

Committee:	Date:
Policy & Resources Committee Establishment Committee	21/01/2021 27/01/2021
Subject: Draft Town Clerk's Corporate & Members Services Business Plan for 2021/22	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	All
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?	Yes, within budget-estimate
Report of: The Town Clerk & Chief Executive	For Approval
Report authors: Peter Lisley, Assistant Town Clerk & Director of Major Projects Angela Roach, Assistant Town Clerk & Members Services Director Kate Smith, Head of Corporate Strategy & Performance Simon Latham, Head of Town Clerk & Chief Executive's Office	

Summary

This report presents for approval the Business Plan for the Town Clerk's Corporate & Members Services for 2021/22.

Recommendation

The committee is recommended to:

- i) Approve, subject to the incorporation of any changes sought by this Committee, the departmental Business Plan for Town Clerk's Corporate & Members Services for 2021/22 (or the elements therein that fall within this committee's Terms of Reference. See paragraph 3 for details).

Main Report

Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.

Current Position

2. Business Plans are aligned to departments, so all financial information presented within the Business Plan reflects the departmental budget rather than the Committee budget.
3. Establishment Committee funds all elements of the Business Plan presented, except for Resilience and Culture Mile, which are funded from Policy & Resources Committee's budget. Members are asked to scrutinise the elements of the plan that are relevant to the committee they are representing at the meeting.

Proposal

4. The draft high-level summary Business Plan for Town Clerk's Corporate & Members Services is presented for approval at **Appendix 1**.

Key Data

5. Key data is presented at **Appendix 1**.

Corporate & Strategic Implications

6. Strategic implications – Strategic priorities and commitments are expressed in **Appendix 1**.
7. Financial implications – The Plan at **Appendix 1** has been drawn up on the basis of a 12% reduction in the departmental budget compared to 2020/21. This is to support the achievement of an overall budget reduction of 12%.
8. Risk implications – Key risks managed by the department and their scores are included at **Appendix 1**.
9. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model.
10. Equalities implications – Equalities self-assessment scores are included within the high-level summary Business Plan. This can be found on the fifth page of the Plan. The Plan presented does not represent significant changes in service provision by this department.
11. The Corporate Strategy & Performance Team took on responsibility for assurance of compliance with meeting the Public Sector Equalities Duty (PSED) with respect to the services provided by the City Corporation on 1 April 2020. The Plan therefore includes the delivery of two new statutory requirements: the publication of an annual Equality Performance Report and a refresh of the 2016-20 Corporate Equality Objectives and an associated strategy and action plan. Both of these are produced jointly with HR which has responsibility for equalities within our workforce. (N.B. These responsibilities are likely to change when the Target Operating Model is implemented.) In this way, the team has a significant role to play in promoting corporate compliance with the PSED.

12. Climate Implications – The Head of Corporate Strategy & Performance Team has joint responsibility with the Director of Innovation and Growth for delivery assurance regarding the Climate Action Strategy 2020.
13. Delivery of both carbon reduction and climate resilience measures within our major projects is included within the Climate Action Strategy 2020. An assessment of climate implications is now required within all committee papers and project documentation passing through the Programme Management Office.
14. Security implications – Within the resilience update there is reference to changes in the UK Threat level to 'Severe' and ongoing security threats. This is mitigated through the Town Clerk's Senior Security Board and the Protect thematic boards delivering the Corporation's security strategy with appropriate partners, to mitigate security matters.

Conclusion

15. This report presents the draft high-level summary Business Plan for 2021/22 for Town Clerk's Corporate & Members Services. This committee is recommended to approve it in respect of the elements relevant to its Terms of Reference (listed in paragraph 3).

Appendices

- Appendix 1 – Draft High-level summary Business Plan 2021/22 for Town Clerk's Corporate & Members Services

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