

THE COMPTROLLER & CITY SOLICITORS DEPARTMENT BUSINESS PLAN 2025/2026

C&CS purpose, aims & impacts

C&CS strategic and operational purpose is to ensure that the City acts lawfully, to contribute to corporate plan and departmental objectives outputs and outcomes by providing expert high quality legal advice and support to departments, institutions and academies.

To deliver electoral registration and elections legally and efficiently in compliance with the Electoral Commission and City of London standards.

To deliver expert data protection advice to departments institutions and schools; to coordinate FOI and SAR requests and to monitor corporate performance in these areas.

C&CS achievements and outcomes 2024/2025 (as at January 2025)

1. Delivered completion on several high-profile/value property sales e.g. 1-10 South Moulton Street and delivered in-house support on other commercial property sales in support of the corporate property divestment programme. – capital receipts
2. Parliamentary elections delivered effectively without challenge in compliance with statutory requirements.
3. LEXCEL (Law Society quality assurance standard) re-accreditation secured successfully in May 2024.
4. External income generated from property transactions, section 106 agreements etc is forecast to exceed the local risk budget target of £841k.
5. Lawyer chargeable hours forecast to exceed annual target overall.
6. EEDI actions 2024/5 – successful attendance and engagement at the London careers festival resulting in work placements, staff survey action plan in place, EEDI positive direction of travel.
7. Significant increase in housing work – disrepair claims etc – requiring additional resource to deliver successfully



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Our key objectives and priority workstreams and major projects

1. Deliver efficient, high quality, cost effective legal advice that meets client requirements and contributes to the achievement of the City of London's aspirations, the outcomes of the 2024-2029 Corporate Plan and to ensure that the City acts lawfully – ongoing
2. Deliver legal expertise and support to Departments on major projects – London Museum, Salisbury Square, Barbican, Disposal of Annex Building Smithfield Market, Spitalfields Market, Smithfield development, LMA disposal of market and other sites, acquisition of major sites, corporate charities review – ongoing
3. Deploy the revised mandatory Data Protection and FOI/EIR E-learning packages across CoLC, monitor compliance and report to ELB.
4. Deliver legal expertise and support to the City Surveyor's Department -Investment Property Group to effectively manage the investment portfolio particularly the significant current disposal programme, restructuring of ground/head leases (regearing), joint ventures, major projects which will require effective fluid resource management.
5. Deliver cost effective quality legal advice and support to the City Surveyor's Department – Corporate and Operational Property Groups in respect of the diverse and complex operational property portfolio, including the UKPN and other Power Networks Project, Thames Tideway Scheme, Schools and Academies including the current GSMD accommodation programme, Open Spaces/Natural Environment, Guildhall Complex, DCCS and others
6. Successfully deliver any unscheduled elections that may occur, including a predicted 6 Aldermanic elections over the period.
7. Successfully deliver the annual canvass for both the Ward List and Electoral register.
8. Elections - collaborate with Comptrollers & Remembrances to review and reform various aspects of electoral legislation to bring in line with national legislation where appropriate.



