

Committee:	Date:
Markets Committee	9 May 2018
Subject: Markets Business Plan Update Period 3 2017/18 (December – March)	Public
Report of: Director of Markets and Consumer Protection	For Information
Report author: Don Perry - Department of Markets and Consumer Protection	

Summary

This report provides an update on progress for Period 3 (December-March) of 2017-18 against key performance indicators (KPIs) and objectives outlined in the Markets' Business Plan.

The report consists of:

- Performance against the key performance indicators (KPIs) and progress report on the business plan – Appendix A
- Matters of general interest to the Committee – Appendix B
- Financial information – Appendix C
- Sickness statistics – Appendix D

Key points from the report are that:

General

- The final comprehensive strategic review of the three wholesale markets report was presented to the January Markets Committee and was approved. Implementation planning is now underway.

Billingsgate Market

- A garage building, funded by a 75% fishing industry grant, has been erected for the use of the maintenance team to store equipment.
- The car park income for 2017/18 is on target to be achieved at £435k. A decision not to increase parking charges for next year (2018/19) has been approved.
- The LFMA have not made a final decision regarding the Additional Facilities project and have concerns about going ahead with the project. Small scale improvement projects would be the preferred option.

Smithfield Market

- The SMTA provided a response to the proposed amendments to the Working Manual at the end of January. Additional discussions have taken place and the intended final version of the manual was sent to the SMTA for final comment on the 25th April.

- The risk associated with HGV Banksmen duties was reduced from Red to Amber at the end of February 2018 after all recommendations from an external audit were met.
- The automatic number plate recognition (ANPR) initiative is in the budget for 2018/19 and should be installed by September 2018.

New Spitalfields Market

- The tender and evaluation exercise has been completed for the entry barrier system and the Superintendent is seeking clarifications on 10 points before a decision to appoint a supplier is made.
- The Superintendent is following up with City Procurement at the possibility of adopting either a 'framework call off' or a 'direct call off' with one supplier for the design and instalment of a new CCTV system.
- A feasibility study into purchasing a biomass boiler is being carried out by the City Surveyor's Department.

Finance

- At the end of February 2018, the Department of Markets & Consumer Protection was £414k (50.36%) underspent against the local risk budget to date of £822k, over all the services now managed by the Director of Markets & Consumer Protection and covered by the Markets Committee. Appendix C sets out the detailed position for the individual services covered by this department.
- Overall the Director of Markets & Consumer Protection is currently forecasting a year end underspend position of £107k (7.31%) for the Markets' City Fund and City Cash services.

Recommendation(s)

Members are asked to note the content of this report and its appendices.

