed by the Open Spaces and City Gardens Committee on 16 April 2019. They were developed during 2017 and 2018 by a cross divisional Board of officers who consulted widely with colleagues across

all divisions. The activities that will achieve these outcomes (shown in appendix 9 and in detail in appendix 10) were developed in consultation with the Departments Senior Leadership team, business managers and divisional management teams and collates information outlined in divisional annual work programmes and management plans.

34. In 2018 the Department reviewed its activity against the Corporate Plan's twelve outcomes. It identified that the Department was delivering against ten of the twelve Corporate Plan outcomes. The largest area of delivery was within the Corporate Plan Aim 'Shape outstanding environments'. A pie chart showing our activity against the twelve outcomes is shown in the high level business plan – Appendix 9.

35. Our performance within London in Bloom provides a regional benchmark whilst our Institute of Tourist Guiding score at Tower Bridge and Visitor Attraction Quality Assessment Scheme score at Keats House and Tower Bridge provide national benchmarks.

36. Some of the main activities for Keats House, Tower Bridge and Monument over 2020/21 include:

Keats House:

- Delivering access and building maintenance projects at Keats House.
- Implementing Keats House Activities Plan for 2020/21, including delivering the Keats200 bicentenary programme.
- Producing and implementing the Keats House Management Plan, 2020 – 2023.

Tower Bridge and the Monument:

- Implement the second phase of the Walkways content and interpretation development plan
- Develop and tender Tower Bridge's innovative events management arrangements
- Explore the potential for a secure exit facility at the Bridge's South Tower

37. The Business Plan's key activities are those which will have the greatest impact to residents, workers and visitors within the Square Mile e.g. progressing Finsbury Circus reinstatement and providing a Visitor Centre at The Monument (both subject to RASC capital funding approval).

38. Across the Department we have identified 2% ongoing efficiency savings. For example, City Gardens will review the impact of the use technology to improve efficiency and provide intelligent management information and share their learning. We will introduce more 'on line' forms and on-line payment methods, continue to tender contracts and leases. At Hampstead Heath we will be implementing a new waste strategy which will encourage recycling and reduce waste disposal costs.

39. We will be assessing, developing and implementing several new income generating initiatives such as new licencing opportunities e.g. commercial

dogwalkers and fitness instructors; charging for car parking on new sites and addressing payment non-compliance. Both existing and new income generating opportunities will be more efficient and customer friendly but will necessitate the provision of reliable, appropriate, cost effective, cash free payment systems.

40. The Department is a committed partner in the Climate Action Technical Group. In conjunction with Department for Built Environment and Town Clerk's Innovation and Growth division. We will be working to evaluate the current level of carbon sequestration in our Open Spaces. We will also look to identify new land management opportunities which could increase future carbon sequestration potential.

Corporate & Strategic Implications

41. The Department's activity delivers ten of the twelve Corporate Plan outcomes, across all three of the Corporate Plan aims, as shown by the pie chart within the draft final high-level business plan.

Contribute to a flourishing society

1. People are safe and feel safe.
2. People enjoy good health and wellbeing.
3. People have equal opportunities to enrich their lives and reach their full potential.
4. Communities are cohesive and have the facilities they need.

Support a thriving economy

5. Businesses are trusted and socially and environmentally responsible.
6. We have access to the skills and talent we need.

Shape outstanding environments

7. We are digitally and physically well-connected and responsive.
8. We inspire enterprise, excellence, creativity and collaboration.
9. We have clean air, land and water and a thriving and sustainable natural environment.
10. Our spaces are secure, resilient and well-maintained.

Security Implications

42. All events under the Outdoor Arts Programme will require robust Risk Assessment and Method Statements (RAMS) which will be developed in consultation with internal and external security services including the City Police.

Public sector equality duty

43. Should the capital projects be approved for funding it will significantly improve the service and experience provided to our local communities. Where capital funded projects are approved for progress or new policies and strategies developed, we will undertake 'tests of relevance' and where appropriate, Equality Analysis. Our fees and charges are regularly benchmarked with neighbouring / competing facilities, but we will continue to informally assess any negative impact on protected characteristic groups.

Conclusion

44. This report presents the budget estimates and final high-level summary Business Plans for 2020/21 for Members to consider and approve those plans relevant to the work of the Committee.