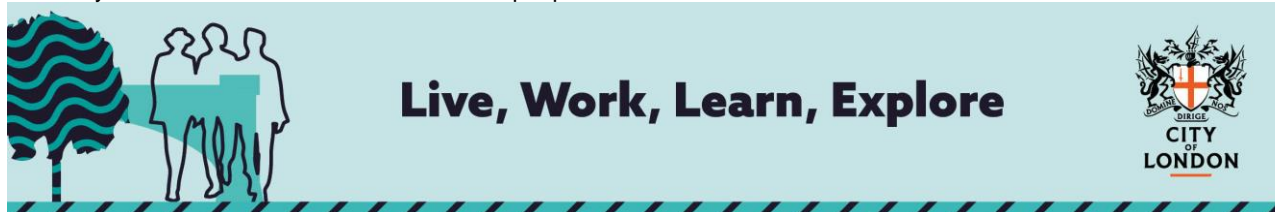
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Priority workstream	Funding allocation %	People resource %	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
<i>Add the workstream name and list the key 2025/26 deliverables. Note activities and milestones and give the date these will be achieved. Note if these have a different duration to the FY (shorter or longer)</i>	<i>Estimate the % (of the total 100%) budget that will be allocated¹</i>	<i>Estimate the % (of the total workforce) that will work on this²</i>	<i>List all the CP outcomes this workstream contributes to</i>	<i>CP 2024-2029 Performance Measures should be shown in bold</i>	<i>State what will be different</i>
Deliver legal expertise and support to Departments on major projects – London Museum, Salisbury Square Barbican, Disposal of Annex Building Smithfield Market, Spitalfields Market, Smithfield development, LMA disposal of market and other sites, acquisition of major sites, corporate charities review – ongoing	23% estimated dependent on major projects programme, priorities and complexities (may be adjusted due to markets project termination)	17% estimated	Any or all depending on the major projects.	% chargeable hours achieved against target. Client satisfaction ratings.	Dependent on major projects outputs and outcomes.
Deliver legal expertise and support to the City Surveyor's Department -Investment Property Group to effectively manage the investment portfolio particularly the significant current disposal programme, restructuring of ground/head leases (regearing), joint ventures, major projects which will require effective fluid resource management.	40% estimated dependent on work volumes and priorities.	34% estimated	Delivering excellent services.	% chargeable hours achieved against target. Client satisfaction ratings.	Capital receipts from property sales. C&CS external income.
Deliver legal expertise to ensure that the City discharges its statutory duties and acts lawfully.	26% estimated dependent on workflows and priorities.	25% estimated	Delivering excellent services.	Client satisfaction rating. Complaints against caseload.	City acts lawfully in compliance with statutory duties.

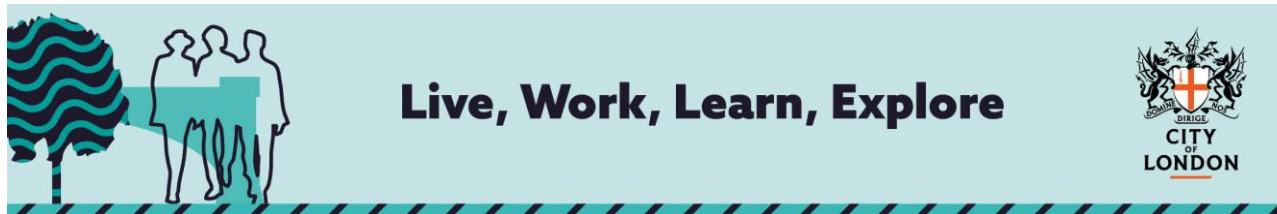
¹ Does not total 100% because some departmental budget is allocated to 'BAU' activities and/or is unprogrammed for emerging or unexpected activities that arise in-year.

² Unlikely to total 100% or more because some people resource is allocated to 'BAU' activities and it could indicate a reliance on additional working time to deliver activities.



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Elections – Successfully deliver any unscheduled elections that may occur, including a predicted 6 Aldermanic elections over the period. Deliver canvass for ward list and electoral register.	10%	7% plus temporary staff	Delivering excellent services.	Elections delivered without challenge.	Elections & canvass delivered in compliance with required standards.
Roll out revised Data Protection training.	2% estimated	2% estimated	Delivering excellent services	% of CoIC staff trained (in collaboration with departments, institutions and schools)	Staff awareness & compliance with DPA requirements
EED&I	1% estimated	1% estimated	Diverse Engaged Communities	% of C&CS staff who report good levels of engagement	Staff diversity.
More TBC					



Enablers

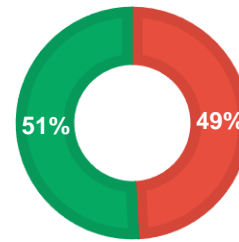
Our people:

November 2024:

