

CORPORATE SERVICES COMMITTEE
Wednesday, 10 April 2024

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

Present

Members:

Deputy Alastair Moss (Chair)
Florence Keelson-Anfu (Deputy Chairman)
Deputy Randall Anderson
Deputy Henry Colthurst
Steve Goodman OBE
Deputy Christopher Hayward
Gregory Lawrence
Catherine McGuinness
Timothy James McNally
Philip Woodhouse

Officers:

Ian Thomas CBE	- The Town Clerk
Caroline Al-Beyerty	- The Chamberlain
Michael Cogher	- Comptroller and City Solicitor
Dionne Corradine	- Chief Strategy Officer
Greg Moore	- Interim Deputy Town Clerk
Ali Littlewood	- Executive Director of Human Resources & Chief People Officer
Monica Patel	- Chamberlain's Department
Genine Whitehorne	- Commercial Director
Jacqueline Ryan	- EA to the Town Clerk
Chandni Tanna	- Media Officer
Faye Johnstone	- HR Department
Cindy Vallance	- HR Department
Dionne Williams-Dodoo	- HR Department
Alix Newbold	- City of London Police
John Cater	- Committee Clerk

1. APOLOGIES

Apologies for absence were received from Deputy Keith Bottomley, Alderman Sir Charles Bowman, Anthony Fitzpatrick, Alderwoman & Sheriff Dame Susan Langley, Deputy Edward Lord, Tom Sleigh, and Mandeep Thandi.

Separately, on behalf of the Committee, the Chair took the opportunity to congratulate Ali Littlewood on her recent appointment to the permanent role of Executive Director of Human Resources & Chief People Officer.

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 summary of the meeting held on Wednesday, 21st February 2024 be approved as an accurate record.

4. **HR POLICY CHANGES (VARIOUS) - APRIL 2024**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning changes to employment law.

RESOLVED – The Committee approved the Chair's proposal that, in the interests of time management at the meeting given the size of the agenda, this item should be considered by the Town Clerk and the Chair and Deputy Chair of the Committee under delegated authority procedures after the meeting.

5. **MEMBER-LED RECRUITMENT PROCEDURES AND ROLES INCLUDED**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning Member-led recruitment procedures.

As the "People Committee", Members emphasised the need for the Corporate Services Committee to retain its function and involvement in Member-led recruitment (alongside the relevant service Committee and the Policy & Resources Committee) going forward.

Whilst supporting the critical role that the Policy & Resources Committee had in these proceedings, given its cross-cutting role, Members were also keen to emphasise the need for the relevant service Committee to take the lead on their specific recruitment.

Members supported the proposal that each of the respective Chairs (i.e., the Chairs of the Corporate Services Committee, the Policy & Resources Committee, and the relevant service Committee) could delegate their place on the recruitment panel to others in their Committees if, and when, appropriate. The Chair asked that this point was highlighted when the Report was submitted to the Policy & Resources Committee and the Court of Common Council.

In response to a query concerning the arrangements for recruitment to senior roles at the City's independent schools and other similar City institutions, such as the Guildhall School of Music & Drama, the Chair asked officers to consider the wording and particular nuances around these appointments after today's meeting and report back to the Policy & Resources Committee (where this Report would be also considered) in May.

Several Members were keen to ensure that there was flexibility in the procedures to provide for external expertise to be incorporated onto panels when this was considered beneficial; this should be considered on a case-by-

case basis. Whilst emphasising the importance of keeping the panels to a reasonable size, officers noted this point.

A Member suggested that the aspiration should be that the size of the panels were capped, as the current figure of five or six panellists represented overkill, and, that Member involvement should regularly take place only towards the end of the respective recruitment round, i.e., once the executive had reduced the long-list down, Members would then determine the suitable candidate from the short-list.

A Member expressed the concern that during the selection process, the role's respective line manager, which on most occasions would be the Town Clerk, could effectively be outvoted on the final selection of the candidate.

