



General Purposes Committee of Aldermen

Date: TUESDAY, 6 SEPTEMBER 2022
Time: 11.00 am
Venue: HYBRID PUBLIC MEETING (ACCESSIBLE REMOTELY)

Members:

Alderman Sir William Russell (Chairman)	Alderman Professor Michael Mainelli
Alderman Sir Charles Bowman (Deputy Chairman)	Alderman Baroness Scotland
The Rt Hon. The Lord Mayor Vincent Keaveny	Alderman Robert Howard
Alderman Ian David Luder	Alderman Alastair King DL
Alderman Sir David Wootton	Alderman Gregory Jones QC
Alderman Sir Andrew Parmley	Alderman Prem Goyal
Alderman Sir Peter Estlin	Alderman Professor Emma Edhem
Alderman & Sheriff Nicholas Lyons	Alderman Robert Hughes-Penney
Alderman & Sheriff Alison Gowman	Alderwoman Susan Langley
Alderman David Graves	Alderman Broniek Masojada
Alderman Timothy Hailes	Alderman Alexander Barr
	Alderman Christopher Makin
	Alderman Tim Levene
	Alderwoman Jennette Newman

Enquiries: Gemma Stokley
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Accessing the virtual public meeting
Members of the public can observe this public meeting at the below link:

<https://youtu.be/EFKuNqwVhaE>

This meeting will be a virtual meeting and therefore will not take place in a physical location. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

John Barradell
Town Clerk and Chief Executive

AGENDA

Part 1 - Public

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
To approve the minutes of the last meeting of the General Purposes Committee of Aldermen held on 5 July 2022.

For Decision
(Pages 5 - 14)
4. **ALDERMANIC APPOINTMENTS**
The Chairman to be heard.

For Decision
5. **RECRUITMENT OF THE TOWN CLERK AND CHIEF EXECUTIVE**
Report of the Director of Corporate HR.

For Decision
(Pages 15 - 26)
6. **OUTSTANDING ACTIONS LIST**
To note the outstanding actions in respect of the General Purposes Committee of Alderman's work programme.

For Information
(Pages 27 - 28)
7. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
8. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
9. **EXCLUSION OF THE PUBLIC**
MOTION - That, in accordance with the Court of Aldermen's Disclosure Arrangement (Standing Order 25), the public shall be excluded from the meeting for the following items of business on the grounds that the Chairman and Deputy Chairman of the General Purposes Committee of Aldermen have determined, having had due regard to the Disclosure Arrangement, that disclosure should not be permitted.

For Decision

Part 2 - Non-Public

10. **NON-PUBLIC MINUTES**
To approve the non-public minutes of the last meeting of the General Purposes Committee of Aldermen held on 5 July 2022.

For Decision
(Pages 29 - 36)
11. **ALDERMANIC QUALIFICATIONS – CHECKS**
Report of the Comptroller and City Solicitor.

For Decision
(Pages 37 - 44)
12. **ALDERMANIC QUALIFICATIONS - FOREIGN CONVICTIONS**
Report of the Comptroller and City Solicitor.

For Decision
(Pages 45 - 48)
13. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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GENERAL PURPOSES COMMITTEE OF ALDERMEN Tuesday, 5 July 2022

Minutes of the meeting of the General Purposes Committee of Aldermen held at West Wing, Guildhall on Tuesday, 5 July 2022 at 11.00 am

Present

Members:

Alderman Sir David Wootton (Chairman)
Alderman Sir William Russell (Deputy Chairman)
The Rt Hon. The Lord Mayor Vincent Keaveny
Alderman Ian David Luder
Alderman Sir Andrew Parmley
Alderman Sir Charles Bowman
Alderman Sir Peter Estlin
Alderman & Sheriff Alison Gowman
Alderman & Sheriff Nicholas Lyons
Alderman David Graves
Alderman John Garbutt
Alderman Timothy Hailes
Alderman Professor Michael Mainelli
Alderman Robert Howard
Alderman Alastair King DL
Alderman Gregory Jones QC
Alderman Prem Goyal
Alderman Professor Emma Edhem
Alderman Robert Hughes-Penney
Alderwoman Susan Langley
Alderman Bronek Masojada
Alderman Alexander Barr
Alderman Christopher Makin

Officers:

Gemma Stokley	- Town Clerk's Department
Gregory Moore	- Assistant Town Clerk
Rhiannon Leary	Executive Officer to the Court of Aldermen
Caroline Al-Beyerty	- The Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Bob Roberts	- Director of Communications
Tim Rolph	- The Swordbearer and Programme Manager
Tim Wainwright	- Senior Relationships Manager (Continuum)

1. APOLOGIES

Apologies for absence were received from Alderman Sir Alan Yarrow.

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

Alderman Alison Gowman declared a personal interest in relation to Agenda Item 8 stating that she was currently on the Council of the 1st Battalion London Guards.

3. **ELECTION OF CHAIRMAN**

In accordance with Standing Orders No.11 and 12, the Committee elected its Chairman for 2022/23.