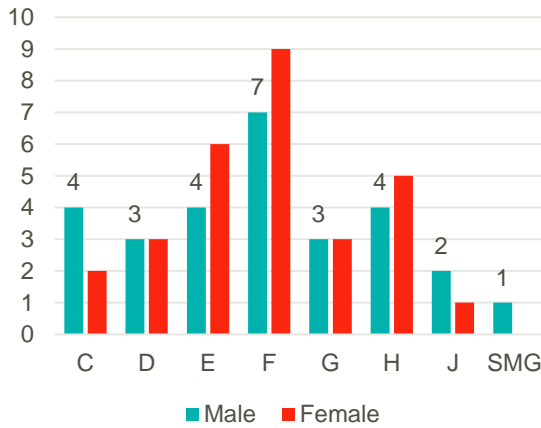
Headcount: 58
 FTE: 54
 Permanent: 92%
 Fixed term: 8%
 Joined 2024: 9
 Turnover: 15%
 Agency: 13

GENDER

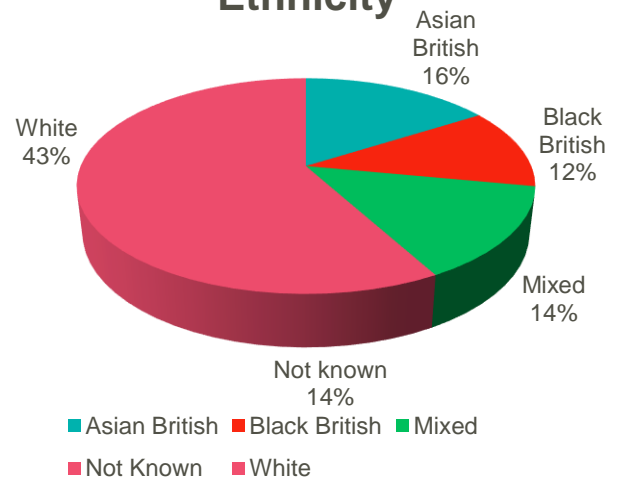
Gender (where stated) Male Female



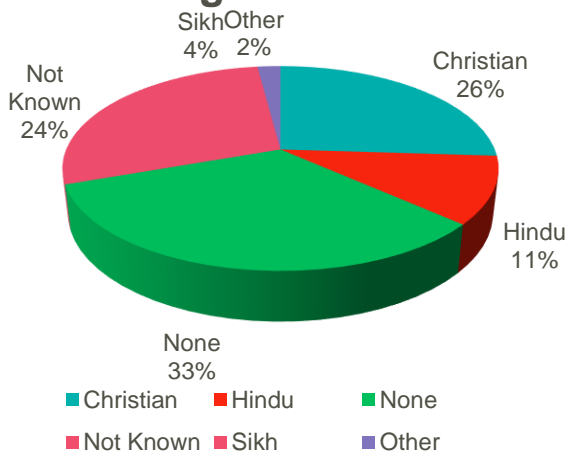
C&CS Gender x grade (where stated)



