

**CORPORATE SERVICES COMMITTEE**  
**Wednesday, 29 November 2023**

Minutes of the meeting of the Corporate Services Committee held at Guildhall on  
Wednesday, 29 November 2023 at 11.00 am

**Present**

**Members:**

Deputy Alastair Moss (Chair)  
Florence Keelson-Anfu (Deputy Chairman)  
Deputy Randall Anderson  
Deputy Keith Bottomley  
Deputy Henry Colthurst  
Anthony David Fitzpatrick  
Steve Goodman OBE  
Deputy Christopher Hayward  
Gregory Lawrence  
Deputy Charles Edward Lord  
Catherine McGuinness  
Timothy James McNally  
Tom Sleigh  
James Tumbridge

**Officers:**

Ian Thomas	- Town Clerk and Chief Executive
Gregory Moore	- Deputy Town Clerk
Polly Dunn	- Town Clerk's Department
Oliver Sanandres	- Town Clerk's Department
Ali Littlewood	- Chief People Officer & Executive Director of Human Resources
Pauline Shakespeare	- Human Resources
Dionne Williams-Dodoo	- Human Resources
Faye Johnstone	- Human Resources
Sonia Virdee	- Chamberlain's Department
Genine Whitehorne	- Chamberlain's Department
Frank Marchione	- Comptroller & City Solicitor's Department
Alix Newbold	- City of London Police
Simi Shah	- Innovation & Growth Department
Gavin Stedman	- Environment Department
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**1. APOLOGIES**

Apologies for absence were received from Alderman Sir Charles Bowman, Alderwoman and Sheriff Dame Susan Langley and Mandeep Thandi.

Catherine McGuinness issued apologies for lateness.

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

There were no declarations of interest.

3. **MINUTES**

Under matters arising, the Chief People Officer and Executive Director of Human Resources gave an update on appraisals.

It was confirmed that the number of returned appraisals had increased considerably. Beyond that, progress had been made in respect to Senior Officer appraisals.

The Chief People Officer confirmed that appraisal meetings were largely taking place face-to-face. This was the recommended approach, where at all possible.

As a more general point, Members commented on the need for minutes to be shared with Members in good time (i.e. before the draft set was published within the pack for the following meeting). This was acknowledged by officers and Members were advised that steps were being taken to ensure that the Governance and Member Services Team had sufficient capacity to focus on core activities, such as minute production.

**RESOLVED**, that Members approve the public minutes and non-public summary of the meeting held on 18 October 2023.

4. **\*MINUTES OF THE JOINT CONSULTATIVE COMMITTEE MEETING OF 4 SEPTEMBER 2023.**

**RESOLVED**, that the public minutes and non-public summary of the Joint Consultative Committee meeting held on 4 September 2023, be noted.

5. **AMBITION 25: MY CONTRIBUTION, MY REWARD**

Members considered a report of the Chief People Officer and Executive Director of Human Resources concerning the ongoing Ambition 24: My Contribution, My Reward programme.

Clarification was sought on the report having been marked 'for discussion'. Whilst the Committee had authorised the Town Clerk to progress with the work, the continued feedback from Members was considered essential to inform the process.

There was debate on the relevance of workplace attendance and how this should be a consideration within the 'My Contribution' tranche of work. Clarification was provided over why certain institutions could not to be included within the programme, such as those informed by nationally-agreed scales.

There was debate over the adoption of Market Forces Supplements (MFS). Some Members wished to see the introduction of a pay scale that irradiated

the need for them; however, others felt that, whilst it was essential that the number of MFS reduced, it would not be possible to get rid of them entirely. This led into discussions on the City Corporation's responsibilities as a Local Authority, but also as a private organisation and charity and how the new arrangements should respond to the different requirements that each of those sectors require.

The consultants would be presenting options for Ambition 25, including the associated financial implications, in the spring. Once the programme had been delivered, the Reward Policy should be considered annually. This would help pick up the challenges surrounding recruitment and retention.

Officers confirmed that the work to date was within budget but that a separate budget would need to be identified to facilitate a piece of work centring on values and behaviours.

Members and Officers shared concern over the perception that Ambition 25 was a second iteration of the recent Target Operating Model (TOM) changes. Communication to staff was essential to dispel any misconception.

