

TOWN CLERK - SERVICE OVERVIEW

The Town Clerk's Department provides a wide range of services and activities reporting to a number of spending committees including Economic Development Office and Public Relations Office which report to the Policy and Resources Committee and the City Bridge Trust which reports to the City Bridge Trust Committee. The following divisions are included within this committee's estimates:

Town Clerk's Office

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, the Contact Centre.

The Town Clerk is responsible for servicing the Court of Common Council, the Court of Aldermen, and all the committees, sub-committees and working parties which have been created. The Town Clerk is also responsible for Democratic Services.

The core activity of the committee staff is to prepare and collate agendas, produce reports for the Town Clerk, ensure that meetings are conducted smoothly, produce minutes and monitor the implementation of the decisions reached.

Corporate HR Division

The Corporate HR Unit of the Town Clerk's Department provides services to other departments in the following areas: HR Policy Development, Pay & Reward, Employee Relations, Equalities, Learning & Development, Health & Safety, Occupational Health, Trent (computerised HR/Payroll system) and Performance Monitoring. There are two business units providing operational HR support for the organisation.

TOWN CLERK Analysis of Service Expenditure	Local or Central Risk	Actual 2015-16 £'000	Latest Approved Budget 2016-17 £'000	Original Budget 2017-18 £'000	Movement 2016-17 to 2017-18 £'000	Paragraph Reference
EXPENDITURE						
Employees	L	6,610	6,478	6,359	(119)	12
Employees (see note i)	C	232	181	21	(160)	12
Premises Related Expenses	L	7	0	0	0	
Transport Related Expenses	L	7	3	3	0	
Supplies & Services (see note ii)	L	1,311	981	631	(350)	13
Supplies & Services (mainly Transformation Fund)	C	42	831	40	(791)	14
Private Contractors (mainly dental service - see note iii)	L	47	51	51	0	
Childcare vouchers	C	49	40	45	5	
Committee Contingency	C	0	16	16	0	
Total Expenditure		8,305	8,581	7,166	(1,415)	
INCOME						
Charges for specific services (see note iii)	L	(1,245)	(712)	(746)	(34)	
Charges for specific services (printing & stationery income)	C	(45)	0	0	0	
Total Income		(1,290)	(712)	(746)	(34)	
TOTAL EXPENDITURE BEFORE SUPPORT SERVICES		7,015	7,869	6,420	(1,449)	
SUPPORT SERVICES CHARGED TO THIS COMMITTEE (see note iv)		1,188	1,216	1,332	116	15
SUPPORT SERVICES CHARGED BY THIS COMMITTEE (see note v)		(149)	(971)	(170)	801	16
TOTAL NET EXPENDITURE RECHARGED AS SUPPORT SERVICES		8,054	8,114	7,582	(532)	
BY DEPARTMENT:						
Town Clerk		8,054	8,114	7,582	(532)	
		8,054	8,114	7,582	(532)	

Notes - Examples of types of service expenditure:-

- (i) Employees (central risk) – includes Chief Officers recruitment advertising, long service mementoes
- (ii) Supplies and Services – Equipment, furniture, materials, uniforms, printing, stationery, professional fees, grants & subscriptions.
- (iii) Charges for specific services – corporate recruitment, HR services to London Councils, dental charges recovered from employees
- (iv) Support services reflect the share of the Guildhall complex costs and IS charges.
- (v) Transformation Fund expenditure reallocated across all funds