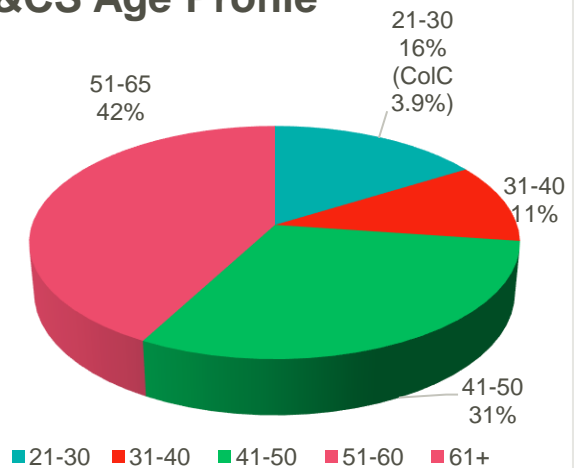
Ethnicity



Religious Belief



C&CS Age Profile



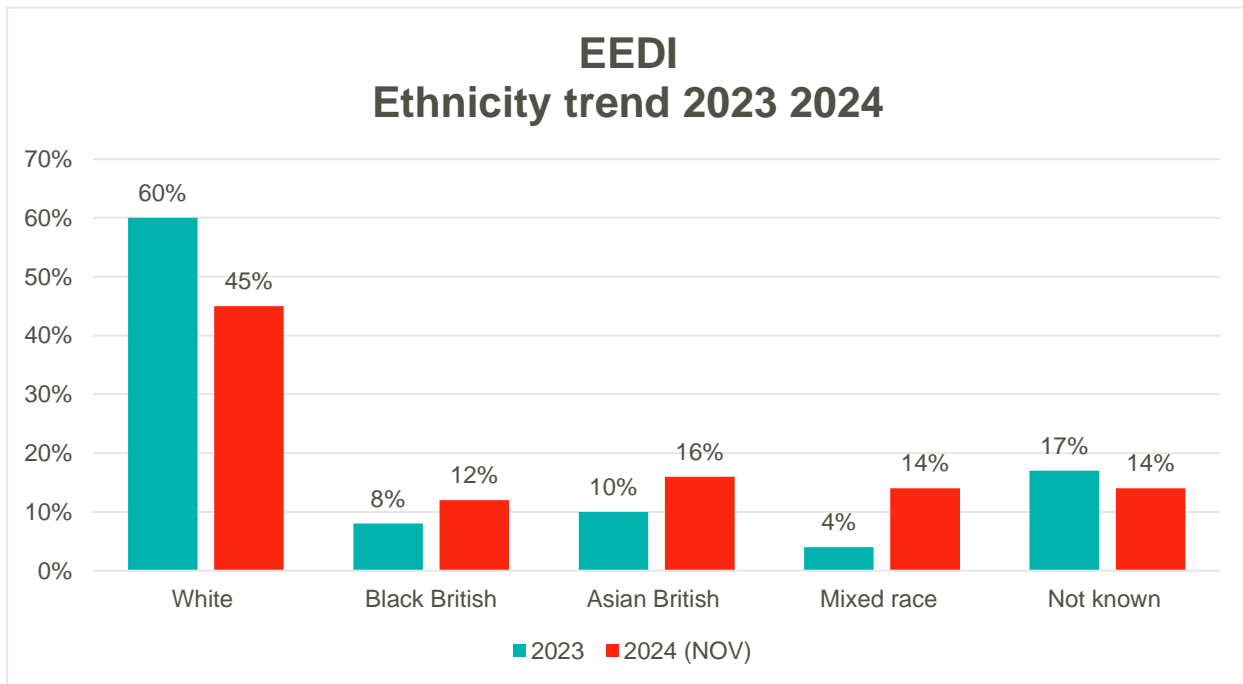
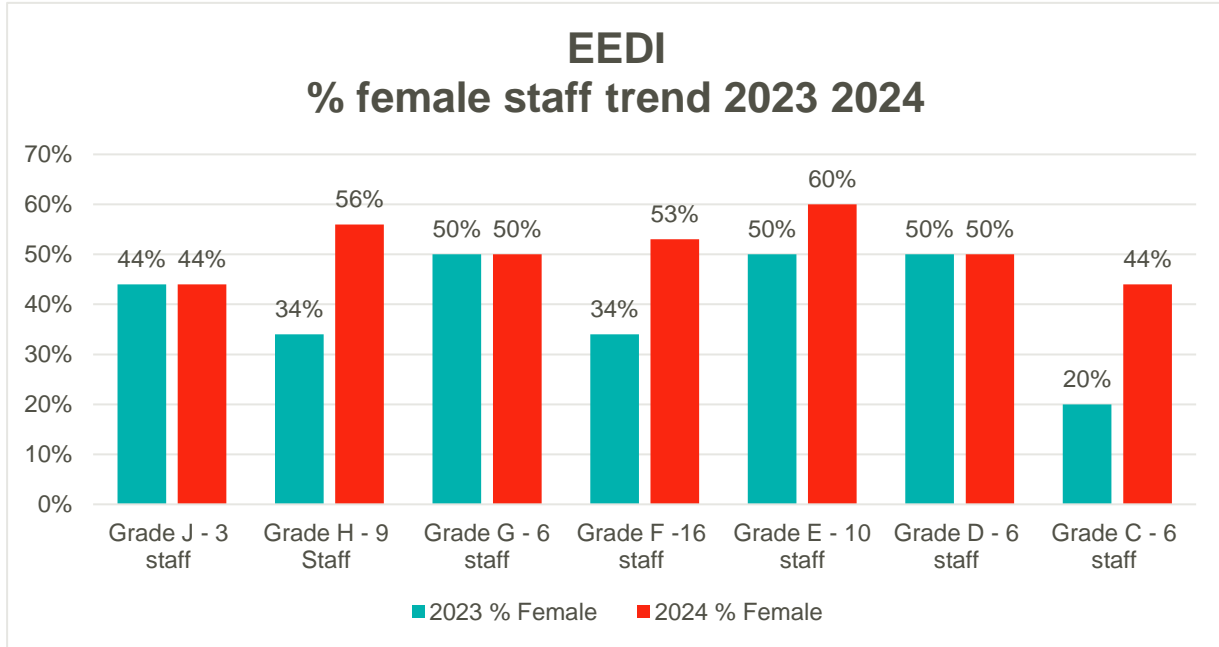
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People EEDI staff trends 2023 – November 2024

