

**CORPORATE SERVICES COMMITTEE**  
**Wednesday, 15 May 2024**

Minutes of the meeting of the Corporate Services Committee held at Guildhall on  
Wednesday, 15 May 2024 at 1.45 pm

**Present**

**Members:**

Deputy Alastair Moss (Chair)  
Florence Keelson-Anfu (Deputy Chair)  
Anthony David Fitzpatrick  
Steve Goodman  
Gregory Lawrence  
Deputy Charles Edward Lord  
James Tumbridge  
Philip Woodhouse

**Officers:**

Ian Thomas	- Town Clerk
Michael Cogher	- Comptroller and City Solicitor
Alison Littlewood	- Executive Director of Human Resources & Chief People Officer
Caroline Al-Beyerty	- The Chamberlain
Dionne Corradine	- Chief Strategy Officer
Greg Moore	- Interim Deputy Town Clerk
Dionne Williams-Dodoo	- Assistant Director – HR
Faye Johnstone	- Assistant Director – HR
Oliver Sanandres	- Director and Head of Profession (Health & Safety)
Colette Hawkins	- HR Business Partner, Town Clerk's
Simon Gray	- Head of Rewards and Benefits
Chris Fagan	- Chamberlain's Department
John Cater	- Committee Clerk

**1. APOLOGIES**

Apologies for absence were received from Deputy Randall Anderson, Alderman Sir Charles Bowman, Deputy Henry Colthurst, Deputy Christopher Hayward, Catherine McGuinness, Timothy McNally, Benjamin Murphy, and Mandeep Thandi.

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

There were no declarations of interest.

3. **ORDER OF THE COURT**

The Committee received the Order of the Court of Common Council from Thursday, 25<sup>th</sup> April 2024 appointing the Corporate Services Committee until the first meeting of the Court in April 2025.

4. **ELECTION OF CHAIR**

Ahead of the election of the Chair and Deputy Chair, the Town Clerk reminded Members of Standing Orders 29.4 and 30.5, whereby any Member interested in standing for the positions of Chair or Deputy Chair is asked to inform the Town Clerk by no later than one full working day ahead of the meeting. The Town Clerk confirmed that the positions of Chair and Deputy Chair of the Corporate Services Committee were uncontested.

The Chair thanked Members for continuing to place their trust in him and highlighted the progress made over the past year whilst stressing the importance of working together to navigate the busy upcoming workload over 2024/25.

RESOLVED, that – being the only Member expressing a willingness to serve, Deputy Alastair Moss be elected as Chair of the Corporate Services Committee for 2024/25.

5. **ELECTION OF DEPUTY CHAIR**

RESOLVED, that – being the only Member expressing a willingness to serve, Florence Keelson-Anfu be elected as Deputy Chair of the Corporate Services Committee for 2024/25.

The Deputy Chair thanked Members for their continued support and reiterated the Chair's comment that vital work lay ahead.

6. **APPOINTMENTS**

The Committee approved the compositions and Terms of References for the Joint Consultative Committee (JCC) and the Senior Remuneration Sub-Committee and after requesting expressions of interest, it was:

RESOLVED –

That the following appointments be made to the Joint Consultative Committee for 2024/25:-

- Deputy Alastair Moss (Chair of the JCC)
- Florence Keelson-Anfu (Deputy Chair of the JCC)
- Anthony Fitzpatrick
- Gregory Lawrence
- Deputy Edward Lord
- Philip Woodhouse
- The Finance Committee representative, Steve Goodman

That the following appointments be made to the Senior Remuneration Sub-Committee for 2024/25:-

- Alastair Moss (Chair of the Sub-Committee)
- Deputy Edward Lord
- Florence Keelson-Anfu
- Gregory Lawrence
- Benjamin Murphy
- Philip Woodhouse
- The Finance Committee representative, Steve Goodman

In addition, the Committee noted the other appointments to the Senior Remuneration Sub-Committee for 2024/25:

- Policy & Resources Committee Chairman: Deputy Christopher Hayward (who will serve as Deputy Chair of the Sub-Committee for 2024/25).
- Policy & Resources Committee Deputy Chair: Deputy Keith Bottomley
- Finance Committee Chairman: Deputy Henry Colthurst
- General Purposes Committee of Aldermen Chairman: Alderman Sir William Russell

In addition, the Committee made the following three appointments to the Equality, Diversity, and Inclusion (Policy & Resources) Sub-Committee for 2024/25:

- Florence Keelson-Anfu
- Gregory Lawrence
- Deputy Edward Lord

The Committee made the following two appointments to the Member Development and Standards (Policy & Resources) Sub-Committee for 2024/25:

- Deputy Edward Lord
- Philip Woodhouse

## 7. **MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on Wednesday, 10 April 2024 be approved as an accurate record, subject to the following amendment:

James Tumbridge confirmed that he provided his apologies in advance of the meeting. The Town Clerk confirmed that this would be rectified on the final version of the minutes.

