

CORPORATE SERVICES COMMITTEE
Wednesday, 3 December 2025

Minutes of the meeting of the Corporate Services Committee held at Guildhall on
Wednesday, 3 December 2025 at 1.45 pm

Present

Members:

Florence Keelson-Anfu (Chair)
Anthony David Fitzpatrick (Deputy Chairman)
Alderman Sir Charles Bowman
Simon Burrows
Deputy Henry Colthurst
Steve Goodman OBE
Deputy Christopher Hayward
Stephen Hodgson
Adam Hogg
Sandra Jenner
Charles Edward Lord, OBE JP
Deputy Alastair Moss
Mandeep Thandi
Philip Woodhouse

In Attendance

James Tumbridge (online)
Deputy Henry Pollard, Chief Commoner (in Guildhall)

Officers:

Ian Thomas, CBE	- Town Clerk and Chief Executive
Greg Moore	- Deputy Town Clerk
Polly Dunn	- Assistant Town Clerk and Executive Director of Governance and Member Services
Chris Rumbles	- Town Clerk's Department
Michael Cogher	- Comptroller and City Solicitor
Dionne Corradine	- Chief Strategy Officer
Cliff Morton	- Interim Chief People Officer
Janet Campbell	- People and HR Department
Tom Kennedy	- People and HR Department
Rachel Mackay	- People and HR Department
Sarah Martin	- People and HR Department
Simon Gray	- Chamberlain's Department
Sonia Virdee	- Chamberlain's Department
Genine Whitehorn	- Chamberlain's Department
Richard Muscat (For item 12)	- Korn Ferry
Claire Muscat (For item 12)	- Korn Ferry
Theresa Grant (for item 12)	- Ambition 25 Assistant SRO

1. **APOLOGIES**

Apologies for absence were received from David Sales and James Tumbridge.

The Chair had given her apologies for her late arrival at the meeting.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

3. **MINUTES**

Minutes were considered as follows: -

- a. The public minutes and non-public summary of the Corporate Services Committee meeting held on 22 October 2025 were approved as an accurate record.

Matters arising

Action Tracker - A question was raised as to the value of an action tracker. It was noted that this would form part of wider considerations on resourcing for committee administration, due to come in the New Year.

Corporate Services Committee Vacancy on Member Development and Standards Sub-Committee – The Town Clerk referred to there being one Corporate Services Committee vacancy that remained outstanding for representation on Member Development and Standards Sub-Committee.

Sandra Jenner, already a Member on Member Development and Standards Sub-Committee as a Court of Common Council appointee, had expressed an interest in representing Corporate Services Committee also.

RESOLVED: That Members: -

- Agreed to the appointment of Sandra Jenner as a Corporate Services Committee representative on Member Development and Standards Sub-Committee.
- b. The public minutes and non-public summary of the Senior Remuneration Sub-Committee meeting held on 24 September 2025 were noted.
4. **PROGRAMME SAPPHIRE (ERP) UPDATE REPORT – NOVEMBER 2025**
The Committee received a report of the Chamberlain providing an update on Programme Sapphire.

RESOLVED: That Members: -

- Received the report and noted its content.
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
The Town Clerk confirmed that there was one additional item of business from the Chair relating to the Strategy Day agenda. Owing to the Chair's late arrival, it was agreed that the matter would be dealt with later in the agenda.
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 Corporate Services Committee meeting held on 22 October were approved as an accurate record.
9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
10. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
With the Chair in attendance, there was one additional item of business to consider as follows: -

Corporate Services Committee Strategy Day

The Chair took the opportunity to provide an update on several items of business that had been received from Members for inclusion on the agenda for the forthcoming Committee Strategy Day. The Chair invited any further proposals to be provided by Friday 12 December 2025. Items already received, with additional items raised during discussion were as follows: -

- Dashboards and key metrics relating to establishment, HR performance data, and periodic reporting cycles.
- Departmental overviews covering Human Resources, Comptroller & City Solicitor's Department, and the Town Clerk's Department.
- A session on current major programmes, including Programme Sapphire, Ambition 25, and HR Transformation, with a request for a Programme Sapphire system demonstration and presentation of the business case.
- An overview of the contingent workforce, including consultants, approval processes, costing, and governance.
- Consideration of threshold levels for officer approvals and related governance issues.
- Review of the Committee's terms of reference, workplan, and priorities for 2026.
- A strategic discussion on defining a "world-class people offer" and what this looks like for the organisation.

Members noted the importance of framing the Away Day around both operational understanding and forward strategic planning, with there being agreement on the value of clarifying the Committee's role and function as part of the session.

11. CONFIDENTIAL MINUTES

Minutes were considered as follows: -

- a) The Confidential minutes of the Corporate Services Committee meeting held on 22 October 2025 were approved as an accurate record.
- b) The confidential minutes of the Senior Remuneration Sub-Committee meeting held on 24 September 2025 were noted.

The Town Clerk confirmed the Chair's proposed re-ordering of the agenda to allow for items 14, 15 and 16 to be taken prior to the more substantive items for consideration at items 12 and 13. Members indicated their agreement to this, with consideration of the agenda proceeding on this basis.

14. NEW SPITALFIELDS MARKET STAFFING STRUCTURE

The Committee considered a report of the City Surveyor relating to the staffing structure at New Spitalfields Market.

15. JOB EVALUATION MAINTENANCE FOR AN EXISTING POST

The Committee considered a report of the Chief Strategy Officer relating to job evaluation maintenance for an existing post.

16. REMOVAL OF REDUNDANT POST

The Committee considered a report of the Chief Executive Officer of the Barbican Centre relating to removal of a redundant post.

12. AMBITION 25

The Committee considered a report of the Chief People Officer, providing an update on the Ambition 25 programme and seeking approval of the preferred option.

13. 2026 PAY AWARD

The Committee considered a report of the Chief People Officer providing an update on the process for the 2026 / 2027 pay award.

The meeting ended at 3.20 pm

Chair

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