

CORPORATE SERVICES COMMITTEE
Monday, 30 May 2022

Minutes of the meeting of the Corporate Services Committee held at Guildhall on
Monday, 30 May 2022 at 10.00 am

Present

Members:

Deputy Randall Anderson
Deputy Keith Bottomley
Alderman Sir Charles Bowman
Deputy Henry Colthurst
Steve Goodman
Deputy Christopher Hayward
Florence Keelson-Anfu
Alderwoman Susan Langley
Gregory Lawrence
Deputy Edward Lord
Catherine McGuinness
Timothy James McNally
Deputy Alastair Moss
Ruby Sayed
Tom Sleigh
Deputy Philip Woodhouse

Officers:

John Barradell	- Town Clerk and Chief Executive
Bob Roberts	- Director of Communications
Ben Milligan	- Interim Executive Director - HR
Michael Cogher	- Comptroller and City Solicitor
Tracey Jansen	- Human Resources
Emma Moore	- Chief Operating Officer
Greg Moore	- Assistant Town Clerk
John Cater	- Committee Clerk
Marion Afoakwa	- Human Resources
Sonia Virdee	- Chamberlain's Department
Simon Causer	- City Surveyor's Department
Carol Simpson	- Human Resources Department
David Farnsworth	- Bridge House Estates – City Bridge Trust
Karen Atkinson	- Bridge House Estates – City Bridge Trust

1. APOLOGIES

Apologies for absence were received from Mandeep Thandi and James Tumbridge.

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

Alastair Moss declared a non-pecuniary interest in respect of item 12 due to being a Member of the Reserve Forces.

3. **ORDER OF THE COURT OF COMMON COUNCIL**

The Committee received the Order of the Court of Common Council from Thursday, 21st April 2022 appointing the Corporate Services Committee until the first meeting of the Court in April 2023.

Given the changes to the arrangements for the three independent City Schools after the implementation of the Target Operating Model, specifically the delegation around salaries, the Committee agreed to amend the wording in paragraph J of the Terms of Reference to state:

(J) to receive confirmation of any pay award approved by the Boards of Governors for the independent City of London Schools for information

4. **ELECTION OF CHAIR**

A list of Members who had expressed an interest in and were eligible to stand was read by the Town Clerk; Deputy Randall Anderson and Deputy Alastair Moss both expressed a willingness to serve.

A ballot was therefore necessary.

A ballot having been taken, votes were cast as follows:-

Deputy Randall Anderson - 5 votes

Deputy Alastair Moss - 11 votes

RESOLVED – That Deputy Alastair Moss be elected Chair in accordance with Standing Order 29 for the year ensuing.

On being elected, the Chair thanked Members for their support and pledged to ensure that the Committee meets its vital responsibilities to the City Corporation as it navigates what will be challenging times ahead. The Corporation's staff is its most important resource and he was determined to ensure that the Committee keeps its focus on making sure that its outputs over the coming period were right.

5. **ELECTION OF DEPUTY CHAIR**

A list of Members who had expressed an interest in and were eligible to stand was read by the Town Clerk; Florence Keelson-Anfu was the only Member to have expressed her willingness to serve.

RESOLVED – That Florence Keelson-Anfu be elected Deputy Chair in accordance with Standing Order 30 for the year ensuing.

On being elected, the Deputy Chair thanked the Committee for its support.

6. **VOTE-OF-THANKS**

Gregory Lawrence moved a voted of thanks to Tracey Graham, the immediate past Chair.

RESOLVED UNANIMOUSLY: That the Members of this Committee take great pleasure in expressing to

TRACEY GRAHAM

their sincere gratitude and appreciation for the dedication she showed in all aspects of work of this Committee, and the exemplary manner in which she presided over it's vital work during the last year as Chair of the Committee.

During her tenure, she was very active in the work of the Committee and showed great leadership in steering the Committee and supporting the HR Department through a period of unprecedented challenge and turbulence through the course of the Covid-19 pandemic.

As Chair, Tracey oversaw the first stages of the implementation of the Target Operating Model, a major piece of work, which will create a leaner and more effective organisation for the years to come. The workload generated by the TOM has been significant and it was to Tracey's credit that she dealt with this vital work with forbearance, care and resolve.

Under her remit as Chair of the Joint Consultative Committee, an ongoing constructive dialogue was maintained with the Unions, despite the external challenges brought by the pandemic and more recently the wider economic difficulties.

Under Tracey's leadership, the Committee approved the Tackling Racism Taskforce's staffing workstream, which provided for work experience and internship opportunities, with a dedicated co-ordinator to oversee this work, and additional funding for training budgets.

The Committee also approved the Corporate Mental Health and Wellbeing Policy for 2021 – 2024; Mental health and wellbeing remain a key priority nationally and for the City Corporation, especially during times of organisational change and external challenges: The policy will support our transition to new ways of working under the TOM and during the recovery from the pandemic.

Throughout her term of office, Tracey managed the Committee's business with a fair and firm hand to ensure that the Committee fulfilled its role in a competent and judicious manner.

AND SO in taking leave of Tracey Graham as their Chair, Members of this Corporate Services Committee wish to thank her for her service and excellent leadership of the Corporation's HR affairs during this challenging period. The Committee gives to her their best wishes for her future health and happiness.

7. **APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE**

After requesting expressions of interest, it was:

RESOLVED – that the following appointments be made to the Joint Consultative Committee for 2022/23:-

- Chair of the Corporate Services Committee (Chair of the JCC);
- Deputy Chair (Deputy Chair of the JCC);
- Deputy Randall Anderson;
- Deputy Henry Colthurst;
- Deputy Edward Lord;
- Catherine McGuinness, and;
- The Finance Committee representative, Steve Goodman.