Gender:

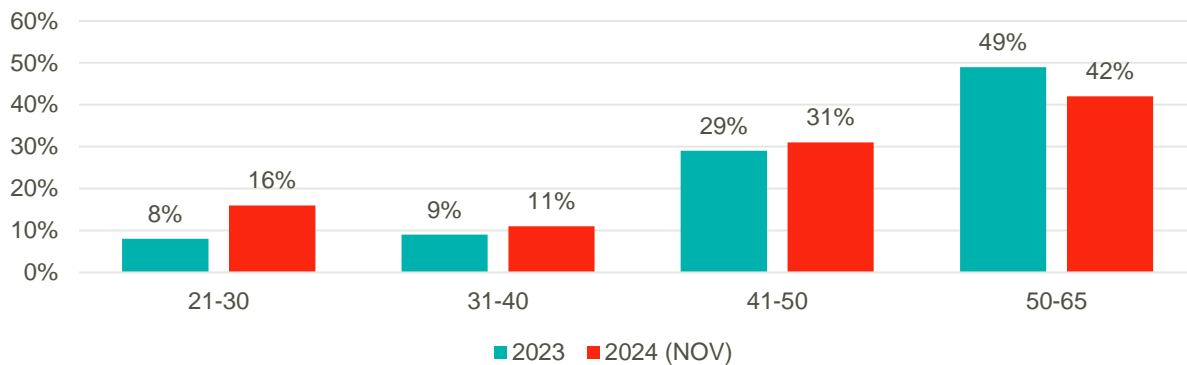
Female increase from 52% to 59% (CoLC overall 49%). Disability: No change 3.52 %



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EEDI Age trend 2023 2024



EEDI Priorities, objectives, deliverables and outcomes.

C&CS as an enabling service is committed to delivering excellent customer service. We recognise the different needs of our customers and actively work to minimise potential issues of exclusion and discrimination. We pro-actively support the public-sector equality duty.

C&CS fully supports and is committed to the corporate EEDI policy to provide an inclusive, respectful and discrimination-free work environment for staff. We will use best practice in employment in accordance with legislation to ensure that employees feel respected and able to give their best. As far as possible, we would like our workforce to be broadly representative of all sections of society.

C&CS EEDI ACTION PLAN 2024 2025 (corporate equality objectives)

1. It is acknowledged that improving the robustness of equalities data to inform an evidenced based approach to advancing equality, equality, diversity and inclusion is essential to support outcome measures. **(Robust evidence and data)**
2. Safe space confidential system to enable staff to report unacceptable behaviours to the Comptroller & City Solicitor. **(Inclusive and trustworthy leadership).**
3. The C&CS SLT will monitor the workforce profile trends, will challenge discriminatory behaviours and take pro-active action to ensure that the department is inclusive. **(inclusive and trustworthy leadership)**
4. Attendance/presentations at the annual careers festival to inform alternate (non-graduate) apprenticeship routes into the profession in support of the corporate objective attracting, developing and retaining excellent, diverse, local and national talent and in support of social mobility. **(Inclusive and diverse workforce)**



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5. Targeted recruitment advertising to encourage under-represented groups to join the organisation. **(Socio-economic diversity)**.
6. EEDI interactive session to be arranged for the annual staff conference.
7. Utilise the data arising from the Staff Survey and any supporting data to inform 2025/26 EEDI and other people priorities. **(inclusive and diverse workforce)**.
8. Deliver direct action in support of the corporate equalities objectives as these crystallise. **(All corporate equality objectives)**.