Main Report

Background

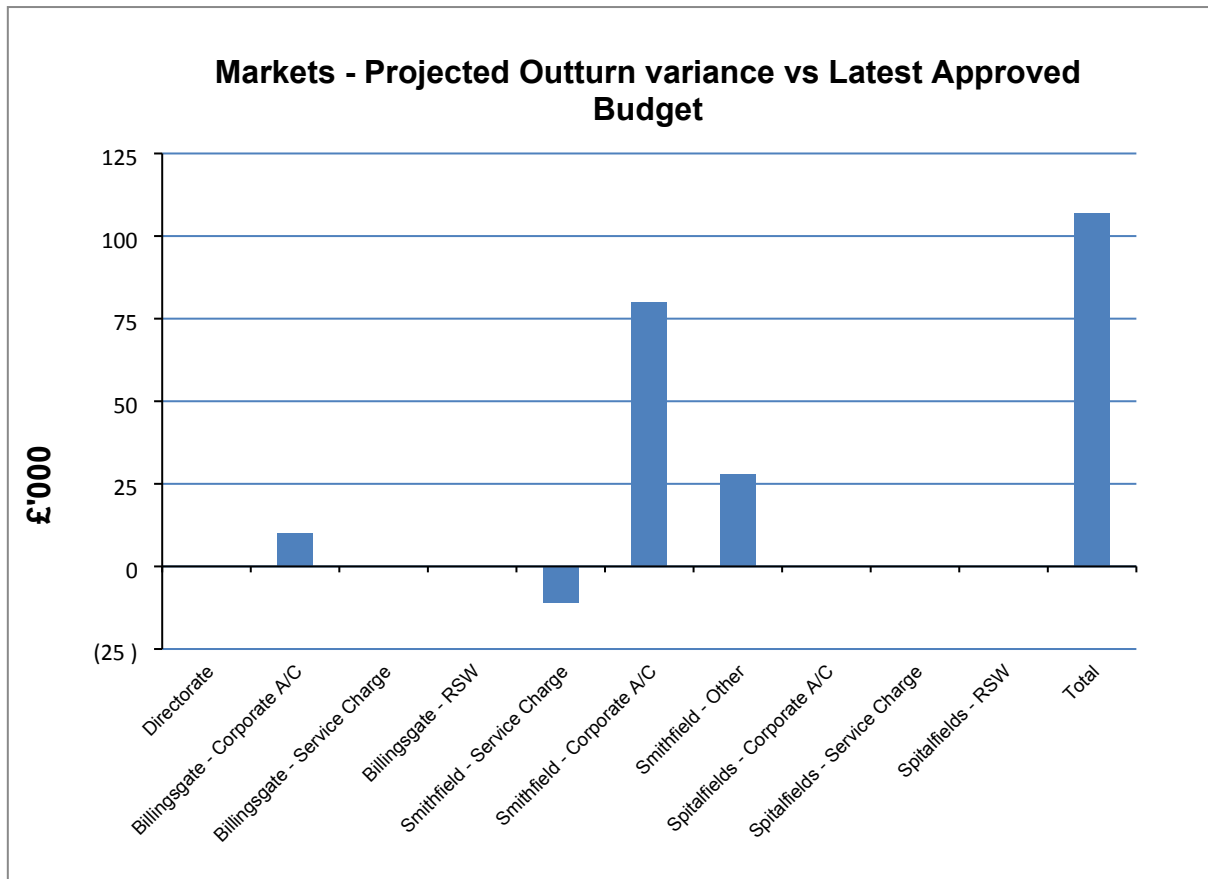
1. The 2017-18 Markets Business Plan sets out five Key Performance Indicators (KPIs) and 23 Key Improvement Objectives against which the Markets' performance will be measured throughout the year.
2. The KPIs and objectives are updated in Appendix A.

Current Position

3. To ensure that your Committee is kept informed of progress against the current business plan, progress against KPIs (Appendix A) and matters of general interest (Appendix B), a financial summary (Appendix C) is reported on a periodic (four-monthly) basis, along with sickness statistics (Appendix D).
4. This approach allows Members to ask questions and have a timely input on areas of particular importance to them. Members are also encouraged to ask the Director for information throughout the year.
5. Periodic progress is also discussed by Senior Management Groups (SMG) to ensure any issues are resolved at an early stage.

Financial and Risk Implications

6. The end of February 2018 monitoring position for Department of Markets & Consumer Protection services covered by the Markets Committee is provided at Appendix C. This reveals a net underspend to date for the Markets of £414k (50.36%) against the overall local risk budget to date of £822k for 2017/18.
7. The better than budget position at the end of February 2018 relates mainly to salary underspends at New Spitalfields Market relating to staffing vacancies and additional income generated for wayleaves, tolls, declared waste removal and overtrading notices. These underspends to date will be offset at year end by a reduced service charge to the tenants to balance the service charge account to zero.
8. Overall the Director of Markets & Consumer Protection is currently forecasting a year end underspend position of £107k (7.31%) for the Markets' City Fund and City Cash services under his control.



1. Zero is the baseline latest approved budget for each Division of Service.
2. Graph shows projected outturn position against the latest approved budget.
3. A variance above the baseline is favourable i.e. either additional income or reduced expenditure.
4. A variance below the baseline is unfavourable i.e. additional expenditure or reduced income.
5. Overall the Department is forecasting an underspend of £107k at year end.

9. The reasons for the significant budget variations are detailed in Appendix C, 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.
10. The Director of Markets & Consumer Protection anticipates this current better than budget position will continue to year end. The final year end position will be reported by the Chamberlain as part of the outturn report to the July Markets Committee.

Consultees

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

Appendices

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 – Financial Information

Appendix D – Sickness Graph

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