

**CORPORATE SERVICES COMMITTEE**  
**Wednesday, 10 January 2024**

Minutes of the meeting of the Corporate Services Committee held at Guildhall on  
Wednesday, 10 January 2024 at 1.45 pm

**Present**

**Members:**

Deputy Alastair Moss (Chair)  
Deputy Randall Anderson  
Deputy Keith Bottomley  
Deputy Henry Colthurst  
Deputy Christopher Hayward  
Deputy Charles Edward Lord  
Catherine McGuinness  
Timothy James McNally  
Tom Sleigh  
Mandeep Thandi  
Philip Woodhouse

**Officers:**

Ian Thomas CBE	- Town Clerk & Chief Executive
Gregory Moore	- Deputy Town Clerk
Polly Dunn	- Assistant Town Clerk & Executive Director of Governance and Member Services
Oliver Sanandres	- Deputy Town Clerk's Department
Michael Cogher	- Comptroller & City Solicitor's Department and Deputy Chief Executive
Alison Littlewood	- Chief People Officer and Executive Director of Human Resources
Dionne Williams-Dodoo	- Human Resources Department
Pauline Shakespeare	- Human Resources Department
Cindy Vallance	- Human Resources Department
Sonia Virdee	- Chamberlain's Department
Dionne Corradine	- Chief Strategy Officer
Barbara Hook	- Chief Strategy Officer's Department

**1. APOLOGIES**

Apologies for absence were received from Alderman Sir Charles Bowman, Anthony Fitzpatrick, Steve Goodman, Florence Keelson-Anfu, Alderwoman & Sheriff Dame Susan Langley, Gregory Lawrence, and James Tumbridge.

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

In respect of Item 9, Catherine McGuinness noted a wider family member's employment by the City of London Police.

### 3. **MINUTES**

In commenting on the accuracy of the minutes, Deputy Charles Edward Lord noted that they had issued apologies at the last meeting.

#### Brexit Readiness

In relation to Item 7 within the minutes, the Executive Director of Environment provided an update in respect of the Brexit Readiness resourcing plan for the Port Health Service. An extension on the Delegated Authority was sought and granted.

#### Workplace Attendance

It was noted that a report on this matter would be submitted to the February meeting of the Committee.

#### **RESOLVED** – That

1. the public minutes and summary of the meeting held on 29 November 2023 be approved as an accurate record subject to the following amendment – Deputy Charles Edward Lord was not present and sent apologies.
2. 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 (21 February 2024).

#### 4. **\*MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

**RESOLVED** – That the public minutes and summary of the meeting of the Joint Consultative Committee held on 28 November 2023, be noted.

#### 5. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Members considered a report of the Town Clerk, regarding the Annual Review of Terms of Reference.

With the permission of the Committee, this item was withdrawn and would be resubmitted to the next meeting.

#### 6. **DRAFT PEOPLE STRATEGY**

Members considered a report of the Chief People Officer and Executive Director of Human Resources, regarding the draft People Strategy.

The Town Clerk introduced the item by remarking upon the brilliant people within the organisation. The Chief People Officer followed by noting the new Strategy involved modernisation, whilst continuing to build upon trust within the workforce.

Comments on the Strategy included:-

- On the workplace profile, there was currently no option within the system to select anything other than 'male' or 'female' but this was being looked at.
- There was a typographical error in relation to 'LBQTBA+', it was suggested that LGBTQ+ would be more appropriate
- Monitoring reports should be submitted more frequently than annually.
- Tone on page 27 within the forewords require further drafting.
- The performance references in the purpose and outcomes section on p30 require higher visibility.
- On pages 28/39 – were the list of religions exhaustive?
- Language should generally be more consistent.
- Reference to Members and leadership should be included.
- Employee engagement would be key to measure success.

It was also noted that the home-screens on City Corporation devices still featured the four 'P's (Pride, Pace, Passion, Professionalism) and this should be changed with the adoption of the new Strategy.

