

2011-2012 Progress against Port Health & Public Protection Key Objectives

Public Protection		
Ref:	Objective	Progress to date
1	To ensure that each team has a specific service delivery plan in relation to the London Olympics by 31 March 2012. SD	<p>April – June 2011 Key risk assessments have been carried out, resource implications being assessed.</p> <p>July – September 2011 Key risk assessments now up-dated in the light of emerging Olympic issues. Reps attending all relevant forums on behalf of PH&PP.</p> <p>October – December 2011 Key risk assessments being up-dated “live” in the light of emerging Olympic issues. Reps continuing to attend all relevant forums on behalf of PH&PP Business planning process for 2012-2013 now started and to include Olympic-related activities.</p> <p>January – March 2012</p> <ul style="list-style-type: none"> • Key risk assessments being up-dated ‘live’ in the light of emerging Olympic issues. • Representatives continuing to attend all relevant forums on behalf of PH&PP. • Business planning process for 2012-2013 now completed and includes Olympic-related activities. • Olympic-related objectives in team managers’ and field officers’ appraisals for 2012-2013. • Activity timetables for the run-up to and the Games periods being developed by all teams.
2	To comply with new legislation by implementing any changes necessary to service policies and procedures by 31 March 2012. SD	<p>April – June 2011 Animal By-product and Poultry Meat Marketing Regulations implemented at Meat inspectors’ Office. No further legislation yet on the statute books.</p>

		<p>July – September 2011 Police Reform & Social Responsibility Act 2011 received Royal Assent 15 September 2011, but no commencement date.</p>
		<p>October – December 2011 Reporting of Injuries, Deaths & Dangerous Occurrences Regulations have been amended. Olympic Advertising & Street Trading Regulations have been published.</p>
		<p>January – March 2012 Reporting of Injuries, Deaths & Dangerous Occurrences Regulations have now commenced.</p>
<p>3</p>	<p>To complete the Memorandum of Understanding (MoU) with the City of London Police by agreeing and implementing all joint operational level procedures by 30 September 2011. SD</p>	<p>April – June 2011 The top level MoU has been approved by three Committees, but due to the delay in the Police finalising the document, the further procedures have slipped a quarter to 31 December 2011.</p>
		<p>July – September 2011 Final signing took place on 2 September 2011. Work has commenced on individual processes and procedures as they related to specific teams.</p>
		<p>October – December 2011 Work has commenced on individual processes and procedures as they related to specific teams. These processes and procedures are due to be finalised by 31 March 2012.</p>
		<p>January – March 2012 Work completed on 5 out of 12 individual processes and procedures as they relate to specific teams.</p>

Port Health and Animal Health		
Ref:	Objective	Progress to date
4	To trial and procure a suitable Port Health Information Management System to enhance the effectiveness and efficiency of the Service by August 2011. SD	April – June 2011 PHILIS, the Port Health Information Management System, has now been purchased and is being installed at the Port offices, it is on target to go live by Autumn 2011.
		July – September 2011 PHILIS is to be installed and trialled at Thamesport by 1 Nov 2011, and then at Tilbury by 31 Dec 2011.
		October – December 2011 PHILIS was installed at Thamesport and Tilbury during December 2011 and is now in use at both Port offices. Once users are more familiar with the system an assessment of the efficiency will be made.
		January – March 2012 <ul style="list-style-type: none"> • The system has been installed and staff are still familiarising themselves with it. There have been connection speed problems that are currently under investigation by IS. • Once connection speed has improved an assessment of the efficiency of data handling will be made. • Work is in progress to develop the finance interface.
5	To develop an Olympics Action Plan covering required Port Health services using an 8 cruise ship scenario by September 2011. SD	April – June 2011 Awaiting final confirmation of cruise numbers during the Olympic Period, projected berths and size. A plan of inspection will be completed once the final details are known.
		July – September 2011 Underway.
		October – December 2011 Meetings held to plan and decide actions required prior to the Games. Potable water supply provision and sampling is a priority.

		<p>January – March 2012</p> <ul style="list-style-type: none"> • Confirmation has been received that only two cruise ships will be present throughout the Games period. • A programme for the sampling of potable water supplies is in place and due for completion in advance of the games to allow time for remedial work should problems be identified.
6	To make recommendations on the installation of a water collection and recycling system using roof run-off at Heathrow Animal Reception Centre and implement after purchase negotiations are complete by 31 March 2012. Su	<p>April – June 2011 The purchase of ARC completed in June 2011, and quotes and technical specs are being collated to ascertain the costs of grey water collection.</p> <p>July – September 2011 Completed.</p> <p>October – December 2011 Completed.</p> <p>January – March 2012 Completed.</p>

Key:

SD – Service Delivery

Su – Sustainability

DP – Developing People

Q4 Progress against City of London Cemetery and Crematorium Key Objectives 2011-2012

Cemetery and Crematorium		
Ref:	Objective	Progress to date
1	To secure Committee agreement to a medium term plan for provision of the full range of burial options at the Cemetery by 31 March 2012. SD	<p>April – June 2011 A plan is being developed and burial space has been highlighted to meet projected needs for the medium term and a report will be drafted for January 2012.</p> <p>July – September 2011 A plan to ensure that the City can continue to provide affordable and popular burial provision for the medium term (next 10 years) has been formulated and agreed by the Cemetery's Heritage Advisory Panel and a report will be presented to the March PHES Committee for approval.</p> <p>October – December 2011 Report submitted to PHES March Committee for approval.</p> <p>January – March 2012 Ten years of Burial Space have now been highlighted and work will soon commence, in consultation with the City Surveyor, regarding options to identify further burial space. This work will comply with Corporate Project Procedure.</p>
2	To implement the review of the Bereavement Services section to achieve the optimum staffing level and full utilisation of the EPILOG and CBIS systems including online booking of funerals by 31 March 2012. SD	<p>April – June 2011 The Bereavement services section of the cemetery continues to be the focus of modernisation with the implementation of EPILOG and improvements to the way that we use CBIS in relation to the cemetery's income. Due to the need to bring the EPILOG system back into the COL mainframe and the current web development programme it is possible that on-line bookings will not be available by March 2012, but all bookings will be made using the EPILOG system and all manual diaries will be deleted.</p>

		<p>July – September 2011 The modernisation of the Bereavement Services section of the service continues, the manual diaries have been deleted and one post has been highlighted for deletion. On-line funeral bookings are not yet possible but this project is still being implemented with a target date of September 2012.</p> <p>October – December 2011 The development of the Gower Epilog system continues but Funeral Directors on-line and interface with the City's CBIS system is unlikely to be in place until later in 2012.</p> <p>January – March 2012 Development of the Gower Epilog system continues with the memorial gardens section (probably the largest and most complicated section) going live in May 2012. The Funeral Directors' on-line section is scheduled for September to December 2012, and the CBIS interface for January to March 2013.</p>
3	To produce a revised Grounds Maintenance plan for a reduced workforce for implementation by 1 April 2012. SD	<p>April – June 2011 The Superintendent will be working on this with the Director of Open Spaces with the aim of producing a plan by the end of the financial year.</p> <p>July – September 2011 Budget savings in other areas and an increase in income will mean that only one Grounds Maintenance Operative Post will be deleted. Projects to reduce maintenance such as mulching memorial garden beds and shrubberies has commenced with the aim of improving standards in the light of recent staff reductions.</p> <p>October – December 2011 Work continues to ease the maintenance regimes within the cemetery and no further staff reductions are required at the present time.</p>

		<p>January – March 2012 A further review of working practices is planned for the year 2012-13 as a further £25k efficiency saving is required from the service.</p>
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