

CORPORATE SERVICES COMMITTEE
Wednesday, 12 February 2025

Minutes of the meeting of the Corporate Services Committee held at Guildhall on
Wednesday, 12 February 2025 at 1.45 pm

Present

Members:

Deputy Alastair Moss (Chair)
Florence Keelson-Anfu (Deputy Chair)
Deputy Randall Anderson
Deputy Keith Bottomley
Alderman Sir Charles Bowman
Anthony David Fitzpatrick
Steve Goodman
Deputy Christopher Hayward
Alderswoman Dame Susan Langley
Catherine McGuinness
Timothy James McNally
Benjamin Murphy
Mandeep Thandi
Philip Woodhouse

Officers:

Ian Thomas	- Town Clerk & Chief Executive
Greg Moore	- Deputy Town Clerk
Alison Littlewood	- Executive Director of Human Resources & Chief People Officer
Caroline Al-Beyerty	- Chamberlain
Michael Cogher	- Comptroller & City Solicitor
Dionne Corradine	- Chief Strategy Officer
Katie Stewart	- Executive Director, Environment
Polly Dunn	- Assistant Town Clerk
Oliver Sanandres	- Director and Head of Profession (Health and Safety)
Caroline Reeve	- Head of People – City Bridge Foundation
Nick Senior	- Comptroller & City Solicitor's Department
Kaye Saxton-Lea	- Human Resources Department
Cindy Vallance	- Human Resources Department
Mike Hill	- Town Clerk's Department
Sarah Scherer	- Town Clerk's Department
John Cater	- Committee Clerk

1. APOLOGIES

In advance of the meeting, formal apologies for absence were received from Deputy Henry Colthurst, Gregory Lawrence, and Edward Lord.

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 draft public minutes and non-public summary of the meeting held on Wednesday, 8th January 2025 be approved as an accurate record.

4. **SENIOR REMUNERATION SUB-COMMITTEE DRAFT PUBLIC MINUTES**

RESOLVED – that the draft public minutes and non-public summary of the meeting held on Wednesday, 27th November 2025 be noted.

5. **2025/26 PAY POLICY STATEMENT**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning the City of London Corporation's draft Pay Policy Statement for 2025/26.

RESOLVED – that the Committee reviewed and agreed the Pay Policy Statement for 2025/26 and recommended it be submitted to the Policy and Resources Committee for its meeting on Thursday, 13th February 2025, for agreement and final onward submission to the Court of Common Council for consideration on Thursday, 6th March 2025.

6. **DRAFT HIGH-LEVEL BUSINESS PLAN 2025/26 – COMPTROLLER & CITY SOLICITORS DEPARTMENT.**

The Committee considered a Report of the Comptroller & City Solicitor concerning the Comptroller & City Solicitor's Department's draft High-Level Business Plan for 2025/26.

In response to a query, the Comptroller & City Solicitor remarked that establishing a more modular layout for the department's workspace, with some additional meeting rooms would be beneficial.

The Comptroller remarked that it was occasionally challenging to provide in-house specialised legal advice, and the department would secure external resource if necessary; this was in line with common practice elsewhere. The 13% rate currently employed by the Corporation who were agency staff was common amongst peer organisations – this offered useful flexibility for the Corporation to meet changing demand.

The apprenticeship programme in the department was something that the Comptroller and his colleagues were keen to retain. The rate of two legal apprentices was a reasonable number given the smaller scale of the team when compared to other departments across the organisation.

RESOLVED – that the Committee:

- Noted the factors taken into consideration in compiling the C&CS Business Plan
- Approved the departmental Business Plan 2025/26 at Appendix 1.

7. DRAFT HIGH-LEVEL BUSINESS PLAN 2025/26 – HUMAN RESOURCES DEPARTMENT

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer concerning the Human Resources Department's draft High-Level Business Plan for 2025/26.

The Executive Director of Human Resources & Chief People Officer agreed with Members that the plans for culture change at the Corporation, highlighted over the past eighteen months, would require a whole system approach with buy in from officers and Members alike; the HR department would provide a key enabling role in these changes. A Key focus for the organisation would be how it supported leaders and monitored progress in this area.

The Chair reiterated that Ambition 25 was not about a reduction in headcount.

