

Committee(s): Corporate Services Police Authority Board Policy and Resources	Date: 12 February 2025 12 February 2025 13 February 2025
Subject: Draft High-Level Business Plan 2025/26 – Town Clerk’s Department	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties • provides business enabling functions 	Providing excellent services Diverse Engaged Communities Vibrant Thriving Destination Dynamic Economic Growth
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of:	Greg Moore Deputy Town Clerk
Report author: Sarah Scherer, Head of Business Support	

Summary

This report presents for approval the high-level Business Plan for the Town Clerk’s Department 2025/26. It applies specifically to the following enabling functions led by the Deputy Town Clerk:

- Governance and Member Services
- Office of the Policy Chairman
- Strategic, Security & Resilience
- Health & Safety
- Police Authority

The Office of the Lord Mayor and The London Archives/Culture Team, which also sit under the Deputy Town Clerk, will report in separate, individualised business plans, as will other areas of the Town Clerk’s Department (e.g., Corporate, Strategy and Performance and Communications).

Recommendation

Members are asked to:

- i. Note the factors taken into consideration in compiling the Town Clerk's Departmental Business Plan, acknowledging that these teams provide both enabling and statutory functions which are scrutinised by different Committee and:
- ii. Approve, subject to the incorporation of any changes sought by the relevant Committee, the departmental Business Plan 2025/26.

Main Report

Background

1. As part of the new framework for corporate and business planning, departments were asked to produce standardised high-level, Business Plans for the first time in 2017 for the 2018/19 year. Members generally welcomed these high-level plans for being brief, concise, focused and consistent statements of the key ambitions and objectives for every department.
2. High-level Business Plans for FY 2025/26 align to our Corporate Plan 2024-2029. As a high-level plan, this document does not capture the granularity of departmental work but gives the overall picture of departmental activity, customer feedback, trends where applicable and direction of travel.
3. The Town Clerk's Department is comprised of several enabling teams which support the core business of the Corporation. It is responsible for ensuring the overall strategic objectives of the City Corporation implemented in accordance with our corporate governance framework. The Department provides the expertise and oversight to ensure that Members and Officers have the information they need to facilitate effective decision making. As a cross-cutting Department, the teams overseen by the Deputy Town Clerk within this wider area work closely with all Corporation departments and our Institutions in pursuit of this objective.
4. The Town Clerk's Department oversees the co-ordination of political and policy advice provided to our Leaders and Members, programme implementation and management of key initiatives such as initiatives within the Mayoral theme and Destination City, and the day-to-day logistical operations of the private offices supporting the Lord Mayor and Chairman of the Policy and Resources Committee, in addition to supporting the Town Clerk through their secretariat. It facilitates decision-making, Member scrutiny and oversight, and ensures statutory obligations are met (e.g. in relation to the accountability of the City of London Police, our health and safety obligations, our emergency planning and resilience functions, and so on).

Draft final high-level Business Plan for 2025/26

5. This report presents, at Appendix 1, the draft final high-level Business Plan for 2025/26 for the Town Clerks' Department and the aforementioned teams.
6. The Office of the Lord Mayor and The London Archives (formerly the London Metropolitan Archives), which are also under the remit of the Deputy Town Clerk, will report in separate, individualised business plans to relevant committees.
7. While the teams which report into the Deputy Town Clerk have individualised deliverables, projects and activities – which often intersect – they share commonality in that they provide enabling support within 4 major workstreams:
 - a. Governance Support
 - b. Statutory and regulatory compliance
 - c. Member and Officer Support
 - d. Cross-corporate coordination
8. Taking on board feedback from Members in relation to last year's Business Plan, which for the first time sought to integrate various functions into a single Plan, this year's Plan has been integrated further to reflect and drive greater integration between the various functions, drawing on the commonality of activity and purpose across the service areas and moving away from the historic approach of discrete, individual Business Plans and workstreams for each area, towards a newer approach which will help to drive greater collaborative working and recognise the coherency and synergy across the various teams' areas of activity.
9. Following the appointment of the Executive Director and Private Secretary to the Policy Chairman as Senior Responsible Officer for Destination City, the Town Clerk's Departmental Business Plan also included the implementation and delivery of the new DC programme in a separate workstream.
10. The high-level plans have been developed in consultation with senior officers, with the intention of establishing and confirming core workstreams that reflect the functions and responsibilities of these teams at a high level – as opposed to separate workstreams for each team.
11. As mentioned above, in drafting their business plans, teams have focused on cross-departmental collaboration. The Office of the Policy Chairman business planning process and underlying items, for example, has involved liaison with Innovation & Growth, Corporate Communications, Remembrancer's and Mansion House; Governance and Member Services with the Corporate Strategy team; Health & Safety with HR and the key connectivity to the People Strategy, and so on.