**RESOLVED** that Members:-

1. Approve the following for the draft People Strategy 2024 - 29 in Appendix 1. Specifically:
  - a. Agree the five themes; and
  - b. Agree the direction of travel contained within the summary of high-level annual Activities and Key Performance Measures
2. Authorise the Town Clerk and Chief Executive to finalise and agree any further changes to the content of the draft People Strategy 2024 - 2029, in consultation with the Member Reference Group; noting that the final wording and design will be finalised in consultation with the Town Clerk and Chief Executive and Chair, Member Reference Group.
3. Recommend that the Policy and Resources Committee adopts the People Strategy 2024 - 2029.
4. Recommend that the Court of Common Council adopts the People Strategy 2024 - 2029.

**7. DEPARTMENTAL BUDGET ESTIMATES 2024-25 – CORPORATE SERVICES COMMITTEE**

Members considered a joint report of the Town Clerk, Chief Strategy Officer, Comptroller & City Solicitor, and Chamberlain, regarding the departmental budget estimates of 2024-2025.

In response to a question, the Deputy Town Clerk confirmed that Member allowances did not sit within this budget but came from the Central Risk budget. This was confirmed by the Chamberlain.

Members asked that in future, the variances described at the bottom of page 63, should feature within the table at the top of page 64.

With regard to the Guildhall Club budget, it was noted that the shortfall tended to be consistently managed using underspends. Member asked that next year it be assigned a proper budget.

Requirements for Equality Diversity and Inclusion were still being worked through but would, in any event, need to be resourced from the existing envelope.

**RESOLVED**, that Members

1. Note the latest revenue budget for 2024/25;
2. Review and approve the estimate for 2024/25 for submission to the Finance Committee;
3. Authorise the Chamberlain, in consultation with the Town Clerk, Deputy Town Clerk, the Comptroller and City Solicitor to revise these budgets to allow for any further implications arising from Corporate Projects, other reviews and changes to the Cyclical Works Programme; and
4. Authorise the Chamberlain to agree minor amendments for 2023-24 and 2024-25 budgets arising during budget setting be delegated to the Chamberlain.

**8. DRAFT HIGH-LEVEL BUSINESS PLAN 2024/25 - CORPORATE STRATEGY AND PERFORMANCE TEAM**

Members considered a report of the Strategy Officer, regarding the draft High-Level Business Plan 2024/25 – Corporate Strategy and Performance Team.

A Member asked whether there were any proposals to change where the Sports Engagement Team reported into. The Town Clerk confirmed that this was being looked at.

**RESOLVED**, that Members

1. Note the factors taken into consideration in compiling the Corporate Strategy and Performance Team Business Plan; and
2. Approve, subject to the incorporation of any changes sought by this Committee, the departmental High Level Business Plan 2024/25 at Appendix 1.

**9. DRAFT HIGH-LEVEL BUSINESS PLAN 2024/25 – TOWN CLERK'S DEPARTMENT**

Members considered a report of the Town Clerk, regarding the draft High-Level Business Plan 2024/25 – Town Clerk's Department.

The Deputy Town Clerk provided clarification about the use of percentages, which related to the total of each sub-Team, rather than the Department as a whole. This was something that would be clarified next year.

**RESOLVED**, that Members

1. Approve the sections related to Governance and Member Services, Office of the Policy Chairman and Corporate Health & Safety; and
2. Note organisational changes which will affect the Town Clerk's Department and Deputy Town Clerk reporting lines, particularly that Electoral Services has moved to the Comptroller and City Solicitor, and that Health and Safety will report into the Deputy Town Clerk.

**10. HEALTH & SAFETY UPDATES**

Members received a report of the Town Clerk, regarding health & safety.

Members had questions in relation to the Non-Public Appendix, which were raised at item 16.

**RESOLVED**, that Members note the report and endorse the action plan prepared by officers.

**11. \*FORWARD PLAN**

Members received a joint report of the Chief People Officer & Executive Director of Human Resources and Town Clerk, regarding the forward plan.

**RESOLVED**, that the report be noted.

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

There were no questions.

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

There were no urgent items.

**14. 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.

**15. NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 29 November 2023 were approved as an accurate record.

**16. NON-PUBLIC APPENDICES - HEALTH & SAFETY UPDATE**

Members considered a report of the Town Clerk, regarding the non-public appendices of the health & safety update.

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

There were no questions.

18. **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.

19. **CONFIDENTIAL MINUTES**

**RESOLVED**, that the confidential minutes of the meeting held on 29 November 2023 were approved as an accurate record.

**The meeting ended at 3.40 pm**

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Chairman

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