In response to a query, officers pointed out that whilst the City did not offer recruitment specific training for Members, a key work stream of the People Strategy would be the design and roll out of enhanced training for all Members and officers around the culture and values of the organisation; this would then lend itself to better outcomes when Members are involved in recruitment.

In response to a query, officers confirmed that the pool of executive search partners had been expanded compared to previous years and a scorecard was now being kept which outlined which firms had been utilised and the associated costs involved.

The Chair thanked officers for their work on this Report, and, given the frequent challenges around marshalling these procedures when senior recruitment was required, called on Members to support the process going forwards.

RESOLVED – that the Committee:

- Approved policy changes as set out in the body of the report.
- Approved the proposal of paid Carer's Leave.
- Delegated authority to the Chief People Officer, to agree any further revisions / insertions where necessary i.e., to the Flexible Working Policy, the extension of redundancy protection in specified circumstances.

6. **NATIONAL GRADUATE DEVELOPMENT PROGRAMME**

The Committee received a Report of the Executive Director of Human Resources & Chief People Officer

In response to a query, officers confirmed that the apprenticeship scheme and the graduate programme will both be progressed. Details concerning the Level Seven apprenticeship programme will be submitted to the Committee in due course.

Members were also informed that a work experience policy will also be submitted to the Committee for consideration before the summer recess.

RESOLVED – The Committee approved the Chair’s proposal that, in the interests of time management at the meeting given the size of the agenda, this item should be considered by the Town Clerk and the Chair and Deputy Chair of the Committee under delegated authority procedures after the meeting.

7. UPDATED HEALTH & SAFETY POLICY

The Committee considered a Report of the Interim Deputy Town Clerk concerning the updated Health & Safety Policy of the City of London Corporation.

In response to a query, officers confirmed that whilst the institutions, particularly the City Schools will continue to have their own specific Health and Safety policies, all stakeholders are working towards a broad coordinated approach to these matters across the Corporation family.

Separately, officers confirmed that the Strategic Safety Board Policy provided oversight on managing risks concerning members of staff being abused in their workplace by members of the public. Each institution would be profiling the specific risks to their workforce through the City’s Safety Management Framework.

Officers stressed that, alongside the City’s responsibility to ensure good health and safety practices, members of staff had a duty of care to themselves when in the workplace and this was being clearly emphasised during the employee’s induction and throughout their time with the City.

RESOLVED – that the Committee approved the updated and reviewed Health & Safety Policy set out at Appendix 1 of the Report.

8. HEALTH AND SAFETY UPDATE

The Committee received a Report of the Interim Deputy Town Clerk concerning Health and Safety.

Officers confirmed that the information gathered about the City’s residential buildings in the aftermath of Grenfell will be utilised in the work concerning the Building Safety Case.

In response to a query, officers would look into whether the boarding houses at the City of London Freemen’s School were in the scope of the Building Safety Case.

RESOLVED – that the Committee noted the Report.

9. COMMITTEE FORWARD PLAN

The Committee received a Report of the Executive Director of Human Resources & Chief People Officer concerning the Committee’s Forward Plan.

RESOLVED – that the Committee noted the Report.

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

There were no questions.

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

There were no urgent items.

12. **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.

13. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on Wednesday, 21st February 2024 be approved as an accurate record.

14. **STAGE 1 - PROCUREMENT OF THE MANAGED SERVICE TEMPORARY AGENCY RESOURCE CONTRACT**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning contingent labour.

15. **AMBITION 25: MY CONTRIBUTION, MY REWARD - UPDATE**

The Committee received a Report of the Executive Director of Human Resources & Chief People Officer concerning Ambition 25: My Contribution, My Reward.

16. **CASUAL LABOUR REVIEW**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning casual labour.

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 Wednesday, 21st February 2024 be approved as an accurate record.

20. **STAFFING MATTERS - CORPORATE STRATEGY & PERFORMANCE TEAM**

The Committee considered a Report of the Chief Strategy Officer concerning the Corporate Strategy & Performance Team.

21. **TOWN CLERK'S UPDATE**

The Town Clerk raised one item.

The meeting ended at 3.30 pm

Chairman

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