

**CORPORATE SERVICES COMMITTEE**  
**Wednesday, 27 November 2024**

Minutes of the meeting of the Corporate Services Committee held at Guildhall on  
Wednesday, 27 November 2024 at 1.45 pm

**Present**

**Members:**

Deputy Alastair Moss (Chair)  
Florence Keelson-Anfu (Deputy Chair)  
Deputy Randall Anderson  
Deputy Keith Bottomley  
Deputy Henry Colthurst  
Anthony Fitzpatrick  
Steve Goodman  
Deputy Christopher Hayward  
Gregory Lawrence  
Deputy Edward Lord  
Catherine McGuinness  
Timothy James McNally  
Mandeep Thandi  
Philip Woodhouse

**Observer:**

Benjamin Murphy

**Officers:**

Ian Thomas	- Town Clerk
Alison Littlewood	- Executive Director of Human Resources & Chief People Officer
Greg Moore	- Deputy Town Clerk
Michael Cogher	- Comptroller & City Solicitor
Dionne Corradine	- Chief Strategy Officer
Sonia Virdee	- Chamberlain's Department
Chris Keesing	- Chamberlain's Department
Dan Ritchie	- City Surveyor's Department
Sarah Guerra	- Corporate Strategy & Performance
Oli Sanandres	- Town Clerk's Department
Chris Fagan	- Human Resources Department
Fay Johnstone	- Human Resources Department
Thomas Kennedy	- Human Resources Department
Laura Marks	- Human Resources Department
Cindy Vallance	- Human Resources Department
John Cater	- Committee Clerk

1. **APOLOGIES**

Apologies for absence were received from Alderman Sir Charles Bowman, Benjamin Murphy, and James Tumbridge.

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 Wednesday, 23 October 2024 be approved as an accurate record.

4. **EMPLOYMENT RIGHTS BILL UPDATE AND HR POLICY FRAMEWORK**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning the government's recently published Employment Rights Bill 2024 and the City Corporation's HR policies.

In response to a query, officers informed Members that the current expectation was, post-consultation, government would legislate to establish the removal of the existing two-year qualifying period for protections from unfair dismissal and deliver on the manifesto commitment to ensure that all workers have a right to these protections from day one of employment. The government will also consult on a new statutory probation period for companies' new hires. This will allow for a proper assessment of an employee's suitability to a role as well as reassuring employees that they have rights from day one, enabling businesses to take chances on hires while giving more people confidence to re-enter the job market. Officers would be prioritising a review of the current HR policies concerning probation periods as a matter of urgency in order to reflect modern best practice in this area.

A Member requested that consideration also be given to reviewing the probation process for those officers appointed by Member panels, as currently, Members' involvement was limited to the appointment of individuals but were not consulted when the probation periods for those appointments had concluded.

A Member welcomed officers' efforts to prioritise the policies around the City's grievance procedure and looked forward to seeing more further down the line, there was a real opportunity in this area to think radically around building resolution frameworks.

In response to a query, given the multitude of differing contract arrangements across the organisation, officers confirmed that they would be working closely with the wider City institutions, such as the independent schools, to ensure that any eventual changes could be easily applied or adapted to different areas of the Corporation.

Separately, it was confirmed that this project could be resourced in-house, so it was not envisaged that additional calls on resources would be required.

**RESOLVED** – that the Committee:

- Noted the proposed reforms in the Employment Rights Bill 2024
- Approved the proposed review of the City Corporation Employee Handbook
- Approved that Delegated Authority be given to the Town Clerk and Chief Executive in consultation with the Chair and Deputy Chair of Corporate Services Committee, to consider and approve changes to HR Policies and report back to the Committee in line with People Strategy reporting.

5. **SPEAK UP ARRANGEMENTS & SYSTEM**

The Committee considered a joint Report of the Chamberlain and the Executive Director of Human Resources & Chief People Officer concerning the Corporation's Speak Up Arrangements and System.

In response to a query, officers would return to the Committee with confirmation about how many concerns ultimately resulted in protected disclosure status.

Separately, it was confirmed that, whilst as a first recourse, the City Corporation encouraged employees to refer their concerns internally, there were, other external channels in which to escalate concerns if appropriate.

**RESOLVED** – the Committee:

Endorsed the proposed enhancements to the various processes for handling concerns raised by staff.

6. **\*VOLUNTEERING UPDATE**

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

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

7. **HEALTH & SAFETY UPDATE**

The Committee received a Report of the Deputy Town Clerk concerning a health and safety update.

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

8. **COMMITTEE'S FORWARD PLAN**

The Committee received a Report of the Executive Director of Human Resources & Chief People Officer concerning the Committee's forward workplan.

In response to a query, the Town Clerk confirmed that, post-election, an induction programme would be rolled out to new Members of the Court which would include matters pertaining to the work of the Corporate Services Committee.

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

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

There were no questions.

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

There was no other business.

11. **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.

12. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes of the meeting held on Wednesday 23 October 2024 be approved as an accurate record.

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

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There was no other business.

15. **CONFIDENTIAL MINUTES**

**RESOLVED** – That the confidential minutes of the meeting held on Wednesday 23 October 2024 be approved as an accurate record.

16. **NEW SPITALFIELDS & BILLINGSGATE MARKETS WASTE MANAGEMENT & MARKET CLEANSING PROCUREMENT STAGE 2 AWARD**

The Committee considered a Report of the Chamberlain concerning the award for the New Spitalfields & Billingsgate Markets' Waste Management & Market Cleansing contract.

17. **CITY OF LONDON PAY AWARD 2024/25 - UPDATE FOLLOWING TRADE UNION ENGAGEMENT**

The Committee considered a joint Report of the Executive Director of Human Resources & Chief People Officer and the Chamberlain concerning the City of London Corporation's Staff Pay Award for 2024/25.

18. **HR STAFFING**

The Committee considered a Report of the Town Clerk concerning proposed changes to the People & Human Resources team.

19. **AMBITION 25**

The Committee received an oral update from the Executive Director of Human Resources & Chief People Officer concerning Ambition 25.

20. **TOWN CLERK'S UPDATE**

**The meeting ended at 3.20 pm**

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Chairman

**Contact Officer: John Cater**  
**John.Cater@cityoflondon.gov.uk**