12. These functions represent a headcount of 54 FTE all based in the Guildhall complex.

13. Governance and Member Services

- a. The Governance and Member Services team in the Town Clerk's Department is dedicated to supporting the Corporation's decision-making process and supporting Members in their work as elected officials and representatives of the City of London Corporation. The Team is comprised of 20 individuals who support with the day-to-day operations of committees, on matters of procedure, and by providing learning and development opportunities.
- b. Led by the newly-appointed Assistant Town Clerk, the Team oversees the formal process, reporting requirements and services of over 500 formal decision-making meetings each year, including meetings of the Court of Common Council and Court of Aldermen, their committees, sub-committees and working parties.

14. Office of the Policy Chairman

- a. The Office of the Chairman team works to support the Policy Chairman, Deputy Policy Chairman, Vice Chairs, and Lead Members in their roles in providing political leadership for the Corporation in the development of policy and drive the Corporation's aims and objectives, working closely with external stakeholders.

15. Strategic Security and Resilience

- a. The City of London Resilience Planning team has a duty and statutory function that offers a specialist resource aimed at helping both the City Corporation and supporting the wider Square Mile community to maintain its resilience in the face of emergencies and other business disruptions.
- b. Led by the Strategic Security Director & Counter Terrorism Advisor, the team aims to raise awareness in the Square Mile community of all aspects of contingency planning, preparing for localised and Pan-London incidents supporting the wider City of London community with a key task to ensure the consistency of the Corporation's own preparedness to respond to an emergency.

16. Corporate Health & Safety

- a. The Corporate Health & Safety is dedicated to ensuring appropriate and sufficient systems are in place to support our governance of Health & Safety risk. These mechanisms support the Corporation's decision-making process and support Chief Officers in discharging the legal requirements set upon us as an ethical, modern employer.
- b. The team is comprised of eight individuals who provide advice, develop, maintain our policies, procedures, and safety data systems, such as accident reporting and are critical in setting our organisational

safety culture. Critically they make up the competent health and safety resource as required by statute under various safety related pieces of legislation, e.g. Fire.

17. Police Authority

- a. The Court of Common Council is defined as the Police Authority for the Square Mile. The Court delegates this duty (except for the appointment of the Police Commissioner) to the Police Authority Board and its Committees (Strategic Planning and Performance; Resource, Risk and Estates; Professional Standards and Integrity; Economic Crime and Cyber; and Police Pensions Board). The Board is supported by the Director of the Police Authority and 6 staff members.
- b. The Police Authority team supports the Police Authority Board (PAB) in carrying out its essential role to scrutinise and support the City Police's delivery of effective and efficient services, ensure value for money in how it is run, and to agree its priorities across its national and local roles, taking into account the views of local communities and government priorities. The team ensures that PAB's statutory obligations in relation to the accountability of the City Police are fulfilled.

Departmental Operational Property Assets Utilisation Assessment

18. In keeping with the requirements of Standing Order 56, a utilisation assessment has been undertaken of the corporate space occupied by the relevant sections of the Deputy Town Clerk function covered in this report.

Corporate & Strategic Implications

- **Strategic implications** - CSPT has a key role in enabling the City of London Corporation achieve strategic outcomes and will continue to engage with Members, Officers, and external stakeholders to ensure the successful delivery of strategic priorities.
- **Security implications** - several of the functions within the Department directly support the security arrangements for the City Corporation.
- **Financial implications** - Budgetary resources allocated to each workstream noted in the high-level Business Plan have been considered and can be adjusted in-year to account for emerging needs and requirements.
- **Equalities implications** – All the services and functions covered in the report are committed to Equality, Diversity and Inclusion. We will continue working closely with the Director of Equality, Diversity and Inclusion and the Chief People Officer to enable the City of London Corporation to comply with all obligations under the Equality Act 2010 and the Public Sector Equality Duty relevant to respective functions
- **Resourcing implications** - Staff resources allocated to each workstream noted in the high-level Business Plan have been considered and can be adjusted in-year to account for emerging needs and requirements.
- **Risk Implications** – None.
- **Climate Implications** – None.

Conclusion

19. This report presents the high-level Business Plan for 2025/26 for the relevant functions of the Deputy Town Clerk's Department for Members to consider and approve.

Appendices

- Appendix 1 – Final high-level Business Plan 2025/26