RESOLVED – that, as the only Alderman in nomination, Alderman Sir William Russell be elected as Chairman of the General Purposes Committee of Aldermen for the ensuing year (2022/23).

[Alderman Sir William Russell thanked The Rt. Hon. The Lord Mayor and moved into the Chair.]

Both Sir William and the Lord Mayor paid tribute to Sir David Wootton stepping down from the role of Chair of GP after almost a decade.

4. **ELECTION OF DEPUTY CHAIRMAN**

In accordance with Standing Orders No.14 and 16, the Committee elected its Deputy Chairman for 2022/23.

RESOLVED – that, as the only Alderman in nomination, Alderman Sir Charles Bowman be elected as Deputy Chairman of the General Purposes Committee of Aldermen for the ensuing year (2022/23).

[Alderman Sir Charles Bowman thanked the Committee for its support.]

5. **MINUTES**

The Committee considered the minutes of the last meeting of the General Purposes Committee of Aldermen held on 10 May 2022.

MATTERS ARISING

Guidance for Liveries and Guilds – Conduct of Virtual Business – Future Position (page 9) – Alderman Gowman, Chairman of the Magistracy and Livery Sub-Committee spoke on resolution iii) set out on page 9. She stated that what she thought had been agreed was that Freedom Ceremonies may take place virtually if occasion required as opposed to if requested.

Future General Purposes, Nominations and Court of Aldermen Meeting Dates (page 11) – An Alderman questioned progress on this in terms of drawing various Aldermanic events/commitments together. The Chairman reported that Officers from Town Clerks, Remembrancers and Mansion House had already met to progress this. It was intended that all Aldermen would be sent a rolling 12-month programme of events via email at the beginning of each month post Summer recess.

COL Committees following the April Court of Common Council Meeting (page 12) – In response to a question, the Town Clerk reported that membership of the various Aldermanic Sub-Committees was now visible on the public webpages.

RESOLVED: - That the minutes of the last meeting of the General Purposes Committee of Aldermen held on 10 May 2022 be approved as an accurate record of the meeting.

6. MAYORAL PRIORITIES 2022 - 2023 - ALDERMAN NICHOLAS LYONS (SUBJECT TO ELECTION)

The Committee received a joint report of the Executive Director & Private Secretary to the Lord Mayor, the Director of Innovation & Growth, the Deputy Town Clerk & Director of Communications and External Affairs, the Chief Strategy Officer and the Head of Equality, Diversity & Inclusion outlining the proposed 2022-2023 Mayoral Priorities which will be championed, subject to election, by the Lord Mayor of the City of London, Alderman Nicholas Lyons.

Alderman Lyons stated that this report and its contents had been discussed at length with Innovation & Growth as well as with the Communications and Corporate Affairs Committee. He went on to raise two contextual points on communication and continuity. Firstly, he highlighted that it was, in his view, essential that future Mayoral themes built upon existing themes in order to really have impact upon areas of national importance. He added that a significant amount of what had been achieved under the last two mayoralties around social and economic priorities needed to continue to be built upon. Secondly, he spoke on the importance of a 'one team approach' between the mayoralty and the Guildhall. Reinforcement of messages from the Policy Chair through the Mayoralty and vice versa would be key and was something that Alderman Lyons had already actively discussed with the current Policy Chair. This would lead to better coordination in the messaging and would also provide greater clarity around the leadership that the mayoralty can take around some of the larger, national, financial priorities.

Alderman Lyons went on to state that the current climate provided an ideal opportunity for the City to step up and provide leadership nationally and to drive change and growth. He reported that there was overwhelming support from the financial services industry behind this agenda as well as many offers of assistance to help progress this.

The Chairman invited questions from the wider Committee.

An Alderman questioned whether, in terms of coordinating messaging between the Mayoralty and Guildhall, there was a system in place whereby past speeches or key messages were circulated to lead Members representing the City so that these could be cross referenced. He also questioned whether there was a system of pre-briefs in place so that key messages that the Lord Mayor was set to share at a forthcoming event could be signposted to key Members. Alderman Lyons stated that he felt that this was exactly what was needed and that he was very keen to use members of this Committee as extensively as

possible around these various different initiatives. He would therefore like to share messaging in exactly this way so that when other Aldermen were asked to participate in various task forces and the like they could have this to hand. The Deputy Town Clerk & Director of Communications and External Affairs reported that briefings and speaking notes were provided to the City's representatives who were speaking on various platforms or to the media. Pre-briefings were also provided where necessary. However, he clarified that regular, all-Member briefings were not provided to the entirety of the Court of Common Council as this had been met with some resistance in the past. Having said that, briefings could be provided on request to any elected Member representing the City of London Corporation.

The Alderman questioned whether the Court of Aldermen could regularly be provided with key quotations from mayoral speeches with links to full speeches. He added that Aldermen were often invited to speak at dinners and the like at very short notice and that this information would be very valuable to have to hand in such circumstances. The Deputy Chairman reported that some of the institutions that he currently supported circulated a 'common hymn sheet' to all on a regular basis, setting out narrative that was consistent and common for all. He agreed that this could also be extremely helpful for the Court of Aldermen going forward.