Appendices

- Appendix 1 – Committee Summary Budget – by risk, Fund and Chief Officer
- Appendix 2 – Analysis by Service Managed
- Appendix 3 – Recharges from/to Culture, Heritage & Libraries
- Appendix 4 – Capital and Supplementary Revenue Project budgets
- Appendix 5 – Original Local Risk 2019/20 budget to Latest Approved 2019/20 Local Risk Budget and Original Local Risk 2019/20 budget to Original Local Risk 2020/21 budget
- Appendix 6 – Staffing Statement
- Appendix 7 – Cyclical Works Programme and City Surveyors Local Risk
- Appendix 8 – Final high-level summary Business Plan 2020/21 Town Clerk's Department
- Appendix 9 – Final high-level summary Business Plan 2020/21 Open Spaces Department
- Appendix 10 - Detail behind the activity statements contained within the high-level plan Open Spaces Department

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CULTURE, HERITAGE AND LIBRARIES COMMITTEE SUMMARY– ALL FUNDS							
Analysis of Service Expenditure	Local or Central Risk	Actual 2018/19 £'000	Original Budget 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000	Movement 2019/20 Original To Original Budget 2020/21 £'000	Para. Ref.
EXPENDITURE							
Employees	L	(10,473)	(10,858)	(10,874)	(10,900)	(42)	5
Employees (Redundancies & PIP funding)	C	(111)	(27)	(30)	-	27	
Premises Related Expenses	L	(1,824)	(1,183)	(1,314)	(1,401)	(218)	6
Premises Related Expenses *	C	(1,587)	(1,138)	(1,137)	(1,143)	(5)	
Cyclical Works Programme	L	(194)	(242)	(899)	(868)	(626)	7
City Surveyor – Repairs & Maintenance	L	(423)	(381)	(499)	(609)	(228)	8
Transport Related Expenses	L	(84)	(77)	(79)	(77)	-	
Supplies & Services	L	(3,612)	(2,847)	(3,285)	(3,062)	(215)	9
Supplies & Services (PIP)	C	(62)	-	-	-	-	
Grants to Museum of London	C	(5,292)	(5,292)	(5,292)	(5,292)	-	
Museum of London REFCUS	C	(9,682)	(29,800)	(15,677)	(32,708)	(2,908)	10
City Outdoor Arts Programme	C	(396)	(378)	(515)	(419)	(41)	11
Capital Charges – City's Cash & BHE	C	(138)	(165)	(164)	(163)	2	
Transfer to Reserves	L	(324)	-	-	-	-	
Transfer to Reserves	C	(73)	-	-	-	-	
Total Expenditure		(34,275)	(52,388)	(39,765)	(56,642)	(4,254)	
INCOME							
Government Grants	C	5	-	-	-	-	
Other Grants, Reimbursements & Contributions	L	828	545	561	422	(123)	12
Keats House drawdown	C	430	300	-	-	(300)	13
Customer, Client Receipts	L	8,984	7,859	8,230	8,353	494	6,9
LMA Rental, City of London & Outdoor Arts income	C	105	94	233	131	37	11
Transfer from Reserves	L	51	-	-	-	-	
Total Income		10,403	8,798	9,024	8,906	108	
TOTAL (EXPENDITURE)/ INCOME BEFORE RECHARGES		(23,872)	(43,590)	(30,741)	(47,736)	(4,146)	
RECHARGES							
Central Support Services and Capital Charges – City Fund		(6,921)	(6,525)	(6,865)	(6,859)	(334)	14
Recharges within Fund		(56)	(25)	(66)	(75)	(50)	15

APPENDIX 1

Recharges Across Funds	364	309	264	258	(51)	16
Total Recharges	(6,613)	(6,241)	(6,667)	(6,676)	(435)	
TOTAL NET EXPENDITURE	(30,485)	(49,831)	(37,408)	(54,412)	(4,581)	

*(Barbican & Shoe Lane Libraries and LMA Rates, Service Charges & rent)

