

Committee(s): Corporate Services Committee – For decision	Dated: 10 January 2024
Subject: Annu Review of Terms of Reference	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1-12
Does this proposal require extra revenue and/or capital spending?	N
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?	n/a
Report of: The Deputy Town Clerk	For Decision
Report author: Polly Dunn, Assistant Town Clerk and Executive Director of Governance and Member Services (Interim)	

Summary

This report calls for the annual review of the Committee’s own Terms of Reference.

No changes are proposed at this time; however, Members may wish to make suggestions and provide feedback to be incorporated and approved either at its next meeting (21 February 2024) or, if uncontentious, by the Town Clerk under Delegated Authority.

Any amendments to Grand Committee terms of reference require the approval of the Policy & Resources Committee and the Court of Common Council.

Recommendation(s)

Members are asked to:

- Consider the Committee Terms of Reference set out at Appendix A and agree whether they sufficiently encapsulate the responsibilities of this Committee;
- Consider the Committee Composition, also set out at Appendix A, and agree whether the Membership is appropriate for the exercising of these duties; and
- If amendments are required, agree that Delegated Authority be given to the Town Clerk in consultation with the Chair and Deputy Chair, to consider the final wording of the revised terms of reference, for consideration by the Policy & Resources Committee and Court of Common Council.

Main Report

Background

1. The Court of Common Council considers and re-appoints committees to discharge its various responsibilities on an annual basis each April.

2. In anticipation of this, each Grand Committee (i.e. a committee directly appointed by the Court of Common Council) is, invited to consider whether its own terms of reference sufficiently capture and reflect the work of their relevant work areas.
3. Typically, this annual review provides an opportunity for officers and Members to suggest any administrative amendments (such as the updates of names of any Departments, or Committees) alongside any more substantial revisions that are considered necessary to facilitate strategic change.
4. In this vein, the Governance Review in 2020/21 and subsequent 'Light Touch Governance Review', led to a significant refresh of the Corporate Services Committee (formerly the Establishment Committee) terms of reference.

Current Position

5. The Committee's existing Terms of Reference document (also known as the 'Court Order') is set out at Appendix A. The named Membership listed is correct as of April 2023 and should be disregarded for the purpose of this report.
6. Given the work undertaken in recent years (para 3), no significant changes are proposed at this time, however, it is for the Committee to decide whether or not it amendments are required.
7. If Members feel that updates are necessary, caution should be exercised if attempting to draft wording in the meeting as it can have unintended consequences/implications. Therefore, should the need arise, it is recommended that Officers would be instructed to draft proposed amendments and report back to the Committee at its next meeting or, alternatively, via the Delegated Authority arrangements.
8. By bringing this report forward in January 2024, there is a good amount time to ensure any amendments are settled for the Court of Common Council to re-appoint its Committees in April.
9. Any changes will need to be considerate of recent Governance Review recommendations that have been agreed by the Court of Common Council. Advice on this can be provided by Officers upon discussion.

Options

10. Members have two options:
 - a) To agree that no changes are required; or
 - b) Discuss and propose any required changes and agree whether these should come to the February meeting or be finalised under Delegated Authority procedures.

Proposals

11. No changes are known to be required at this time. If this is agreed, no further action will be taken.

Corporate & Strategic Implications

- **Strategic implications** – Any changes should facilitate efficiencies in the delivery of the City of London Corporation Strategy.
- **Financial and Resource implications** – None, providing no changes are required. Financial and Resource Implications will need to be considered should the Committee seek to make amendments.
- **Legal implications** – any changes proposed will change internal organisational administrative procedures at the City of London Corporation.
- **Risk implications** – None, providing no changes are required. Risk Implications will need to be considered should the Committee seek to make amendments.
- **Equalities implications** – Under the Equality Act 2010, all public bodies have a duty to ensure that when exercising their functions they have due regard to the need to advance equality of opportunity between people who share a protected characteristic and to take steps to meet the needs of people with certain protected characteristics where these are different from the needs of other people and encourage people with certain protected characteristics to participate in public life or in other activities where their participation is disproportionately low. The proposals contained in this report do not have any potential negative impact on a particular group of people based on their protected characteristics.
- **Climate implications** - The proposals included in this paper do not carry any significant implications for the Climate Action programme.
- **Security implications** – None

Conclusion

12. It is recommended that this Committee consider its terms of reference and decide whether the document accurately reflects the nature of its work and suitably supports the City Corporation in the exercising of its various duties.

Appendices

- Appendix A – 2023/24 Corporate Services Committee Court Order (Terms of Reference)

Polly Dunn

Assistant Town Clerk and Executive Director of Governance and Member Services (Interim)

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APPENDIX A

LYONS, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday, 27th April, 2023, doth hereby appoint the following Committee until the first meeting of the Court in April, 2024
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CORPORATE SERVICES COMMITTEE

- 1. Constitution**
A Non-Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - 15 Commoners elected by the Court of Common Council at least two of whom shall have fewer than five years' service on the Court the time of their appointment
 - an appointed representative of the Finance Committee

- 2. Quorum**
The quorum consists of any four Members.

