

**CORPORATE SERVICES COMMITTEE**  
**Tuesday, 6 September 2022**

Minutes of the meeting of the Corporate Services Committee held at Guildhall on  
Tuesday, 6 September 2022 at 1.45 pm

**Present**

**Members:**

Deputy Alastair Moss (Chair)  
Florence Keelson-Anfu (Deputy Chairman)  
Deputy Randall Anderson  
Deputy Keith Bottomley  
Alderman Sir Charles Bowman  
Deputy Henry Colthurst  
Deputy Edward Lord  
Catherine McGuinness  
Timothy James McNally

Observer

Ruby Sayed

**Officers:**

Bob Roberts	- Deputy Town Clerk
Michael Cogher	- Comptroller and City Solicitor
Emma Moore	- Chief Operating Officer
Marcelle Moncrieffe	- Executive Director, Human Resources and Chief People Officer
Caroline Al-Beyerty	- The Chamberlain
Paul Wilkinson	- City Surveyor
Claire Holdgate	- Town Clerk's Department
Ian Simpson	- Town Clerk's Department
Genine Whitehorne	- Commercial Director
Greg Moore	- Assistant Town Clerk

**1. APOLOGIES**

Apologies for absence were received from Steve Goodman, Deputy Christopher Hayward, Ruby Sayed, and James Tumbridge.

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

There were no declarations of interest.

**3. MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 30<sup>th</sup> June be approved as an accurate record.

#### 4. **HR GREATER LOCAL DELEGATIONS - REVIEW OF PILOT**

The Committee considered a Report of the Chief Operating Officer concerning greater local HR delegations to Chief Officers.

Members welcomed the proposals as step in the right direction and urged officers to see if the full implementation (currently scheduled for 2024) could be brought forwards. They also asked officers to come back to the Committee with analysis about where strains still exist and what further delegations can be made to create a more efficient and flexible decision-making process. The Chief Operating Officer welcomed the steer from Members, and, whilst stressing the need for us to retain some centralised systems of oversight on these matters, would endeavour to come back to the Committee in due course with further options, including proposals around Job Families.

In response to the Deputy Chair's request that the frequency of MFS be reduced in favour of pay levels being, from the outset, reflective of the market rate, the Chief People Officer emphasised that, whilst a reduction of these requests should now be expected, MFS could not be completely ruled out in future – the breadth of the City Corporation's responsibilities across multiple different areas and institutions made it difficult to have a set salary model for every current and future role, and, on rare occasion, an MFS would be the most appropriate solution.

The Chief People Officer confirmed that the delegations outlined in the Report applied to all City institutions, including, specifically, the three independent schools and the Guildhall School.

**RESOLVED** – that the Committee approved the following:

- Starting spinal point for internal and external appointments and acting ups should be a matter for recruiting managers;
- Increment progression - additional awards are devolved to Chief Officer Tier 1 in consultation with their HR Business Partner/HR Contact;
- Honoraria payments are devolved to Tier 1 Chief Officers in consultation with their HR Business Partner/HR Contact;
- MFS payments up to the value of 10% of contractual pay can be approved by the Tier 1 Chief Officers;
- The MFS Board to approve MFS payments more than 10% of contractual pay up to £25000 depending on grade (see paragraph 22);
- MFS payments above these limits to be considered by the MFS Board and referred to the Chair and Deputy Chair of Corporate Services Committee for approval under delegated authority by the Committee;
- Reduced length of time an MFS can be agreed for from 5 to 3 years;
- Reduced MFS pay protection period from 3 years to 1 year;

- Revisions to the Employee Handbook provisions included in Appendix 1;
- Changes to be reflected in the Scheme of Delegation as necessary.

Members noted:

- That the monitoring and auditing of these delegations through periodic reports to Committee which would review the application of these delegations, including any emerging concerns from an equality perspective and actions planned to address these;
- That further scope for delegations around MFS and similar thresholds will be reviewed on a regular basis with a view to improving the efficiency of the decision making process.
- That the City of London School and City of London School for Girls will undertake the end-to-end recruitment process for their non-teaching staff. Further the City of London Freemen's school will undertake a pilot of non-teaching recruitment in due course;
- That there will be a review of the Terms of Reference for the Committee's consideration at a future meeting. The aim will be to underpin the theme of greater delegation and reducing bureaucracy and to better reflect the Operation's Departmental activities.

#### 5. **CHRISTMAS LUNCH FUNDING AND SUMMER RECEPTIONS REVIEW**

The Committee considered a Report of the Town Clerk concerning funding for the 2022 Staff Christmas Lunches and a review and of the Staff Summer BBQ Receptions.

Members recorded their thanks to Claire Holdgate for her work on delivering the Summer Receptions.

Members asked that, if the receptions were repeated in future years, given the capacity restrictions in the Guildhall Yard, consideration be given to ensuring that provision was made for more staff members to participate; it was apparent that those not based at Guildhall were at relative disadvantage. Officers would consider options and come back to the Committee in due course.

Whilst welcoming the impact the receptions had made in terms of staff morale, Members were keen to ensure that a sustainable funding solution was found to cover the costs for future Summer Receptions and asked officers to consider options; this could include asking for a modest contribution from staff members to supplement the cost of the receptions.

**RESOLVED** – that the Committee approved the following:

- That in consideration of the increasing food and drink prices, staff contribution increases from £18pp to £20pp.
- That, subject to Chief Officer approval, Chief Officers could make provision for locally based hospitality, for those staff based offsite who are unable to attend the Christmas Lunches.

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

There were no questions.

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

There were no urgent items.

8. **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.

9. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 30th June be approved as an accurate record.

10. **RECRUITMENT OF THE TOWN CLERK & CHIEF EXECUTIVE**

The Committee considered a Report of the Chief People Officer concerning the recruitment of the Town Clerk & Chief Executive Officer.

11. **ORAL UPDATE - INFORMAL MEETING REGARDING THE CORPORATION'S POSTURE IN RETURN TO WORKPLACE ATTENDANCE (22ND AUGUST)**

The Committee received an oral update of the Chief Operating Officer concerning the Corporation's posture in return to workplace attendance.

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

There was one question.

13. **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.

14. **CONFIDENTIAL MINUTES**

**RESOLVED** – That the confidential minutes of the meeting held on 30<sup>th</sup> June be approved as an accurate record.

15. **RESOLUTION FROM THE CULTURE, HERITAGE AND LIBRARIES COMMITTEE**  
The Committee noted the resolution of the Culture, Heritage, and Libraries Committee.
16. **CITY SURVEYOR'S DEPARTMENTAL TOM RESTRUCTURING**  
The Committee considered a Report of the City Surveyor concerning the City Surveyor's Departmental TOM restructuring.
17. **FROS LITIGATION STRATEGY**  
The Committee considered a Report of the Comptroller & City Solicitor concerning the FROS litigation strategy.
18. **STAFF HONORARIUM - CITY OPERATIONS DIVISION**  
The Committee considered a Report of the Executive Director of Human Resources and Chief People Officer concerning a staff honorarium.
19. **JUDGES' PAY AWARD**  
The Committee considered a Report of the Executive Director of Human Resources and Chief People Officer concerning the Judge's Pay Award.
20. **ORAL UPDATE - PAY 2022/23**  
The Committee considered an oral update of the Chief Operating Officer concerning the Staff Pay Award in 2022/23.

**The meeting ended at 3.15 pm**

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Chair

**Contact**  
**john.cater@cityoflondon.gov.uk**