Analysis by Service Managed	Fund	Actual 2018/19 £'000	Original Budget 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000	Movement 2018-19 Orig To Orig Budget 2020/21 £'000	Para Ref.
Assistant Town Clerk & Director of Major Projects							
Guildhall Library	CF	(883)	(871)	(834)	(783)	88	14
City Business Library	CF	(667)	(588)	(678)	(658)	(70)	14
Culture, Heritage & Libraries Directorate^	CF	(2,285)	(1,920)	(2,061)	(2,180)	(260)	14
Museum of London	CF	(5,292)	(5,292)	(5,292)	(5,292)	-	
Museum of London REFCUS	CF	(9,682)	(29,800)	(15,677)	(32,708)	(2,908)	10
Guildhall Art Gallery	CF	(2,805)	(2,899)	(3,342)	(3,232)	(333)	7,14
London Metropolitan Archives	CF	(3,402)	(3,126)	(3,313)	(3,243)	(117)	7,12
City Records Services	CF	(1,132)	(1,102)	(1,120)	(1,118)	(16)	
Visitor & City Information Services	CF	(852)	(886)	(942)	(1,083)	(197)	5,7
City Outdoor Arts Programme	CF	(394)	(376)	(379)	(385)	(9)	
Police Museum	CF	(22)	(22)	(22)	(22)	-	
Roman Remains & Guildhall Complex Land (City Surveyor)	CF	(13)	(23)	(48)	(23)	-	
Heritage Gallery	CC	(25)	(25)	(25)	(25)	-	
Mayoralty & Shrievalty (City Surveyor)	CC	(386)	(128)	(117)	(142)	(14)	
Total Assistant Town Clerk & Director of Major Projects		(27,840)	(47,058)	(33,850)	(50,894)	(3,836)	
Director of Open Spaces							
Keats House	CC	-	-	(569)	(470)	(470)	7,13
Monument	CC	24	84	(9)	75	(9)	
Tower Bridge Tourism	BHE	939	592	658	611	19	6,9,16
Total Director of Open Spaces		963	676	80	216	(460)	
Director of Community & Children's Services							
Barbican & Shoe Lane Libraries	CF	(3,127)	(3,013)	(3,183)	(3,285)	(272)	7
Artizan Street Library & Portsoken Health & Community Centre	CF	(481)	(436)	(455)	(449)	(13)	
Total Director of Community & Children's Services		(3,608)	(3,449)	(3,638)	(3,734)	(285)	
Total City Fund	CF	(31,037)	(50,354)	(37,346)	(54,461)	(4,107)	
Total City's Cash	CC	(387)	(69)	(720)	(562)	(493)	
Total Bridge House Estates	BHE	939	592	658	611	19	
Total		(30,485)	(49,831)	(37,408)	(54,412)	(4,581)	

^ The Culture, Heritage and Libraries Directorate budget include the costs of the Guildhall Library building and therefore include £0.6m and £0.4m of Capital Recharges for 2019/20 and £0.6m and £0.5m for 2020/21 respectively

Recharges from/to Culture, Heritage and Libraries	Actual 2018/19 £'000	Original Budget 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000
Support Service and Capital Charges				
Administrative Buildings	(2,645)	(2,585)	(2,931)	(3,080)
City Surveyor's Employee Recharge	(159)	(148)	(138)	(138)
Insurance	(248)	(256)	(269)	(270)
IS Recharges - Chamberlain	(1,124)	(1,010)	(1,069)	(942)
Capital Charges – City Fund	(1,903)	(1,580)	(1,563)	(1,624)
Support Services -				
Chamberlain and CLPS	(317)	(315)	(360)	(310)
Comptroller and City Solicitor	(26)	(55)	(14)	(11)
Town Clerk	(471)	(549)	(493)	(455)
City Surveyor	(19)	(27)	(28)	(29)
Other	(9)	-	-	-
Total Support Services and Capital Charges	(6,921)	(6,525)	(6,865)	(6,859)
Recharges Within Funds				
Utilities recharge - Barbican Centre	(281)	(233)	(262)	(270)
Open Spaces Directorate Recharge	(15)	(25)	(31)	(32)
Technical Services Recharge	-	(7)	(13)	(13)
Corporate and Democratic Core – Finance Committee	240	240	240	240
Recharges Across Funds				
Support Services – CHL Guildhall Administration and Open Spaces Directorate Recharge	364	309	264	258
TOTAL SUPPORT SERVICE AND CAPITAL CHARGES	(6,613)	(6,241)	(6,667)	(6,676)

Project Bids for 2020/21

Project – The Monument Visitor Centre

Status - To be resubmitted (January's 2020 Resource Allocation Sub-Committee)