Another Alderman stressed the importance of using the expertise and areas of influence of those on this Committee to help drive these priorities forward.

Another Aldermen spoke to congratulate Alderman Lyons on this paper and underlined that he felt that the focus on the future and next steps for the City was particularly important.

An Alderman noted that the report referred to the need to ensure that the City is an attractive place to live, work, play and visit. He questioned whether Alderman Lyons felt that there was scope to expand this such that City residents felt fully engaged in his Mayoralty. Alderman Lyons reported that there were many things that happened within the mayoral year which gave residents an opportunity to participate in and engage with the mayoral themes. However, he underlined the importance of striking a balance between what the Lord Mayor was trying to accomplish given the scale of the agenda and the national priorities and the particular preferences and priorities of residents which should be a consideration for all Common Council Members. He added that the Lord Mayor continued to have a duty in his or her own Ward. He clarified that paragraph 8 of his report sought to set out that there was a real priority around residents and SMEs within the Corporate Plan and that it was important to ensure that there was joined up thinking between the Lord Mayor and Policy Chair. That being said, it was difficult to set out what could be done within the Lord Mayor's agenda that was resident specific. He asked if the Alderman had any particular thoughts on this. The Alderman stated that he would be happy to work with the Lord Mayor on this. He stated that paragraph 8 spoke of how the Mayoral priorities were interdependent with those of the Policy Chair who had recently delivered a speech at Common Council flagging issues with the relationship between the City and its residents in recent years

and undertaking to rebuild these as a priority. Alderman Lyons recognised that this was a priority for the Policy Chair and if it was felt that there was something that the Lord Mayor could do to shine a light on issues that were particularly relevant for residents then he would certainly look to do that.

The Lord Mayor echoed Alderman Lyons' comments on the demands of the mayoral diary. He went on to commend this paper and underlined that he felt that this theme would effectively build upon those of Sir William's and his own mayoralty whilst giving things a fresh focus – a helpful mix of continuity and new direction. With regard to the availability of Mayoral speeches, he reported that all major keynote speeches were now being posted online.

Another Alderman reported that he was currently working with the Communications Team on a special event that Alderman Lyons was looking to hold for SMEs. The Deputy Town Clerk & Director of Communications and External Affairs confirmed that a proposal around an SME Summit to bring together and better engage with the City's community of SMEs was currently being looked at.

The Chairman also urged Alderman Lyons to ensure that there was continued focus on culture and the arts. Alderman Lyons assured the Committee that this would be the case.

RESOLVED – That Members note the 2022-2023 Mayoral Priorities as set out in the report.

7. **PETITION OF THE GUILD OF HR PROFESSIONALS FOR COMPANY WITHOUT LIVERY STATUS**

The Committee considered a report of the Remembrancer recommending that they approve the petition of the Guild of HR Professionals' to be recognised as a Company without Livery.

The Town Clerk reported that there was a host of supporting information including financial account set out within the Non-Public agenda at Item 19.

The Chairman of the Magistracy and Livery Sub-Committee reported that the Sub-Committee had considered and approved this matter. She reported that the Guild of HR Professionals had been well recognised and very hardworking over the last few years and were therefore felt to be well qualified to move forward as a Company without Livery at this stage. It was reported that the sponsoring Alderman for the HR Professionals was Sir Peter Estlin. Sir Peter spoke to also commend this application to the Committee but clarified that he intended to abstain from voting on the matter.

RESOLVED – That the General Purposes Committee of Aldermen approve the Guild of HR Professionals' petition to be recognised as a Company without Livery.

8. **REDESIGNATION OF THE LONDON REGIMENT TO THE 1ST BATTALION LONDON GUARDS**

The Committee considered a report of the Remembrancer noting the redesignation of the London Regiment as the 1st Battalion London Guards and recommending its continued treatment as a Privileged Corps of the City of London.

RESOLVED – That the Committee continue to recognise 1st Battalion London Guards, the redesignated London Regiment, as a Privileged Corps of the City of London.

9. **ALDERMANIC REPRESENTATION ON THE POLICY AND RESOURCES COMMITTEE**

The Chairman reported that he would be replacing Sir David Wootton as one of the Aldermanic representatives on the Policy and Resources Committee. Alderman Luder would remain on the Committee as would Alderman Hailes. It was reported that SABTAC also had a place on the Policy and Resources Committee and that Alderman Lyons would therefore rotate off after the September meeting and be replaced by Alderman Mainelli. The Chairman reported that this would be revisited regularly and welcomed any comments that Alderman might have either now or outside of the meeting.

The Chairman went on to report that he also had a number of ex-officio places on various Committees but also had the right of delegation to some of these. With this in mind, he reported that it was his intention to allow Sir David Wootton to continue as his representative on the Capital Buildings Committee to ensure continuity and to ask the Deputy Chairman, Sir Charles Bowman to sit on the Equality, Diversity & Inclusion Sub-Committee.

