

Committees: Policy and Resources Establishment Committee	Dates: 16 July 2015 16 July 2015
Subject: Business Plan Progress Report (1 April to 30 June 2015) Town Clerk's Office (Policy and Democratic Services)	
Report of: Town Clerk	Public For Information
<p style="text-align: center;"><u>Executive Summary</u></p> <ul style="list-style-type: none"> • This report provides an activity update as at 6 July 2015 on progress towards achieving the objectives set out in the Town Clerk's Business Plan. • Objectives due for delivery within this reporting period such as the work associated with the 2015 Parliamentary Election have been completed. • Major pieces of work scheduled for the rest of the year such as the continuing program of work associated with the Service Based Reviews and the Investors in People Refresh are proceeding according to plan. • Performance within the division is at or above the performance level standards set within the Business Plan. • A financial monitoring statement that covers the period 1 April 2015 to 30 June 2015 can be found at paragraph 10. It is expected that the Division will remain within its local risk resources in this financial year. <p>Recommendation</p> <p>That Members note the content of this report.</p>	

Main Report

Introduction

1. The Town Clerk's Office lies at the centre of the City Corporation's strategic management processes, helping to shape the development of corporate policy and strategy. It provides corporate leadership and co-ordination at officer level. The Town Clerk's Office is also responsible for promoting high standards of corporate governance and providing support to Members and Committees. The section consists of Committee and Member Services, Corporate Policy and Performance, Corporate HR, Resilience and Community Safety, and a Business Support Unit.

Key Developments

2. Satisfactory progress has been made towards achieving the actions detailed in the plan. Some of the highlights are listed below.

Leadership, Policy and Strategy

3. **Reconfiguration of the Town Clerk's department** - In light of the Director of Public Relations retirement, a proposal was agreed at the June 2015 Establishment Committee that a number of changes be made to line management arrangements, job titles and structures within the Town Clerk's Department. The consultation process with the affected staff is currently in progress; the changes will be introduced on a phased basis and are due to be completed by 1 November 2015.
4. This reconfiguration will allow for synergies with the parallel business support review of Town Clerk's Department under the auspices of the SBR process and the on-going reconfiguration of the policy and community safety / resilience teams
5. **Service Based Reviews** - All of the proposals put forward as part of the Service Based Review programme have now been through the relevant service Committees. Chief Officers are now making detailed plans and taking actions to deliver the savings within the set time frame. An update report was presented to the Policy and Resources Committee in April. The savings proposed within the Town Clerk's Department are phased over a 3 year period, delivering a total of £929k by April 2017.
6. **The Cultural Hub** - The new post of Cultural Hub Property Director has been filled. Work will now begin to coordinate a complex corporate programme of projects, set to be delivered over the next 5-10 years. The Property Director will coordinate the work of individual project managers and promote collaboration between internal and external partners and stakeholders.
7. **The Prevent Strategy** - A 'Prevent Strategy' has been developed to fulfil our statutory duties under the Counter Terrorism Act 2015. The strategy is intended to combat radicalisation at an early stage in order to stop people becoming involved in terrorism. The strategy was approved by the Policy and Resources Committee in June 2015, and will be presented to the Court of Common Council in July. A detailed action plan will now be developed to deliver the strategy.

Corporate Governance and Democracy

8. **General Election** - The UK Parliamentary General Election was run successfully. Electoral Services worked closely with colleagues at Westminster City Council in the planning and delivery of the election. This was also the first election at which electors had to register under the new Individual Electoral Registration system, which presented some challenges but which worked well.
9. **Report Writing** - The project to improve the quality of report writing across the organisation is underway, the first steps, which included a series of insight lunches and workshops for report authors, were completed in April and May. Further guidance and advice is planned to be issued over the coming months. It is hoped that these practical training sessions and fresh guidance will deliver well written, clear and concise Committee reports.
10. **Outside Bodies Review** - Work has been undertaken to identify the current position regarding Memberships of outside bodies as a preparatory step in the review. An Outside Bodies working party has been established and the first meeting was held on 26 June. The review is scheduled for completion by the end of the year.

Organisational and Departmental Development

11. **Investors in People Refresh** - The next stage of the IIP assessment will start on 16 September this year. All departments are working on their Business Improvement Plans and evidence from departments is being lodged and collated. A gap analysis has been undertaken on the current evidence and IIP Champions met in June to discuss what evidence they had and whether this would be appropriate for the assessors.
12. **Workforce Strategy** The Workforce Planning Steering Group has been established and departments are setting up departmental groups. The group has reported to Summit Group and made recommendations on the job evaluation process, mandatory training and organisational evaluation of learning. By the end of June departmental groups should have reported on workforce plans and on specific data in relation to the market comparisons of salary and terms and conditions
13. **Equalities and Inclusion Action Plan (EIAP)** - Work to deliver the EIAP is progressing to plan. The Equalities and Inclusion Staff Networks for Women, Carers, Disability and LGBT having been launched and the Black, Asian and Minority Ethnic; Faith and Spiritual and Wellbeing networks will have their launches during July. The work of the Networks has been supported by the establishment of Chief Officer sponsors for each of the Networks. The Establishment Committee remit has been expanded to include an overview of service delivery and employment equalities and inclusion responsibilities. The 2014 summary of all corporate and departmental equalities related service delivery activities and actions and employment statistics has been published on the City's internet site to comply with the Public Service Equality Duty. The Annual Equalities and Inclusion Employment Monitoring report for 2014/15 has been reported to the Establishment Committee.

Resilience

14. **Exercise Allovus** - On 11 June a multi-agency exercise was conducted, which was designed to test the preparations and plans in place to deal with an emergency incident. The exercise involved the Resilience Team, Emergency Planning and Business Continuity Lead officers from across the City of London Corporation, as well as officers from the emergency services. The conclusions drawn from this exercise and recommended further actions will be reported to the Summit Group.
15. **Anti-Austerity March** - The Emergency Control Centre was set up and fully resourced by the Resilience Unit on Saturday 20 June in response to the risks posed to the City by the march organised by the People's Assembly Against Austerity. The march began at the Bank of England before moving to Parliament; there were no serious incidents.

Other Issues

16. **Performance Monitoring** - The Town Clerk's Office has performed at or above the various performance level standards that were identified within the Business Plan.
17. **Business Risk** - The assessment of business risk is integrated into the business planning process, the 3 major risks that the Town Clerk is responsible for under this business plan have been reassessed as part of this update process. There is

currently no change in the scoring of these risks. The risk register is attached at appendix A.

18. **Resources** - A summary of Policy and Democratic Services' budgetary position, for the quarter ended 30 June, is provided below. It is expected that the division will remain within its local risk resources in this financial year.

Town Clerk's Office - (Policy and Democratic Services)

Local risk budgetary statement for the period ended 30 June 2015

Section	Latest 2015/16 £000	Budget for Year to Date £000	Actual £000	Variance YTD Ad/(Fav) £000
Town Clerk's Office (Committee & Corporate HR)	6,548	1,927	1,930	3
Resilience and Community Safety	612	108	115	7
Total	7,160	2,035	2,045	10

Appendices

- Appendix 1 – Town Clerk's Office – Summary Risk Register

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