In response to a Member request, officers would examine options around introducing employee lifecycle surveys (including exit interviews).

Whilst acknowledging the significantly improved results in the most recent Staff Survey, the Town Clerk emphasised that the organisation remained active in working to improve on areas of weakness and would continue to engage with colleagues. Additionally, it was confirmed that it was likelier that pulse surveys would be undertaken this year with the next full Staff Survey due in 2026.

RESOLVED – that the Committee:

- Noted the factors taken into consideration in compiling the People & HR Business Plan; and
- Approved the departmental Business Plan 2025/26

8. DRAFT HIGH-LEVEL BUSINESS PLAN 2025/26 – TOWN CLERK'S DEPARTMENT

The Committee considered a Report of the Deputy Town Clerk concerning the Town Clerk's Department's draft High-Level Business Plan for 2025/26, applying specifically to the enabling functions led by the Deputy Town Clerk.

Responding to a query, the Deputy Town Clerk acknowledged that whilst the turnaround for draft Committee meeting minutes could be improved, capacity in the Governance and Member Services team had been stretched over the past year with a significant number of additional meetings added to the diary for the team to manage.

A Member asked that future iterations of the Report included more specific targets for the performance measures outlined in the paper.

RESOLVED – that the Committee:

- Noted 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:
- Approved subject to the incorporation of any changes sought by the relevant Committee, the departmental Business Plan 2025/26.

9. **HEALTH AND SAFETY UPDATE**

The Committee received a Report of the Deputy Town Clerk providing a corporate wide health and safety update.

In response to a query, officers confirmed that the current projection was to achieve 100% progress against the Quadriga findings by the end of April 2025; the outstanding areas were contract management (City Surveyor's Department) and Occupational Health (HR)

The Chamberlain confirmed that it was currently anticipated that any rectifying measures would be resourced from within departments' local risk budgets, in the event that something exceptional arose, it would, with Member approval, be covered by central resources.

Officers confirmed that incidents where Corporation staff may have been verbally abused, regardless of perceived severity, were being tracked and were included in the reporting. Fortunately, no serious events of physical assault had been recorded during this reporting period.

Officers were undertaking a lot of work, including carrying out roadshows, to establish a register of responsibility i.e. a clear document explaining to employees what they were being held accountable for.

Officers commented that the 365 platform was proving very helpful, in terms of cost avoidance, when demonstrating to the Corporation's insurance partners robust evidence that the organisation was mitigating risks. A workshop would be held later in the week to further explore this area.

It was confirmed that incidents involving the wholesale markets were captured under the City Surveyor's reporting line.

RESOLVED – that the Committee noted the Report.

10. **COMMITTEE'S FORWARD PLAN**

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

RESOLVED – that the Committee noted the Report.

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

There were no questions.

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

Remarking that this was the last public meeting of the Committee in the 2025/26 civic year, the Chair thanked Members for their contributions over the past twelve months

13. **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.

14. **NON-PUBLIC MINUTES**

RESOLVED - The non-public minutes of the meeting held on Wednesday, 8th January 2025 were approved.

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

There were no non-public questions.

16. **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 non-public business.

17. **CONFIDENTIAL MINUTES**

RESOLVED - The confidential minutes of the meeting held on Wednesday, 8th January 2025 were approved.

18. **SENIOR REMUNERATION SUB-COMMITTEE DRAFT CONFIDENTIAL MINUTES**

RESOLVED - that the draft confidential minutes of the meeting held on Wednesday, 27th November 2025 be noted.

19. **PROPOSAL FOR DEVELOPMENT OF A CITY BUSINESS INVESTMENT UNIT**

The Committee considered a Report of the Executive Director, Environment.

20. **CITY BRIDGE FOUNDATION - FUTURE FUNDING POLICY RESOURCE PROPOSAL**

The Committee considered a Report of the Managing Director (Acting) of the City Bridge Foundation.

21. **MEMBER-LED RECRUITMENT – CHIEF EXECUTIVE OFFICER, BARBICAN CENTRE**

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer.

22. ENVIRONMENT DEPARTMENT – STAFFING ARRANGEMENTS

The Committee considered a Report of the Executive Director of Human Resources & Chief People Officer.

The meeting ended at 3.40 pm

Chairman

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