Alderman Hailes reported that he was also on the Capital Buildings Committee as an ex-officio appointment from the Police Authority Board. In terms of the Operational Property and Projects Sub Committee which he now chaired, he reported that the terms of reference for this were extensive and included responsibility, in conjunction with the relevant service Committees, for all of the City Corporation's operational property including areas of particular interest for the Aldermen such as Mansion House, the Central Criminal Court and the Magistrates Court. He therefore reassured the Committee that, in chairing this new Sub Committee, he would be in a position to ensure that the Court of Aldermen's voice was heard in relation to these matters.

RESOLVED – That the General Purposes Committee agree the revised appointments to the Policy and Resources Committee.

10. **LORD MAYOR'S SHOW LIMITED - FINANCE CHAIRMAN AS DIRECTOR**

The Chairman of the Lord Mayor's Show Limited reported that part of the settlement arrangements entered into with the Corporation around the Show through the Policy and Resources Committee included underwriting the financial risk and it was therefore felt appropriate that the Chairman of Finance or his or her nominee be invited to become Directors of the Show Limited. Whilst this was technically a decision for the Board of the Lord Mayor's Show

Limited, the Court of Aldermen indicated from time to time who it felt it would be appropriate to have on the Board.

The request today was that the Committee recommend to the Board of the Lord Mayor's Show Limited that the former Chairman of Finance, Jamie Ingham Clark be replaced as a Director by the new Chairman of Finance, Henry Colthurst or his nominee.

The Chairman of the Lord Mayor's Show Limited went on to report that he had already had numerous discussions around how best to take things forward and commercialise the offering now that the Lord Mayor's Show had been stabilised. He went on to state that the kind of things looked at as part of the Lord Mayor's Appeal, namely the appointment of external, non-executive directors who could bring particular skills sets such as marketing and commercial merchandising to the Board might be an interesting avenue to explore.

He therefore also sought the support of this Committee for the Board to explore this further. Whilst a majority of Aldermen would be maintained, it was felt that this could be an effective means of diversifying the skills set of the Board of Directors.

Alderman Lyons spoke to fully endorse this recommendation and underlined that he felt that it was now critical to begin to explore new sources of income that could be generated from the Show. With regard to the relationship with the Corporation and their underwriting of any potential losses, Alderman Lyons reported that he had been discussing the possibility of offering three free floats to the Corporation each year which they could use to signpost issues of particular relevance to them in any given year. He reported that Epping Forest would be represented this year as would City Pride. He went on to state that it was also important for each Lord Mayor to make the Show his or her own and to have organisations that were of importance to them participating. Finally, he acknowledged the costs associated with securing and designing floats and the requirements of the BBC for each float to be visually impactful and suggested that identifying new sources of income would be a useful means of supporting these costs.

RESOLVED: - That the General Purposes Committee of Aldermen:

- i) recommend to the Board of the Lord Mayor's Show Limited that the former Chairman of Finance, Jamie Ingham Clark, be replaced by the new Chairman of Finance, Henry Colthurst or his nominee as a Director;
- ii) support the Board's desire to explore new means of diversifying the skills sets of its Directors.

11. SPONSORING ALDERMAN FOR THE GUILD OF INVESTMENT MANAGERS

The Town Clerk reported that Alderman John Garbutt was currently the sponsoring Alderman for the Guild of Investment Managers who would be standing down from the Court of Aldermen later this month. The proposal was

therefore that Alderman Robert Hughes-Penney be appointed as the Guild's new sponsoring Alderman.

RESOLVED – That Alderman Robert Hughes-Penney be appointed as the sponsoring Alderman for the Guild of Investment Managers in place of Alderman John Garbutt.

12. **SILENT CEREMONY - SCREENING AND LIVE-STREAMING**

The Town Clerk reported that this matter had initially been raised by the Magistracy and Livery Sub-Committee and that they were keen to increase visibility at Common Hall by erecting various screens within the Great Hall so that those in all seats could have a good view of the proceedings. The proceedings would also be live streamed via YouTube. The option of further tiered seating had also been discussed although the Town Clerk reported that this was already in use and could be costly to extend further. The erection of screens would therefore seem to be a more cost-effective solution and quotes received indicated that the cost of this would be approximately £5,000. However, the AV costs of the ceremony were already paid for each year from the Town Clerk's Local Risk Budget (approximately £2,000) and so there would only be an additional £3,000 to find for this purpose. It was proposed that this cost might be met from the Aldermanic Contingency Fund in the first instance with the effectiveness of this solution assessed thereafter. If it were to be a success, then this could lead to a business case being made for ongoing funding centrally.

RESOLVED – That the General Purposes Committee of Aldermen agree that the additional costs associated with the erection of additional screens within the Great Hall for the broadcasting of Common Hall be met from the Aldermanic Contingency Fund for 2022/23.

13. **OUTSTANDING ACTIONS LIST**

The Committee considered the Outstanding Actions List which had been updated since the last meeting.

