



## Corporate Services Committee – Main Agenda

**Date:** WEDNESDAY, 7 MAY 2025  
**Time:** 1.45 pm  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:**

Alderman Sir Charles Bowman	Gregory Lawrence
Simon Burrows	Charles Edward Lord, OBE JP
Deputy Henry Colthurst	Alderman Professor Michael Mainelli
Anthony David Fitzpatrick	Deputy Alastair Moss
Steve Goodman OBE	David Sales
Deputy Christopher Hayward	Mandeep Thandi
Stephen Hodgson	James Tumbridge
Sandra Jenner	Philip Woodhouse
Florence Keelson-Anfu	

**Enquiries:** John Cater  
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### Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic 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.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

**Ian Thomas CBE**  
**Town Clerk and Chief Executive**

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **ORDER OF THE COURT OF COMMON COUNCIL**  
To receive the Order of the Court of Common Council dated 25 April 2025.  

**For Information**  
(Pages 5 - 8)
4. **ELECTION OF THE CHAIR**  
To elect a Chair in accordance with Standing Order 28.  

**For Decision**
5. **ELECTION OF THE DEPUTY CHAIR**  
To elect a Deputy Chair in accordance with Standing Order 29.  

**For Decision**
6. **MINUTES**  
To agree the public minutes and non-public summary of the meeting held on 12 February 2025.  

**For Decision**  
(Pages 9 - 14)
7. **APPOINTMENTS OF SUB-COMMITTEES**  
Report of the Town Clerk.  

**For Decision**  
(Pages 15 - 22)
8. **QUARTERLY PROGRAMME PROJECT SAPPHIRE (ERP) UPDATE REPORT -Q4 2024/25**  
Report of the Chamberlain.  

**For Information**  
(Pages 23 - 36)

9. **GRENFELL REPORT, PHASE 2 OVERVIEW**  
Report of the Deputy Town Clerk.
- For Information**  
(Pages 37 - 54)
10. **HEALTH & SAFETY UPDATE**  
Report of the Deputy Town Clerk
- For Information**  
(Pages 55 - 64)
11. **REGISTER OF INTEREST FOR THE SENIOR MANAGEMENT GROUP**  
Report of the Executive Director of Human Resources & Chief People Officer.
- For Information**  
(Pages 65 - 82)
12. **COMMITTEE'S FORWARD PLAN**  
Report of the Executive Director of Human Resources & Chief People Officer.
- For Information**  
(Pages 83 - 84)
13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
14. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
15. **EXCLUSION OF THE PUBLIC**  
MOTION - 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 I of Schedule 12A of the Local Government Act.
- For Decision**

### **Part 2 - Non-Public Agenda**

16. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 12 February 2025.
- For Decision**  
(Pages 85 - 86)
17. **ANNUAL LEAVE HARMONISATION**  
Report of the Executive Director of Human Resources & Chief People Officer
- For Decision**  
(Pages 87 - 112)

18. **NON-PUBLIC APPENDIX TO PROJECT SAPPHIRE (ERP) UPDATE**  
**For Information**  
(Pages 113 - 114)
19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
20. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

**Part 3 - Confidential Agenda**

21. **CONFIDENTIAL MINUTES**  
To agree the Confidential minutes of the last meeting held on 12 February 2025.  
**For Decision**
22. **TOWN CLERK'S UPDATE**  
The Town Clerk to be heard.  
**For Information**