Under matters arising, the Chief People Officer confirmed that the concerns raised around 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, had been reflected upon after the discussion at the last meeting, and adjusted proposals, which took these nuances into account, were submitted to the Policy & Resources Committee's May meeting for approval.

It was noted that the Boarding Houses of the City of London Freemen's School were not included in the scope of the Building Safety Case.

8. **PUBLIC MINUTES OF THE SENIOR REMUNERATION SUB-COMMITTEE**  
RESOLVED – that the draft public minutes of the Senior Remuneration Sub-Committee meeting of Wednesday, 21 February were noted.

9. **ENTERPRISE RESOURCE PLANNING (ERP) PROGRAMME UPDATE**  
The Committee received a joint Report of the Chamberlain and the Chief People Officer concerning the Enterprise Resource Planning (ERP) Programme.

**RESOLVED** – that the Committee noted the Report.

10. **HEALTH AND SAFETY UPDATE**  
The Committee received a Report of the Interim Deputy Town Clerk concerning Health and Safety.

In response to a query, officers confirmed that the cable strike at Giffords Wood, Epping had occurred due to staff not being aware of the location of the cables. This was particularly unfortunate, given that co-ordination had occurred between the power networks and the department in the preceding weeks leading up to the work; however, due to staff then departing on annual leave, access to the mapping system on the day of the work had lapsed; staff did not attempt to regain access to the system and instead attempted to carry out the work without being aware of the location of the cables; this was then compounded by a failure to carry out the normal pre-scan processes before digging. An investigation was ongoing, and the lessons learned would be embedded. This would be in addition to the wider Health & Safety training programme which would be aimed at enhancing and developing the abilities of managers to drive change and improvements in their teams.

Separately, it was confirmed that the risk identified in the Quadriga Action Plan concerning the potential impact of forklift trucks on the cast iron columns supporting the roof at Smithfield Market was being addressed as a matter of urgency by the Smithfield Market Team, it was also confirmed that the trucks were not generally in use around this area of Smithfield.

In response to a query, the Director of Health & Safety stressed that whilst the organisation was tackling these challenges, locally there remained a laissez-faire approach to closing out all but the most critical actions after audits had been undertaken. There were likely to be several factors behind this and a concerted effort would be required to change this culture.

It was confirmed that the governance processes concerning the recent Red Bull stunt team event at Tower Bridge had been compliant. As well as the appropriate officer forums, the matter was also considered by the City Bridge Foundation Board. Whilst acknowledging that the City's oversight of events at assets such as Tower Bridge were facilitated primarily through the local departments, the Chief Strategy Officer, emphasised that, in the interests of collaborative working, she would, via the Chief Officer Risk Management Group, ask stakeholders to highlight higher profile events at City assets with a

greater risk for health and safety concerns to ensure that these were being fed through all of the appropriate channels.

Officers emphasised the ongoing work to train managers about dealing with any physical and/or verbal abuse suffered by their direct reports from members of the public. This wasn't yet a centralised workstream due to a higher number of these types of instances impacting on certain specific departments (e.g., Environment) more than others, however, this would be considered, as a joined-up approach stressing zero tolerance of any abuse of any City Corporation staff would carry greater weight.

In the event of racist or other forms of discriminatory abuse, cases were often instead led by the relevant Police force.

Members thanked officers for this information and asked that progress on these areas were brought back regularly to Committee.

RESOLVED – that the Committee noted the Report.

**11. COMMITTEE'S FORWARD PLAN**

The Committee received a Report of the Chief People Officer concerning the Committee's Forward Plan for the remainder of 2024.

In response to a request, officers confirmed that updates on the ERP Programme would come to the Committee on a quarterly basis. In addition, deep dive sessions would be organised over the coming period, and these would be open to Members of the Committee to attend.

In response to a query, officers confirmed that the employment policy changes being proposed by the Labour Party were being closely considered by the HR department. HR would coordinate these efforts with the Remembrancer's Department.

RESOLVED – that the Committee noted the Report.

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

Members highlighted concerns about the recent amendments to the Member-led Senior/Chief Officer recruitment process. A Report on these matters had been considered by Members of the Committee at its previous meeting and the paper had then been considered by the Policy & Resources Committee on 9th May, with final approval of the recommendations due at the 23<sup>rd</sup> May meeting of the Court of Common Council.