RESOLVED: - That –

1. the Outstanding Actions List be noted; and
2. that completed items be removed from the list.

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

There were no questions.

15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
The Livery and Diversity

An Alderman reported that he had recently attended the launch event of an LGBTQ+ network with the Worshipful Company of Information Technologists. He stated that this was the first time that he had seen anything like this being done by a Livery Company around diversity and he wished to congratulate them on the initiative.

It was reported that there was a Livery Diversity Open Seminar scheduled to take place on the afternoon of 21 July at Mercers Hall. It would be taking forward the Diversity Charter issues and looked set to be very well attended.

16. **EXCLUSION OF THE PUBLIC**

RESOLVED - That, in accordance with the Court of Aldermen's Disclosure Arrangement (Standing Order 25), the public shall be excluded from the meeting for the following items of business on the grounds that the Chairman and Deputy Chairman of the General Purposes Committee of Aldermen have determined, having had due regard to the Disclosure Arrangement, that disclosure should not be permitted.

17. **NON-PUBLIC MINUTES**

The Committee considered the minutes of the last meeting of the General Purposes Committee of Aldermen held on 10th May 2022.

RESOLVED: - That the minutes of the last meeting of the General Purposes Committee of Aldermen held on 10th May 2022 be approved as an accurate record of the meeting.

18. **MINUTES OF THE MAGISTRACY AND LIVERY SUB (GENERAL PURPOSES) COMMITTEE**

The Committee received the minutes of the Magistracy and Livery Sub-Committee meeting held 9 June 2022.

19. **PETITION OF THE GUILD OF HR PROFESSIONALS FOR COMPANY WITHOUT LIVERY STATUS**

These non-public appendices were considered in conjunction with the public report at Agenda Item 7 which was approved.

20. **REVENUE OUTTURN 2021/22**

The Committee received a joint report of the Town Clerk, the Chamberlain and the Remembrancer comparing the revenue outturn for the services overseen by it in 2021/22 with the final approved budget for the year.

21. **ALDERMANIC QUALIFICATIONS - CHECKS**

The Committee considered a report of the Comptroller and City Solicitor setting out options for discussion for the introduction of checks in relation to Aldermanic Qualifications.

22. **POLICY CHAIRMAN**

The Policy Chairman addressed the Committee and spoke on his key priorities.

23. **FORTHCOMING EVENTS**

The Committee noted the lists of forthcoming events and hospitality to be managed by the Events Teams at Mansion House and Guildhall (Remembrancer's Department).

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

There were no questions raised in the non-public session.

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

The Aldermen wished to place on record their congratulations to Baroness Scotland on her recent re-election as Secretary General of the Commonwealth.

The meeting ended at 12.23 pm

Chairman

Contact Officer: Gemma Stokley
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Agenda Item 5

Committee(s): Corporate Services Committee – For decision General Purposes Committee of Aldermen – For decision Policy & Resources Committee – For decision	Dated: 6 th September 2022 6 th September 2022 15 th September 2022
Subject: Town Clerk & Chief Executive Recruitment	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	All outcomes of the City Corporation’s Corporate Plan
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Marcelle Moncrieffe, Chief People Officer	For Decision
Report author: Caroline Reeve, Corporate HR Business Partner	

Summary

This report outlines the proposed process for the recruitment to the Town Clerk & Chief Executive post for Members’ consideration and seeks agreement to the recommendations. The proposed timetable seeks to confirm an appointment by 8th December, subject to a Court of Common Council election.

Recommendation(s)

Members are asked to:

- Agree to the recruitment timetable as outlined in this report
- Agree to the Assessment Centre process as outlined in this report
- Agree to the Interview Panel as outlined in this report
- Agree the job description and person specification as attached to this report
- Delegate minor changes to the Assessment Centre process and Interview Panel where necessary to the Chair and Deputy Chair of the proposed Interview Panel
- Delegate minor changes to the Job Description and Person Specification where necessary to the Chair and Deputy Chair of the proposed Interview Panel

Main Report

Background

1. Following the Town Clerk & Chief Executive's notice of retirement effective 31st December 2022, as agreed by Corporate Services Committee, the recruitment process for his successor has commenced.
2. As agreed by Members in 2021 as part of the Target Operating Model, the responsible Committees for recruitment to the post are Policy & Resources Committee, Corporate Services Committee and General Purposes Committee of Alderman.
3. As delegated to the Chairman of Policy & Resources and the Chair of Corporate Services Committee a process has been undertaken to select the approved search and selection organisation for recruitment and Hays Specialist Recruitment Limited (Hays) has been appointed.

Current Position

4. The post is currently being advertised by Hays and closes on 19th September.
5. The Town Clerk & Chief Executive is a High Officer post which requires election by the Court of Common Council.
6. Due to the nature of the duties required of the post, national security clearance to SC level is a requirement of the post.
7. This report sets out the proposed timetable and panel for the recruitment process as well as the job description and person specification for Members' consideration.

