



Corporate Services Committee

Date: WEDNESDAY, 19 APRIL 2023
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 1 March 2023.

8. **REPORT OF ACTION TAKEN**

(Pages 9 - 14)

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 1 March 2023.

Item received too late for circulation in conjunction with the Agenda.

Ian Thomas
Town Clerk and Chief Executive

This page is intentionally left blank

CORPORATE SERVICES COMMITTEE
Wednesday, 1 March 2023

Minutes of the meeting of the Corporate Services Committee held at Guildhall on
Wednesday, 1 March 2023 at 11.00 am

Present

Members:

Deputy Alastair Moss (Chair)
Deputy Randall Anderson
Alderman Sir Charles Bowman
Deputy Henry Colthurst
Steve Goodman OBE
Alderwoman Susan Langley
Gregory Lawrence
Catherine McGuinness
Timothy James McNally
Ruby Sayed

Officers:

Ian Thomas	- Town Clerk and Chief Executive
Gemma Stokley	- Town Clerk's Dept
Matthew Stickley	- Town Clerk's Dept
Emma Moore	- Chief Operating Officer
Jacqueline Cover	- Chief Operating Officer's Dept
Colette Hawkins	- Chief Operating Officer's Dept
Marcelle Moncrieffe	- Chief Operating Officer's Dept
Deborah Cluett	- Comptroller & City Solicitor's Dept
Nick Senior	- Comptroller & City Solicitor's Dept
Kiki Hausdorff	- Remembrancer's Dept

1. APOLOGIES

Apologies for absence were received from Deputy Florence Keelson-Anfu, Deputy Keith Bottomley, Deputy Christopher Hayward, Deputy Edward Lord, and James Tumbridge.

Apologies for lateness were received from Catherine McGuinness.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations of interest.

3. MINUTES

RESOLVED – to agree the public minutes of the meeting held on 17 January 2023.

4. **COMMITTEE'S FORWARD PLAN**

The committee received a joint report of the Town Clerk and Chief Executive and the Chief People Officer concerning the committee's Forward Plan.

In response to questions, officers confirmed that social mobility data was already captured in the Corporation's standard suite of demographic data collection points but that there was a low completion rate on this data point of approximately 5% among staff, noting that this was a newly introduced data point.

It was confirmed that progress in encouraging staff to complete such declarations would be reported back to the committee through updates regarding equality, diversity, and inclusion.

5. **DRAFT HIGH-LEVEL BUSINESS PLAN 2023/2024 OF THE COMPTROLLER & CITY SOLICITORS DEPARTMENT**

The committee considered a report of the Comptroller & City Solicitor.

The committee discussed the key performance indicators for the department, recognising that the unique nature of the Corporation meant that it would be difficult to benchmark the department's performance against that of either a wholly private or wholly public organisation. Officers confirmed that performance standards for response times by the department were in place and that future reports would highlight these more clearly.

how it defined its customers, and what offer was made for solicitor apprenticeships by the department. In response to questions, officers confirmed that the department had engaged with pay and reward reviews.

The committee recognised pressures on the department but noted the importance of senior officers in the organisation modelling a healthy work-life balance.

RESOLVED – that the committee

- Note the factors taken into consideration in compiling the C&CS Department Business Plan.
- Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan 2023/24.

6. **2023 ANNUAL PAY NEGOTIATIONS**

Members considered a report of the Chief People Officer.

The committee noted that pay negotiations were undertaken within the budget envelope which would be agreed by the Court of Common Council.

The committee noted that associated work being undertaken by the consulting firm, Korn Ferry, would be reported back to the April 2023 meeting of the committee.

RESOLVED – that the committee

- Delegate to the Employer Side Members of the Employee Joint Consultative Committee, the authority to negotiate and agree with the trade unions, the annual pay award due on 1 July 2023.
- Delegate to the Employer Side Members of the Senior Management Joint Consultative Committee, the authority to consult and determine the annual pay award due on 1 July 2023.
- Note that the parameters for any pay settlement that can be agreed by this committee are that it must be affordable and not exceed the overall financial envelope for pay which has been set by the Court of Common Council for the financial year 2023/24.
- Note that the committee will receive regular reports on the progress of negotiations and consultation.

7. TARGET OPERATING MODEL (TOM) INTERIM UPDATE

The committee received a report of the Chief Strategy Officer.

The committee discussed the interplay between structural change and cultural change in an organisation and questioned what the vision of this programme of work was and how it could be realised.

In response to questions, officers advised that senior officers would undertake further engagement and that this was particularly relevant following the recent appointment of a new Town Clerk and Chief Executive. The committee discussed the collective approach between Members and Officers in evaluating and implementing those improvements identified by the Target Operating Model.

The committee discussed the need to communicate clearly with both current staff regarding prospective organisational changes and with possible job candidates regarding the history and responsibilities of the City of London Corporation.

RESOLVED – that the committee

- Note that the TOM programme has not yet finished and is anticipated to complete by the end of 2023.
- Note that some permanent finance savings have been made, and that the 12% savings (6% for DCCS) and TOM savings are still completing in some parts of the organisation.
- Note what the TOM programme has achieved to date, what has been delivered and where gaps remain.
- Note any lessons learnt from the process of implementing the TOM.
- Note this is an interim report: a final report will follow later in 2023.

8. REGISTER OF INTEREST FOR SENIOR MANAGEMENT GROUP

The committee received a report of the Chief People Officer.

The committee requested that future registers be shared with the committee in

a clearer format and that the guidance provided to senior officers in completing their returns be shared with the committee.

RESOLVED – that the committee note the report and approve where new work (paid and/or unpaid) is declared.

9. **STRIKES (MINIMUM SERVICE LEVELS) BILL**

The committee receive a report of the City Remembrancer.

The committee discussed concerns around the perceived need for strike action, particularly across public services, and noted that, if enacted, the Bill would allow the Secretary of State to make regulations which would set out minimum service levels for certain sectors.

RESOLVED – that the committee note the contents of the report.

10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

A request was made for an update on any next steps regarding conduct following a joint meeting of the Civic Affairs Sub-Committee and Corporate Services Committee. In response, officers confirmed this would be raised with the Comptroller & City Solicitor as the Chief Officer leading on this work.

A question was asked regarding the terms of reference of the Corporate Services Committee, asking that the subject of representation from the Equality, Diversity & Inclusion Sub Committee on the Corporate Services Committee be considered. In response to questions, officers noted that the Equality, Diversity & Inclusion Sub Committee jointly reported into both the Corporate Services Committee and Policy and Resources Committee but that the point of how these committees interacted with one another would be taken for consideration.

11. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

There was no urgent business.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1, Paragraph 4, of Schedule 12A of the Local Government Act.

13. **NON-PUBLIC MINUTES**

RESOLVED – to agree the non-public minutes of the meeting held on 17 January 2023.

14. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

15. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

16. **CONFIDENTIAL MINUTES**

RESOLVED – to agree the non-public minutes of the meeting held on 17 January 2023.

17. **NOTICE OF INDUSTRIAL ACTION BALLOT - UNITE TRADE UNION AND OUTCOME OF GMB INDUSTRIAL ACTION BALLOT**

The committee considered a report of the Chief People Officer.

RESOLVED – to note the report.

The meeting ended at 12.19 pm

Chairman

Contact Officer: Matthew Stickley, Governance and Member Services Manager
matthew.stickley@cityoflondon.gov.uk

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank