

**CORPORATE SERVICES COMMITTEE**  
**Wednesday, 23 October 2024**

Minutes of the meeting of the Corporate Services Committee held at Guildhall on  
Wednesday, 23 October 2024 at 1.45 pm

**Present**

**Members:**

Deputy Alastair Moss (Chair)  
Florence Keelson-Anfu (Deputy Chair)  
Deputy Randall Anderson  
Deputy Henry Colthurst  
Anthony David Fitzpatrick  
Steve Goodman  
Deputy Christopher Hayward  
Alderman Dame Susan Langley  
Gregory Lawrence  
Deputy Charles Edward Lord  
Catherine McGuinness  
Timothy James McNally  
Benjamin Murphy  
James Tumbridge  
Philip Woodhouse

**Officers:**

Ian Thomas	- Town Clerk
Alison Littlewood	- Executive Director of Human Resources & Chief People Officer
Michael Cogher	- Comptroller and City Solicitor
Caroline Al-Beyerty	- The Chamberlain
Greg Moore	- Deputy Town Clerk
Jen Beckermann	- SRO, Destination City
Sonia Virdee	- Chamberlain's Department
Chris Fagan	- Chamberlain's Department
Simon Latham	- Acting Managing Director, City Bridge Foundation
Oliver Sanandres	- Director of Health and Safety
Caroline Reeve	- City Bridge Foundation
Tabitha Swann	- Corporate Strategy & Performance
Sean Gregory	- Guildhall School of Music & Drama
Kaye Saxton-Lea	- Human Resources
John Cater	- Committee Clerk

**1. APOLOGIES**

Apologies for absence were received from Deputy Keith Bottomley, Alderman Sir Charles Bowman, 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. **MINUTES**

**RESOLVED** – That the public minutes and non-public summary of the meeting held on 11<sup>th</sup> September 2024 be approved as an accurate record.

At this point, Mr Lawrence expressed his apologies for some of the remarks he made at the February meeting of the Corporate Services Committee during the item concerning the Workplace Attendance Policy. He stressed that he regretted if these contributions had caused distress or offence to staff and would do his best to avoid this happening again in the future.

4. **HEALTH & SAFETY UPDATE**

The Committee received a Report of the Deputy Town Clerk providing Members with a Health and Safety update.

Citing the recent Red Bull event at Tower Bridge as an example, a Member queried whether risks from third party events, both in the City and across its other assets, were being correctly assessed and mitigated. Officers stressed that whilst primary responsibility rested with the third party operator to mitigate any Health and Safety risks, the relevant City department for the specific asset would carry out a local risk assessment which would, depending on the nature of the risk, be filtered up to the relevant service Committee, in conjunction with the Audit and Risk Management Committee if necessary, to ensure that Members were sighted and engaged in the City's response.

In response to a query, officers confirmed that the competent individuals highlighted in the Report would not create calls for increased payroll or headcount; most competent individuals had already been appointed with work ongoing to complete the process at pace.

Separately, officers confirmed that the Health and Safety Framework would feed directly into the Audit and Risk Framework. Whilst the Corporate Health and Safety offered a second line defence, it was incumbent upon local department to ensure their Health and Safety management reporting either via Safe 365 or their own agreed arrangements was being effectively communicated to their Service Committee(s) on a regular basis. There was flexibility available across the City's departments and institutions when it came to risk appetite and some will have greater tolerance than others – the Health and Safety Framework would empower department's to better manage this tolerance with sufficient oversight and monitoring provided corporately.

The Town Clerk emphasised that it had been a fundamental objective to get to grips with these issues - we know what we know now because we have shone a light on this area and have carried out the work to find out what remedial action was required, these actions were being worked through swiftly and were key priorities for the organisation.

The Town Clerk asked officers to invite Quadriga back to assess our progress. Members agreed that this external assurance is the right approach.

In response to a query about whether, going forward, the format for this Report should include more tables, the Chair whilst acknowledging that specific information could be helpful, cautioned that the Committee was primarily responsible for overseeing broader cultural change and corporate wide processes for Health and Safety as opposed to getting involved in the finer detail which sat rightfully under the remit of the relevant Service Committees and the Audit and Risk Management Committee.

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

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

There were no questions.

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

There were no urgent items.

7. **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.

8. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on 11<sup>th</sup> September 2024 be approved as an accurate record.

9. **\*CASUAL WORKERS PENSIONS ARRANGEMENTS**

The Committee received a Joint Report of the Chamberlain and the Executive Director of Human Resources and Chief People Officer concerning the arrangements for Casual Worker's access to the Local Government Pension Scheme.

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

There was one question.

11. **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.

12. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 11<sup>th</sup> September were approved.

13. **CITY BRIDGE FOUNDATION STAFFING**  
The Committee considered a Report of the Acting Managing Director, City Bridge Foundation.
14. **DESTINATION CITY STAFFING**  
The Committee considered a Report of the Deputy Town Clerk concerning staffing arrangements at the Destination City Hub.
15. **CENTRAL CRIMINAL COURT STAFFING**  
The Committee considered a Report of the Executive Director of Mansion House, Private Secretary to the Lord Mayor.
16. **MUSIC EDUCATION ISLINGTON DEPARTMENT (GUILDHALL SCHOOL OF MUSIC AND DRAMA) STAFFING**  
The Committee considered a Report of the Principal, Guildhall School of Music & Drama.
17. **AMBITION 25**  
The Committee received a Report of the Executive Director of Human Resources & Chief People Officer concerning Ambition 25.
18. **TOWN CLERK'S UPDATE**  
The Town Clerk provided an update to the Committee.

**The meeting ended at 3.30 pm**

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Chairman

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