Finance:

Budget estimate 2025/6

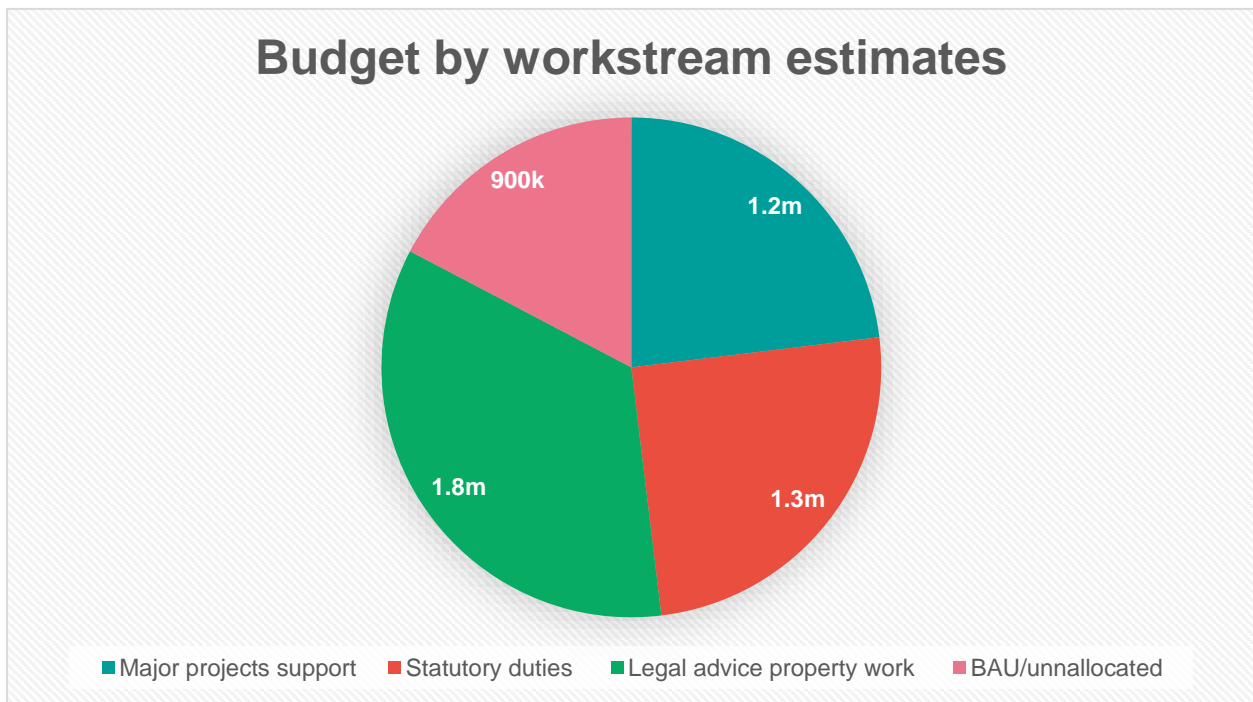
Local Risk: £5.238M

Central Risk: £200k

Income: Local risk £841k

Income: Central risk £200k

Estimated forecast spend in respect of the priority workstreams



What Medium Term action is required? (e.g. New legislation, services, projects, automation)	When? 2026/27	When? 2027/28	Is this Funded or Unfunded?
Revised career structures (subject to outcome of Ambition 25)	X		X
Replacement Case Management system		X	X



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Priorities and plans being considered in the medium term			
<p>Risks</p> <p>C&CS does not currently have any red or amber rated corporate or departments risks.</p> <p>A LEXCEL (Law Society Quality Mark) accredited system is in place to manage risks associated with specific legal cases.</p>	<p>Health & Safety top three priorities:</p> <ul style="list-style-type: none"> Staff wellbeing and health Office environment quality Effective health & safety support for hybrid working 		

Operational Property

All operational properties have been assessed as utilised, part utilised, or not utilised, and confirmation has been provided to the City Surveyor's Department.

Yes