Proposals

8. The following timetable is proposed:
 1. Longlisting meeting with Hays: 22nd September
 2. Technical interviews undertaken by Hays: 23rd – 30th September
 3. Shortlisting meeting with Hays: 5th October
 4. Personal Profiling Assessments: 6th – 10th October
 5. Officer led Assessment Centre: 13th October
 6. Member Panel Interviews: 17th October
 7. Court of Common Council appointment: 8th December
9. The 8th December is the earliest Court of Common Council meeting for the appointment to be brought after the Panel Interviews on the 17th October. The recommended candidate will be fully aware of the need for a Court of Common Council election and that an appointment to the post cannot be confirmed until an election has taken place.
10. An Officer led Assessment Centre will be undertaken and is proposed to consist of the following sessions:

Fintech and Tech	Damian Nussbaum, Director of Innovation and Growth
Climate and Green Finance	Caroline Al-Beyerty, Chamberlain & Chief Finance Officer David Farnsworth, Managing Director Bridge House Estates Simi Shah, Project Director
Destination City	Luciana Magliocco, Destination Director Juliemma McLoughlin, Executive Director Environment Claire Spencer, Chief Executive Officer Barbican
Political Awareness	Deputy Town Clerk Paul Double, Remembrancer Michael Cogher, Comptroller and City Solicitor, Deputy Chief Executive Mark Lucraft, Recorder of London Appropriate Senior Civil Servant (confirmation to be delegated to the Chair and Deputy Chair of the Interview Panel)

11. As this is a Member led appointment, and taking into consideration the responsible Committees for the recruitment to this post, the following Member Panel is proposed for the interviews:

1. Chair, Policy & Resources (Chair of Panel)
2. Chair, Corporate Services Committee (Deputy Chair of Panel)
3. Deputy Chair, Policy & Resources
4. Deputy Chair, Corporate Services Committee
5. Chair, Finance Committee
6. Chair, General Purposes Committee of Aldermen
7. Deputy Chair, General Purposes Committee of Aldermen
8. A representative of Equalities, Diversity & Inclusion Sub-Committee

12. In addition, the Chief People Officer will attend the Officer Assessment Centre to conduct the Fireside Chat assessing their leadership capabilities and provide feedback to candidates on the Personal Profiling Assessment. They will also attend the Panel Interviews acting in an advisory capacity to Members.

13. As a Chair and Deputy Chair of the Equalities, Diversity & Inclusion Sub-Committee will not be appointed until 26th September, it is proposed that the choice of nominated representative be delegated to the Chair and Deputy Chair of the Interview Panel, subject to availability.

14. The Job Description and Person Specification for the role has been reviewed in consultation with the Chair and Deputy Chair of the proposed Panel and is attached at Appendix A to this report.

15. The base pay scale of the Town Clerk & Chief Executive is £223,370 to £258,970. With London Weighting added, the overall salary scale is £230,080 to £265,680. This does not include any pay award that may be agreed for 2022.

16. In comparison, the next highest paid Senior Management Group band have a base pay scale of £156,670 - £198,480 which covers 7 Senior Management Group posts.

17. The post will be advertised by Hays as 'competitive'. In the unlikely event a higher payment is considered necessary to secure the appointment of the right candidate, changes to our Pay Policy Statement will be required before any appointment can be made. This will need the prior approval of Corporate Services Committee and Policy & Resources Committee and ultimately endorsement by the Court of Common Council which would be sought on 8th December alongside the election process.

Key Data

18. Benchmarking data taken from the published pay policy statements for 2021 across London Local Authorities shows that the highest paid Chief Executive of an Inner London Local Authority is £217,515 which is the pay of the Chief Executive of Westminster. Other Chief Executive's pay within inner London Local Authorities range from £185,000 to £215,000 per annum.

Corporate & Strategic Implications

Strategic implications – The Town Clerk & Chief Executive is imperative in the delivery of the Corporate Plan. Whilst it is accepted that there will most likely be a short-term period without a permanent Town Clerk & Chief Executive in post, the recent recruitment of the Deputy Chief Executive means this individual can temporarily step into the role and enables an interim arrangement. These proposals seek to appoint to the post on a permanent basis as quickly as possible given the processes required.

Financial implications – There are no financial implications to these proposals.

Resource implications – the interim period will require work to be delegated to Senior Officers whilst the Deputy Chief Executive undertakes the role of Town Clerk & Chief Executive on an interim basis and plans are underway to ensure there is resource available to achieve this.

Legal implications – there are no legal implications identified

Risk implications – the requirement for SC national security clearance may affect the commencement date of a new Town Clerk & Chief Executive. Hays will ensure that prospective candidates are aware of this requirement. Notice periods may also affect the commencement date.

Equalities implications – Equal opportunities monitoring is a practice recommended by the Equality and Human Rights Commission, as this can be an important tool for any organisation to enable it to ascertain at an early stage whether there appear to be any areas of its work from which certain disadvantaged groups are excluded. HAYS will invite applicants to complete equal opportunities monitoring data for the monitoring of applications at each stage of the recruitment and selection process i.e. applicant diversity, longlisted applicants, shortlisted applicants, assessment centre and final Member panel interview candidates. No individual applicant will be identifiable from the anonymised data.