In terms of management responsibilities, it was not considered desirable for the Town Clerk and Chief Executive to continue to directly manage such a large number (17) Chief Officers.

There was a brief discussion on the value of the Local Government Pension Scheme and whether the City Corporation could be more radical in the options it provided its staff.

In response to the discussion on workplace attendance, it was proposed that an amendment be made to the recommendations, seeking that the Terms of Reference for Ambition 25 be reviewed and amended, if required, to ensure that when and where people work is featured within the 'My Contribution'.

In response the Chief People Officer agreed that the terms of reference centred on 'My Reward' and that the 'My Contribution' aspect was not sufficiently set out. It was suggested that in place of the proposed amendment, that Officers go away and draft revised terms of reference for the 'My Contribution' aspect of Ambition 25.

**RESOLVED**, that Members:-

1. Request revised terms of reference for the 'My Contribution' aspect of Ambition 25.
2. Note the report.

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

There were no questions.

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

The following items of urgent business were raised –

### Health & Safety

Members were advised that a detailed Health & Safety Update would come forward to their January meeting. Members asked that Health & Safety feature as a standing item on future agendas.

Members were also provided an update on surveys undertaken for City Corporation properties with RAAC. Three properties had RAAC identified but these were all in good condition and would now be subject to regular review.

### Brexit Readiness for the Port Health Service

Members heard from the Executive Director Environment.

The City of London is the Port Health Authority (LPHA) for the tidal Thames and is responsible for sanitary and phytosanitary checks on food and feed at Border Control Posts (BCPs). The area includes the ports of London Gateway, Tilbury 1 & 2, Purfleet, Thamesport and Sheerness.

On 29 August 2023 the UK Government published a new Border Target Operating Model (BTOM), setting out a new border regime including a risk based approach to border controls for food, feed, plants, seeds and live animals.

Controls for imported food and feed will be aligned for Rest of World and EU imports and would be implemented in three stages:

31 January 2024 - Export Health Certificates introduced

30 April 2024 - Documentary physical and identity checks introduced.

31 October 2024 - Use of a UK Single Trade Window to assist the import process.

Members were advised that this change would require a significant increase in staffing early in the New Year, but that full implications and financing from Government was still being determined.

In response to this, Members agree to delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of Corporate Services Committee, to consider proposals relating to a Brexit Readiness Resourcing Plan for the Port Health Service, if required before the next meeting (10 Jan 2024).

**RESOLVED**, that Members agree to delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman of Corporate Services Committee, to consider proposals relevant to the Committee, relating to a Brexit Readiness Resourcing Plan for the Port Health Service, if required before the next meeting (10 Jan 2024).

## 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 OF THE JOINT CONSULTATIVE COMMITTEE MEETING OF 4 SEPTEMBER 2023**

**RESOLVED**, that the non-public minutes of the Joint Consultative Committee meeting held on 4 September 2023, be noted.

10. **\*EXTENSION OF THE MANAGED SERVICE TEMPORARY AGENCY RESOURCE CONTRACT**

Members received a report of the Chief People Officer and Executive Director of Human Resources, regarding the extension of the managed service Temporary Agency Resource Contract.

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

There was one question relating to a recent meeting of the Joint Consultative Committee.

12. **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.

At this point in the meeting several officers departed so that items could be considered in confidential session.

*12.59 - Pursuant to Standing Order 40, Members present agreed to extend the meeting until such a time where the business on the agenda had been considered.*

13. **CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 18 November 2023, be approved as an accurate record.

14. **CREATION OF A GRADE I POST**

Members considered a report of the Chamberlain regarding the creation of a Grade I post.

15. **DESTINATION CITY**

Members considered a report of the Executive Director of Innovation and Growth concerning the restructuring of the Destination City Team.

16. **MINIMUM-HOURS CONTRACTS**

Members received a report of the Principal of the Guildhall School of Music and Drama regarding minimum hours contracts.

17. **\*EMPLOYMENT CASES UPDATE**

Members received a report of the Comptroller & City Solicitor regarding an update on Employment Tribunal Cases.

18. **\*REPORT OF ACTION TAKEN BETWEEN MEETINGS**

Members received a report of the Town Clerk regarding action taken between meetings under urgency procedures.

Members received a verbal update on a confidential staffing matter.

**The meeting ended at 1.17 pm**

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Chairman

**Contact Officer: Polly Dunn**  
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