- 3. Membership 2023/24**

ALDERMEN

- 5 Sir Charles Edward Beck Bowman
- 2 Susan Langley, O.B.E.

COMMONERS

- 4 (4) Henry Nicholas Almroth Colthurst, Deputy
- 7 (3) Keith David Forbes Bottomley, Deputy
- 6 (3) Christopher Michael Hayward, Deputy
- 2 (2) Timothy McNally, *for three years*
- 3 (3) Thomas Charles Christopher Sleigh
- 3 (3) James Richard Tumbridge
- 2 (2) Catherine Sidony McGuinness, C.B.E
- 2 (2) Florence Keelson-Anfu
- 15 (2) Charles Edward Lord, O.B.E., J.P., Deputy
- 2 (2) Alastair Michael Moss, Deputy
- 9 (1) Randall Keith Anderson, Deputy
- 1 (1) Anthony Fitzpatrick
- 2 (1) Gregory Alfred Lawrence
- 2 (1) Mandeep Thandi
- 9 (1) Philip Woodhouse, Deputy

together with the appointed Member of the Finance Committee referred to in paragraph 1 above.

4. Terms of Reference

- (a) The Corporate Services Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters listed below relating to the City of London Corporation staff where such matters are not specifically delegated to another Committee. These matters include:-
- Conditions of employment;
 - Local Government Pension Scheme (apart from investments);
 - Workforce planning;
 - Wages, salaries structure, job evaluation, staff grading and remuneration of Heads of Departments or Institutions and any other officers in the Senior Management Grade;
 - Organisation reviews;
 - Employee relations;
 - Joint consultation;
 - Learning and employee development;
 - Recruitment and selection;
 - Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;
 - Occupational health, safety and wellbeing;
 - Corporate health and safety, including fire and psychosocial hazards.

NB. The definition of "staff" includes all graded and non-graded employees, employees on the professional payrolls, staff, and including casual workers, across Corporation departments and Institutions. The exceptions to this rule are uniformed police officers, which come under the Police Authority Board and are subject to national policing arrangements, and teaching staff whose remuneration is managed through separate arrangements.

- (b) To approve:-
- (i) Reports of Chief Officers recommending changes to or creation of senior management posts of Grade I and above which need the approval of the Court.
 - (ii) The structure and application of Job Evaluation Schemes and any amendments thereto.
 - (iii) The Resources policies and practices so that the City of London Corporation can recruit, retain and motivate its employees and carry out its functions to the highest standards of quality and cost effectiveness;
 - (iv) Market Forces Supplements and Honorarium payments in line with the Officer Scheme of Delegations.
- (d) To instigate and receive organisational reviews of departments and to approve their reports and comments on proposed changes in organisation to ensure that staff resources are deployed in an efficient and effective manner.
- (e) To make amendments to:-
- (i) the general terms and conditions of employment which are contained in the employee handbook, such as working hours, annual leave, pension, leave of absence, allowances, family friendly provisions, and sick pay;
 - (ii) those procedures which form part of the contract of employment to include the grievance, disciplinary, capability, and appeals procedures, motor car, and motorcycle assisted purchase scheme.
- (f) To appoint seven members (including the representative of the Finance Committee):-
- (i) to act as the Employer's side of the Joint Consultative Committee when meeting 8 members of the recognised unions, UNITE and GMB for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service etc. of City of London Corporation employees up to and including Grade G but excluding teachers and City of London Police Officers;
 - (ii) to act as the Employer's side of the Senior Management Joint Consultative Committee when meeting representatives of senior management of grades H and above, including High and Table Officers, for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service, etc;
- (g) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.
- (h) To increase the salary of the Coroner if it follows the recommendations of the Joint Negotiating Committee for Coroners.
- (i) To consider submissions of the Board or Boards of Governors relating to teaching staff, which, inter alia, may have to be finally submitted to the Court of Common Council.
- (j) To approve any increase in the salaries for teachers at the three City Schools if they are in excess of that recommended by the School Teachers' Review Body and any proposed changes to the basic salary structure or restructuring of the common pay spine for teachers.
- (k) To approve:-
- (i) the learning and employee development policy, strategy and budget;
 - (ii) the Health and Safety and Occupational Health and Wellbeing policies and strategies, not including policies related to public health and wellbeing.

- (l) To be the service Committee for the following Departments:-
Town Clerk's (Policy and Democratic Services)
Comptroller and City Solicitor's
Chief Operating Officer's (HR; Corporate Health and Safety; Equality Diversity and Inclusion)
- (m) To be responsible for the appointment of the Coroner (and see (h) above).
- (n) In accordance with the Scheme of Delegation, to receive details of:
 - (i) redundancies and early retirements
 - (ii) Employment tribunals, litigation cases and grievances and other reports from Comptroller's and City Solicitor's Department
- (o) To be responsible for the monitoring of overtime, sickness absence, recruitment and retention changes to staffing resources, workforce profile, job evaluation and the termination of employment.
- (p) dealing with requests for grants to support staff hospitality and recognition initiatives from funds under the Committee's control, as allocated by the Resource Allocation Sub (Policy and Resources) Committee.