8. **APPOINTMENT OF THE EQUALITY, DIVERSITY & INCLUSION SUB-COMMITTEE**

After requesting expressions of interest, it was:

RESOLVED – that, alongside the Chair (or their nominee), the following appointments be made to the Equality, Diversity & Inclusion Sub-Committee for 2022/23:-

- Deputy Randall Anderson
- Florence Keelson-Anfu

9. **APPOINTMENT OF THE SENIOR REMUNERATION SUB COMMITTEE**

After requesting expressions of interest, it was:

RESOLVED – that, alongside the Chair and the Deputy Chair, the following appointments be made to the Senior Remuneration Sub-Committee for 2022/23:-

- Deputy Randall Anderson
- Gregory Lawrence
- Deputy Edward Lord
- Ruby Sayed
- Tom Sleigh

10. **MINUTES**

RESOLVED – That the public minutes and non-public summaries of the meetings held on 19th January and 31 January be approved as accurate records.

11. **GENDER, ETHNICITY AND DISABILITY PAY GAPS WITH EQUALITY AND INCLUSION UPDATE**

The Committee received a Report of the Chief Operating Officer concerning gender, ethnicity, and disability pay gaps, alongside an equality and inclusion update.

In response to a query, the Chief Operating Officer confirmed that social mobility data was being collected via the disclosure section of the City's intranet site, the questions asked staff members to confirm their families main breadwinner's role when they were 14 and what type of school they went to.

RESOLVED – that the Committee noted the Report.

At this point, the Chair departed the room as he had declared a non-pecuniary interest in the following item. The Deputy Chair chaired the meeting during this item.

12. **SPECIAL LEAVE POLICY: PAID LEAVE FOR RESERVISTS FOR TRAINING OR VOLUNTARY SERVICE**

The Committee considered a Report of the Chief Operating Officer concerning Paid Leave for Reservists for Training or Voluntary Service.

RESOLVED – that the Committee:

- Approved the increase of paid leave days for employees who are members of the reserve forces to attend training to 15 days (per leave year), from 10 days
- Approved the amendment to the number of paid leave days stated within the Special Leave Policy and the inclusion of the reservist guidance
- Noted that, if the above recommendations are approved, the provisions will be communicated to all staff on Reserves Day - 22 June 2022

The Chair returned to the room for the remainder of the agenda.

13. **STAFF BBQS IN JULY - FUNDING**

The Committee heard an oral update of the Town Clerk concerning the arrangements for the July Staff BBQs.

The Town Clerk informed Members that, after the publication of the agenda pack it was established that the funding for the Staff BBQs, namely a carry forward from the aborted Christmas lunches, could be approved under officer delegation as opposed to needing Member approval.

For Members information, the dates of the BBQs were highlighted, namely, the 25th, 26th, 28th, and 29th July. It was hoped that a senior Member and the Lord Mayor would attend each day to make a speech, and invitations will be issued in due course.

To add, the Christmas lunches would return this December as per previous years.

Whilst noting that the cost would be covered by the carry-forward, two Members asked the Chamberlain to confirm the total sum involved; the

Chamberlain responded that she would come back to the Members after the meeting with the figure.

RESOLVED – that the Committee noted the Report.

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

There were no questions.

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

There were no urgent items.

16. **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 I of the Schedule 12A of the Local Government Act.

17. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 19th January be approved as an accurate record.

18. **WORKPLACE ATTENDANCE UPDATE**

The Committee received a Report of the Chief Operating Officer concerning workplace attendance.

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

Two questions were raised in respect of redundancy payments and vacancies.

20. **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.

21. **CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes of the meetings held on 19th January and 31 January be approved as accurate records.

22. **PROPOSALS FOR THE ORGANISATIONAL DESIGN OF THE POLICE AUTHORITY TEAM**

The Committee considered a Report of the Town Clerk concerning the proposals for the Organisational Design of the Police Authority Team.

23. **ENABLING SERVICES (GUILDHALL COMPLEX SECURITY GUARDING & RECEPTION SERVICES OPTIONS)**

The Committee considered a Report of the City Surveyor concerning Enabling Services.

24. **BRIDGE HOUSE ESTATES & CHARITIES FINANCE TEAM TARGET OPERATING MODEL PROPOSAL**

The Committee considered a Report of the Managing Director – Bridge House Estates concerning the Target Operating Model proposal for the Barbican House Estates & Charities Finance Team.

25. **IPG DIRECTOR APPOINTMENT**

The Committee considered a Report of the City Surveyor concerning the IPG Director role.

26. **BARBICAN TOM UPDATE**

The Committee considered a Report of the CEO of the Barbican Centre concerning the Target Operating Model.

27. **MARKET FORCES REQUEST: ARTISTIC DIRECTOR**

The Committee considered a Report of the CEO of the Barbican Centre concerning the Artistic Director role.

28. **TARGET OPERATING MODEL PROPOSALS FOR HUMAN RESOURCES DEPARTMENT**

The Committee considered a Report of the Chief Operating Officer concerning the Target Operating Model proposals for the Human Resources Department.

29. **IT SERVICE TRANSITION PROGRAMME**

The Committee received a Report of the Chief Operating Officer concerning the IT Service Transition Programme.

30. **TOWN CLERK'S UPDATE**

There was one update

The meeting ended at 11.20 am

Chair

Contact

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