

COMPTROLLER AND CITY SOLICITOR - SERVICE OVERVIEW

The Comptroller & City Solicitor is responsible for providing all legal services required by the City. This includes providing legal advice to Committees, Departments of the City, to the Commissioner of Police for the City, and to other organisations for whom the Comptroller & City Solicitor is required to act as legal adviser (e.g. the Museum of London). The office deals with important high profile matters such as several major City property developments schemes, service delivery initiatives, issues relating to the City's Markets and Open Spaces, advice on elections, constitutional, public and corporate law, planning and highways, and matters affecting the public realm and well-being of those who live and work in the City.

The Comptroller also advises London Councils and the three Academy Trust companies and is a member of the City's Summit Group. He is also lead officer for the Sickness Absence Review Group and Project Board Chairman for the Corporate AM and FM Review and Alternative Ways of Working Projects and Senior Information Risk Owner (SIRO) for the Corporation.

The legal department is divided into four divisions, namely:-

Contracts and Litigation Division

This division deals with all aspects of contract preparation including, data sharing, funding (e.g. Police National Lead Force) international theatre and art exhibitions, intellectual property including disputes, licensing and publishing; complex procurement including the new collaborative procurement and framework agreements; civil litigation including debt collection, squatters housing repossessions and homelessness, insolvencies and winding up actions; employment law , discrimination and TUPE; local authority prosecutions and licensing, Judicial Reviews, inquests, Proceeds of Crime Act recovery and child care actions.

Property Division

This division deals with all aspects of property work, including high profile commercial developments, the grant and taking of leases, sales and purchases, property management matters, housing issues, residential conveyancing, open spaces, and other legal matters concerning property. Their work particularly helps the City to maximise capital receipts and income from property assets which is very important particularly at this time.

Public & Corporate Law Division

The Public & Corporate Law Division deals with planning, traffic and highways law; open spaces matters; charity and trusts associated with the City; advising on corporate law and providing company secretarial support in respect of companies associated with the City or external clients; privacy and information law; public law and constitutional issues for both the City and London Councils; ecclesiastical law, electoral law, education matters (both as local authority and as academy sponsor in respect of the three Academy Trust companies); advice on economic development issues and joint working arrangements with other local authorities and bodies.

Office Services Division

This division provides comprehensive support to the CCS service on HR related matters, budget management and finance, commercial rent collection, IT development, procurement, information management, risk management, quality assurance and secretarial services.

COMPTRROLLER & CITY SOLICITOR 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	3,542	3,637	3,567	(70)	12
Transport Related Expenses	L	1	2	2	0	
Supplies & Services (see note ii)	L	195	377	244	(133)	13
Total Expenditure		3,738	4,016	3,813	(203)	
INCOME						
Charges for specific services (commercial property fee income)	L	(800)	(832)	(832)	0	
Charges for specific services (commercial property fee income)	C	(500)	(200)	(200)	0	
Total Income		(1,300)	(1,032)	(1,032)	0	
TOTAL EXPENDITURE BEFORE SUPPORT SERVICES		2,438	2,984	2,781	(203)	
SUPPORT SERVICES CHARGED TO THIS COMMITTEE (see note iv)		443	444	488	44	15
TOTAL NET EXPENDITURE RECHARGED AS SUPPORT SERVICES		2,881	3,428	3,269	(159)	
BY DEPARTMENT:						
Comptroller and City Solicitor		2,881	3,428	3,269	(159)	
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Notes - Examples of types of service expenditure:-

(ii) Supplies and Services – Equipment, furniture, materials, uniforms, printing, stationery, professional fees, grants & subscriptions.

(iv) Support services reflect the share of the Guildhall complex costs and IS charges.