

COMPTROLLER AND CITY SOLICITOR - SERVICE OVERVIEW

The Comptroller and 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. As the nominated Data Protection Officer for the City the Comptroller holds management responsibility for Data Protection.

The legal department is divided into four divisions:

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 a key strategic objective.

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 Comptroller and City Solicitor service on HR related matters, budget management and finance, commercial rent collection, IT development, procurement, information management, risk management, quality assurance and secretarial services. The Fol and DP Compliance team joined C&CS in 2017, under the direction of the

Comptroller provides guidance, advice and monitoring on data protection issues and are coordinating General Data Protection Regulation compliance across the City.

TABLE 1		Local or Central Risk	Actual Budget 2016-17 £'000	Latest Approved Budget 2017-18 £'000	Original Budget 2018-19 £'000	Movement 2017-18 to 2018-19 £'000	Paragraph Reference
COMPTROLLER & CITY SOLICITOR							
Analysis of Service Expenditure							
LOCAL RISK - EXPENDITURE							
Employees	L	3,666	4,038	4,115	77		13
Transport Related Expenses	L	1	1	1	0		
Supplies & Services (see note ii)	L	253	299	178	(121)		14
TOTAL LOCAL RISK - EXPENDITURE		3,920	4,338	4,294	(44)		
LOCAL RISK - INCOME							
Charges for specific services (commercial property fee income)	L	(832)	(850)	(862)	(12)		
TOTAL LOCAL RISK - INCOME		(832)	(850)	(862)	(12)		
NET LOCAL RISK		3,088	3,488	3,432	(56)		
CENTRAL RISK - EXPENDITURE							
Supplies & Services (see note ii)	C	29	0	0	0		
TOTAL CENTRAL RISK - EXPENDITURE		29	0	0	0		
CENTRAL RISK - INCOME							
Charges for specific services (commercial property fee income)	C	(130)	(200)	(200)	0		
TOTAL CENTRAL RISK - INCOME		(130)	(200)	(200)	0		
NET CENTRAL RISK		(101)	(200)	(200)	0		
TOTAL EXPENDITURE BEFORE SUPPORT SERVICES							
		2,987	3,288	3,232	(56)		
SUPPORT SERVICES (see note iv)							
		486	533	561	28		
TOTAL NET EXPENDITURE RECHARGED AS SUPPORT SERVICES		3,473	3,821	3,793	(28)		
BY DEPARTMENT:							
Comptroller and City Solicitor		3,473	3,821	3,793	(28)		
		3,473	3,821	3,793	(28)		

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.