Of particular concern was that the documentation as written seemingly indicated an order of precedence with some Committee Chairmen/Chairs given more weight than others when it came to being involved in the recruitment of Chief/senior officers. This was disappointing as Committees at the City were supposed to be equal so a more nuanced approach to the wording would be

beneficial. Officers responded that it was not the intention to rank individual Committees and apologised that the wording may have given that impression.

Of additional concern was the proposal to remove the Chair of the Corporate Services Committee (CSC) from the process when the recruitment was for Senior/Chief Officers who would be reporting into multiple service Committees. The involvement of the Chair of CSC was a longstanding policy which had proven useful in the past as the individual could be expected to take the lead in the process as a more neutral arbiter. Whilst it was acknowledged that it wasn't always easy for the Chair of CSC to commit to, at times, multiple recruitment rounds, this could be overcome by judicious use of the Deputy Chair and/or other CSC Members. Essentially, what was proposed was a fundamental change to the status quo.

The Chair responded that these matters had been scrutinised by CSC last month, P&R earlier in May, and Members would be given a further opportunity to add their views or propose amendments at Court. Whilst he acknowledged the critical role that CSC had at the City with responsibility over the People Strategy, his view was that it was inappropriate for the Chair of the CSC to lead on recruitment of roles to services in which CSC had no remit over and little day-to-day knowledge of. He emphasised that a collaborative and ultimately unified approach was vital and stressed that the proposals did not favour one or two dominant committees running the process. Furthermore, it was clear that candidates were eager to engage with all the key service touchpoints in the roles they were applying for.

Additionally, a Member expressed concern that Committee Chairs with a remit or interest in the recruitment of certain roles had, in the past, been left out of the process. The Chair and officers assured Members that this would be avoided in the future and all relevant Committees would be kept in the loop.

A Member was of the view that the Committee should not be overly concerned with the size of the recruitment panels, given that the candidates would be expected to present and report regularly to Committees which in some cases contained 20 – 30 Members. The Chair and several officers highlighted the logistical issues of aligning the diaries of multiple Members to attend panel interviews as well as participating in sessions to long and short list candidates. Given the competitive nature of securing talented individuals, it was vital that the City could act nimbly and at pace, so efforts to make the recruitment process more efficient should be welcomed. The Town Clerk cited the recent example of the senior appointment to the Environment Department as a case study in how agility had been, at times, stymied by the requirement to align multiple Chairmen/Chairs with the process (including, long-listing, shortlisting, meetings with the headhunters, meetings about the recruitment campaign, drafting the job description, and fireside chats for those Members unable to attend the interviews). Ultimately, the recruitment was a success, however, the process had at times been detrimental to a successful outcome. In the interests of the City, a pragmatic approach was required.

13. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**  
There was no other urgent business.
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 Wednesday, 10 April 2024 be approved as an accurate record.
16. **LOCAL GOVERNMENT PENSION SCHEME – CASUAL WORKERS**  
The Committee considered a Report of the Executive Director & Chief People Officer concerning an issue with regards to Pensions for Casual Workers.
17. **AMBITION 25: MY CONTRIBUTION, MY REWARD - UPDATE**  
The Committee considered a Report of the Executive Director of Human Resources and Chief People Officer concerning Ambition 25.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
19. **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.
20. **CONFIDENTIAL MINUTES**  
**RESOLVED** – That the confidential minutes of the meeting held on Wednesday, 10 April 2024 be approved as an accurate record.
21. **CONFIDENTIAL MINUTES OF THE SENIOR REMUNERATION SUB-COMMITTEE**  
**RESOLVED** – that the confidential minutes of the Senior Remuneration Sub-Committee meeting of Wednesday, 21 February were noted.
22. **INDEPENDENT SCHOOLS TEACHERS' PENSION SCHEME**  
The Committee considered a Joint Report of the Chief Officers of the City of London Independent Schools.
23. **MEMBER-LED RECRUITMENT - DEPUTY TOWN CLERK**  
The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer.
24. **PEOPLE & HR TRANSFORMATION PLAN UPDATE**  
The Committee received an oral update of the Executive Director of Human Resources & Chief People Officer.

**25. REPORT OF ACTION TAKEN**

The Committee received a Report of the Town Clerk updating Members on recent action taken.

**26. TOWN CLERK'S UPDATE**

The Town Clerk updated Members on several points.

**The meeting ended at 4.10 pm**

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Chairman

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