



Senior Remuneration Sub-Committee

Date: THURSDAY, 17 JULY 2025

Time: 9.30 am

Venue: COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL, EC2V 7HH

Members:

Florence Keelson-Anfu (Chair)	Philip Woodhouse
Deputy Christopher Hayward (Deputy Chairman)	Adam Hogg
Deputy Henry Colthurst	Anthony David Fitzpatrick
Gregory Lawrence	Mandeep Thandi
Charles Edward Lord, OBE JP, Alderman Sir William Russell	Deputy James Thomson CBE

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<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

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AGENDA

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes of the Sub-Committee meeting held on 27 November 2024.

For Decision
(Pages 5 - 6)

4. **SENIOR MANAGEMENT GROUP (SMG) VOLUNTEERING ACTIVITIES & REGISTERS OF INTEREST**

Report of the Executive Director of Human Resources and Chief People Officer.

For Information
(Pages 7 - 8)

5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

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

7. **EXCLUSION OF THE PUBLIC**

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

Part 2 Non-Public - Confidential Agenda – circulated separately

8. **MINUTES**

To agree the confidential minutes of the Sub-Committee meeting held on 27 November 2024.

For Decision

9. **CHIEF OFFICER ACCOMMODATION**

Report of the Executive Director of Human Resources and Chief People Officer.

For Information

10. **SENIOR MANAGEMENT GROUP - PERFORMANCE OUTCOMES FOR 2024/25**

Report of the Town Clerk and Chief Executive.

For Decision

11. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**

12. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE SUB-COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

SENIOR REMUNERATION SUB-COMMITTEE

Wednesday, 27 November 2024

Minutes of the meeting of the Senior Remuneration Sub-Committee held at the Guildhall EC2 at 4.00 pm

Present

Members:

Deputy Alastair Moss	Steve Goodman
Deputy Christopher Hayward (Deputy Chairman)	Florence Keelson-Anfu
Deputy Keith Bottomley	Gregory Lawrence
Deputy Henry Colthurst	Philip Woodhouse

Officers:

Ian Thomas, CBE	-	Town Clerk and Chief Executive
Greg Moore	-	Deputy Town Clerk
Alison Littlewood	-	Chief People Officer

1. APOLOGIES

Apologies were received from Deputy Charles Edward Lord, Benjamin Murphy, and Alderman Sir William Russell.

Mr Murphy observed the meeting virtually.

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

There were no declarations.

3. MINUTES

RESOLVED, that – the public minutes and non-public summary of the meeting held on 9 July 2024 be approved as an accurate record.

4. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no questions.

5. ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT

There was no other business.

6. EXCLUSION OF THE PUBLIC

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

7. **MINUTES**
RESOLVED, that – the non-public minutes of the meeting held on 9 July 2024 be approved as an accurate record.
8. **SENIOR MANAGEMENT GROUP (SMG) CHANGES**
The Sub Committee considered and approved a report of the Town Clerk concerning changes to the responsibilities of various members of the SMG.
9. **SENIOR MANAGEMENT GROUP – INDIVIDUAL ARRANGEMENTS**
The Sub Committee considered and approved a report of the Town Clerk relative to the remuneration arrangements for an individual.
10. **SENIOR MANAGEMENT GROUP MID-YEAR APPRAISALS**
The Sub Committee received an oral update from the Town Clerk in respect of SMG mid-year appraisals.
11. **UPDATE ON 360 APPRAISALS**
The Sub Committee received an oral update from the Town Clerk relating to the implementation of a new 360 appraisal system for Chief Officers.
12. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE**
There were no questions.
13. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
There were no urgent items.

The meeting closed at 4.30 pm

Chairman

Contact Officer: Gregory Moore
gregory.moore@cityoflondon.gov.uk

City of London Corporation Committee Report

Committee(s): Senior Remuneration Sub-Committee	Dated: 17 July 2025
Subject: SMG Volunteering Activities & Register of Interest	Public report: For Information
This proposal: Provides Statutory Duties Provides Business Enabling Functions	
Does this proposal require extra revenue and/or capital spending?	No
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?	No
Report of: Alison Littlewood, Executive Director & Chief People Officer	
Report author: Jacqui Cover Chief of Staff	

Summary

At the Corporate Services Committee Meeting on 7 May, Members asked for more information on the Senior Management Groups (SMG) volunteering activities and their declared Register of Interest.

Recommendation(s)

Members are asked to:

- Note this report.

Main Report

Background

1. Officers within the SMG can take up to 2 days or 14 hours per year to participate in volunteering activities, between 1 January and 31 December, as with graded employees, this is adjusted pro rata for part-time officers.

2. Officers within the Senior Management Group must also complete a Register of Interest Form annually to declare the nature of involvement and benefits derived by the City Corporation and the approximate time spent on outside paid work and interests, as well as outside voluntary work and interests affecting their working life. Where they have no declaration to make, they must submit a nil return.
3. Any new declarations in the intervening time between annual reviews must be declared at the earliest opportunity and the same principles apply.

Proposal

4. A review of the Code of Conduct and Conflict of Interest policies will take place before the end of the calendar year. This will include an assessment of SMG Declarations and Register of Interests and will provide guidance on which activities should be disclosed.
5. The updated policies will be reported to this Committee upon completion later this year.

Conclusion

6. We recommend that Members receive this report, which is provided for information pending the review of both the Code of Conduct and Conflict of Interest policies.

Appendices

N/A

Background Papers

- Conflict of Interest policy
- Code of Conduct policy

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Chief of Staff

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