Climate implications - None

Security implications – None

Conclusion

19. This report sets out the timetable and process for the recruitment to the Town Clerk & Chief Executive which is expected to complete by December of this year.

Appendices

- Appendix 1 – Proposed Job Description and Person Specification

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JOB DESCRIPTION

Town Clerk and Chief Executive

Purpose of Post

To lead the City of London Corporation's staff under the policy guidance of the Court of Common Council and the Policy and Resources Committee in a visible, inspirational, and inclusive manner, ensuring the economic, efficient, and effective delivery of the City Corporation's policies, and public, charitable, and private services.

Main Duties & Responsibilities

A. LEADERSHIP & GOVERNANCE

1. To lead the officers' senior leadership team (the Executive Leadership Board ("ELB")) and act as the City Corporation's principal adviser on matters of policy, ensuring co-ordination of advice on the forward planning of objectives and services and a corporate approach to the affairs of the organisation generally.
2. Ensuring, through leadership of the ELB, the economic, efficient, and effective preparation, implementation, and monitoring of the City Corporation's programmes and policies.
3. To ensure, through strategic management that:
 - i. the strategic objectives of the organisation are being vigorously pursued.
 - ii. efficient and effective management information systems are in place.
 - iii. a system of delegated authority operates throughout the organisation with proper accountability.
 - iv. Members have adequate staffing support to assist their policy initiatives and activities.
 - v. regular efficiency reviews of departmental staffing structures are undertaken.
 - vi. high standards of conduct and performance are maintained throughout the organisation.
4. To review any issues involving senior management in the organisation which give rise to Members' concern.

5. To deal with disciplinary matters and grievances other than those which are the responsibility of Chief Officers in the management of their departments.
6. To operate the City Corporation's urgency procedures in consultation with the relevant Chairmen and Deputy Chairmen and to take appropriate action on the City Corporation's behalf.
7. To ensure that Corporate Evaluation Reports are prepared for all capital projects in accordance with the City Corporation's Financial Regulations.
8. To review and make recommendations on the City Corporation's Control of Contracts Manual and to review the progress made in implementing the Capital Programme through the officer groups which undertake this role.

B. RESILIENCE

9. To act as Controller, Designate Civil Defence and Controller for the purpose of Peace Time Emergencies in the event of a major incident occurring.
10. To demonstrate leadership in setting the resilience strategy, establish priorities (informed by local risk management), allocate resources, make collective resilience decisions, undertake strategic training, and sign off emergency plans.
11. To lead as City Corporation's GOLD and lead the recovery process for the City of London, ensuring the City Corporation has local plans in place to instigate recovery from the beginning of an emergency to occur alongside response activity, ensuring that it continues to meet the needs of those affected by an emergency and develops a recovery work programme.
12. To advise Strategic Co-ordinating Group (SCG) on the local authority's capability and capacity to respond to an emergency, make decisions about deployment of resources (people and assets) and brief the media, competently representing the City Corporation at any central government response or recovery structure, for example at Civil Contingencies Committee (COBR), a response coordination group or a ministerial recovery group and represent the whole multi-agency structure when required.
13. As the nominated senior local authority officer, to participate in the local SCG or national response arrangements, advising the public of risks before an emergency and warning and keeping them informed in the event of an emergency.

C. CITY CONSTITUTIONAL & CEREMONIAL DUTIES

14. To serve as one of the City Corporation's High Officers.
15. To conduct meetings of the Court of Common Council, the Court of Aldermen and Common Hall on behalf of the Lord Mayor.
16. To be responsible for the administration of the oath or declaration of office to the Lord Mayor, Aldermen and Sheriffs, and every other person admitted to any corporate office.

APPENDIX A

17. To attend upon the Lord Mayor and Aldermen in all appropriate public processions.
18. To attend the Lord Mayor, when required to do so; to receive their instructions in relation to the affairs and business of the City, appertaining to their office or deputy, and to advise them thereon, and to inform their Lordship from time to time of any business that may arise requiring a Court to be held.
19. To attend or be represented at the joint committee of the City and the Mercers Company upon Gresham affairs.
20. To superintend, under the Sheriffs, the conduct of polls at elections in Common Hall.
21. To prepare the lists of the respective Aldermen and others in nomination for Lord Mayor, Sheriffs, and annual Officers elected by the Livery. To draw up their proceedings at such elections, and other such proceedings as may be transacted at any meeting of the Livery in the Common Hall. To issue the precepts for holding the said Common Halls and to record the proceedings thereof.
22. To undertake extensive external speaking engagements and attend a significant number of social functions hosted or supported by the City Corporation.