Original to Latest Approved Local Risk Budget	£000
Original Local Risk Budget 2019/20	(7,184)
City Fund carry forwards for new library self-service kiosks and software	(66)
All funds contribution pay, budget uplift	(53)
Increase to energy budgets following additional resources agreed at RASC	(69)
City of London Apprenticeship Scheme	16
Net City Fund and BHE budget virements from Community and Children's services (£45,000) relating to children's community work at the lending libraries, additional resources in respect of legal fees (£34,000) partly offset by a rephasing of the drawdown from Finance Contingency of £5,000 and a resource shift to City Surveyor for an increase in Facilities Management costs at Tower Bridge £58,000.	(16)
Increase arising from a rates revaluation at Artizan Street Library	(12)
City Surveyor local risk changes to planned and reactive works and Facilities Management.	(118)
Changes in the phasing over the 3 year cycle of each of the Cyclical Works Programmes.	(657)
Latest Approved Local Risk Budget 2019/20	(8,159)

Original to Original Local Risk Budget	£000
Original Local Risk Budget 2019/20	(7,184)
City Fund one-off increase in budgets from Fundamental Review proposals to generate income and efficiencies in future years (net £24,000 for an additional income generating post and £5,000 for Guildhall Library and City Business Library for new signage)	(29)
Increase to energy budgets following additional resources agreed at RASC	(69)
City of London Apprenticeship Scheme	(2)
Net City Fund and BHE budget virements from additional resources in respect of legal fees (£34,000) partly offset by a rephasing of the drawdown from Finance Contingency of £14,000 and a net decrease in resources at Tower Bridge of £28,000 following a shift to City Surveyor for increased Facilities Management costs partly offset by a 2% pay and price increase.	8
Increase arising from a rates revaluation at Artizan Street Library	(12)
City Surveyor local risk changes to planned and reactive works and Facilities Management.	(228)
Changes in the phasing over the 3 year cycle of each of the Cyclical Works Programmes.	(626)
Original Local Risk Budget 2020/21	(8,142)

Manpower statement	Original Budget 2019/20		Latest Approved Budget 2019/20		Original Budget 2020/21	
	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000	Manpower Full-time equivalent	Estimated cost £000
Guildhall Library	12.40	(582)	13.19	(595)	12.13	(573)
City Business Library	7.00	(336)	7.65	(362)	7.42	(352)
Barbican and Shoe Lane Libraries	38.21	(1,713)	37.25	(1,730)	38.78	(1,719)
Artizan Street Library & Portsoken Health & Community Health Centre	7.00	(276)	6.85	(276)	7.00	(277)
Guildhall Art Gallery	12.10	(637)	11.50	(583)	11.18	(600)
London Metropolitan Archives	51.92	(2,440)	53.91	(2,504)	50.65	(2,373)
City Records Services	21.29	(1,033)	21.40	(1,029)	22.52	(1,050)
Keats House	4.11	(229)	3.85	(229)	4.11	(238)
Visitor Services & City Information Centre	10.56	(554)	11.31	(621)	11.81	(697)
Monument	6.68	(319)	7.27	(328)	6.98	(325)
Tower Bridge Tourism	53.67	(2,739)	50.99	(2,617)	54.59	(2,696)
TOTAL CULTURE, HERITAGE AND LIBRARIES	224.94	(10,858)	225.17	(10,874)	227.17	(10,900)

CYCLICAL WORKS PROGRAMME	Original 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000
Barbican and Shoe Lane Libraries	-	(4)	(240)
Guildhall Art Gallery	(158)	(406)	(208)
London Metropolitan Archives	(30)	(120)	(180)
Visitor Services & City Information Centre	(35)	-	(152)
Keats House	-	(243)	(39)
Monument	(9)	(101)	(24)
Roman Bath House	-	(25)	-
Mayoralty and Shrievalty	(10)	-	(25)
Total Cyclical Works Programme	(242)	(899)	(868)

CITY SURVEYOR LOCAL RISK	Original 2019/20 £'000	Latest Approved Budget 2019/20 £'000	Original Budget 2020/21 £'000
Planned & Reactive Works (Breakdown & Servicing)			
Barbican and Shoe Lane Libraries	(5)	(7)	(7)
Guildhall Art Gallery	-	(27)	(15)
London Metropolitan Archives	(64)	(84)	(90)
Keats House	(22)	(37)	(151)
Visitor Services & City Information Centre	(5)	(6)	(14)
Monument	(13)	(8)	(10)
Cleaning	(272)	(330)	(322)
Total City Surveyor	(381)	(499)	(609)