D. STATUTORY & MISCELLANEOUS FUNCTIONS

23. To act as the Head of Paid service in relation to the City Corporation's local authority functions pursuant to s.4 of the Local Government & Housing Act 1989.
24. To act as Electoral Registration Officer pursuant to the Local Government Act 1972 and to discharge all statutory functions vested in the Town Clerk in relation to Municipal Elections in the City.
25. To act as the proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc) pursuant to Section 29 of the Local Government Act 1972.
26. To act as the proper Officer for the Rent Act 1997 (as amended by the Housing Act 1980).
27. To act as Secretary to the Board of Governors of the Museum of London.
28. To act as one of the City Corporation's three official trustees.
29. To act as Clerk to the Police Authority, the National Crime Squad, and the National Criminal Intelligence Service.
30. To carry out generally all duties imposed upon the role by Act of Parliament.

E. GENERAL DUTIES

31. Actively seek to implement the City Corporation's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

APPENDIX A

32. Actively seek to implement the City Corporation's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
33. To actively seek to implement the Climate Action and Responsible Business Strategies across the City Corporation's activities.
34. Comply with the City Corporation's Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.
35. To undertake any other duties that may reasonably be requested appropriate to the grade.
36. To devote the whole of their time to the duties of the office except insofar as the City Corporation has agreed to the contrary.

Note

The above list is not exhaustive and job requirements will be reviewed on a regular basis.



PERSON SPECIFICATION

Town Clerk and Chief Executive

The criteria detailed in this Person Specification will be used in the recruitment and selection decision-making process for this Appointment.

This role requires an outstanding visible leader with significant experience managing a diverse and complex organisation. Individuals with experience of one or more of the following would be advantageous: Climate and Green Finance, Financial and Professional Services, Fintech and Technology, Innovation and Transformation.

Skills and knowledge

1. An experienced, challenging, and inspirational leader who has demonstrated the ability to gain the commitment of others to the organisation's vision and strategic objectives.
2. A purpose driven leader that can see the bigger picture and the impact of decisions.
3. Ability to establish positive relationships and fruitful partnerships between elected Members, senior managers, key players in the City of London and in London local government.
4. An inspirational communicator that can translate the City Corporation's strategic objectives to the employee base in an engaging manner.
5. Astute political acumen and awareness gained in complex organisations either within the public or private sector with diverse stakeholders.
6. A very good understanding of the public and private undertakings of the City Corporation and the internal and external environment in which it operates and the key issues which may affect it, now or in the future.
7. A very good understanding of the legal and political environment in which local authorities operate and services are provided.
8. Act as a champion of diversity and inclusion, ensuring all staff are given the opportunity to flourish in an environment where they feel supported, valued, and included.

Experience required

9. Experience of the operations of National and Local Government and associated bodies at Chief Executive level or an ability to quickly acquire such experience.
10. Experience of strategic management of significant unexpected events which impact on the resiliency or operation of diverse and complex organisations and places or an ability to quickly acquire such experience.
11. A very good knowledge of business continuity and risk assessment methods with the ability to consider the wider implications of major incidents affecting the operation of core and front-line functions including the impacts within the local community, local businesses, and infrastructure or the ability to quickly acquire such knowledge.

Other Relevant Information

12. The post holder shall be expected to work the hours necessary to carry out the duties of the position successfully, including attending evening and weekend functions without additional payment or compensatory time off.
13. This post is politically restricted in accordance with the Local Government Officers (Political Restrictions) Regulations 1990. The regulations impose restrictions on the public political activities of those employed in posts which are politically restricted under the Local Government and Housing Act 1989.
14. The post holder will require SC level clearance of the Baseline Personnel Security Standard (BPSS) Security Check.

General Purposes Committee of Aldermen – Outstanding Actions: 6 September 2022

No.	Date	Action	Responsibility	To be completed/ progressed to next stage	Progress Update
1	20/10/20 & 18/12/20 - Future of the Mayoralty	A detailed review of all relevant matters to be undertaken, in consultation with all Members of the Committee, including options to better utilise talent and expertise amongst Members of COA and scope to enhance support to the Lord Mayor by individual Aldermen.	Town Clerk / Future of the Mayoralty Working Party	TBC	<i>On-going. To be considered further as part of the September 2022 Strategy Morning.</i>
2	20/10/20 Away-Day actions	Clarification and discussion about the Aldermanic customs and conventions	Future of the Mayoralty Working Party	TBC	<i>To be addressed as a single workstream under the purview of the Future of the Mayoralty Working Party going forward.</i>
3.	14/09/21	Aldermanic Allowance - further consideration and possible review of the clothing allowance provision at a future meeting, given the new financial scheme accessible by all Common Councillors.	Caroline Jack	TBC	

No.	Date	Action	Responsibility	To be completed/ progressed to next stage	Progress Update
4.	19/10/21	Future of the Mayoralty Working Party to resume with Sir Charles Bowman as the Group's new Chairman. The Committee to consider what work will be progressed by the group, and within what timescales.	Sir Charles Bowman/ Town Clerk	TBC	<p><i>Working Party to meet regularly with regular reports into GP Aldermen</i></p> <p><i>Workstream to be considered further as part of the September 2022 Strategy Morning</i></p>

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