

CORPORATE SERVICES COMMITTEE

Terms of Reference

(a) The Corporate Services Committee has specific authority to monitor, deal with or make recommendations to the Court of Common Council where appropriate on all matters listed below relating to the City of London Corporation staff and operations where such matters are not specifically delegated to another Committee. These matters include:-

- Conditions of employment;
- Local Government Pension Scheme (apart from investments);
- Workforce planning;
- Wages, salaries structure, job evaluation, staff grading and remuneration of Heads of Departments or Institutions and any other officers in the Senior Management Grade;
- Organisation reviews;
- Employee relations;
- Joint consultation;
- Learning and employee development;
- Recruitment and selection;
- Equality Diversity and Inclusion
- Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;
- Occupational health, safety and wellbeing;
- Corporate health and safety, including fire and psychosocial hazards.

NB. The definition of "staff" includes all graded and non-graded employees, employees on the professional payrolls, staff, and including casual workers, across Corporation departments and Institutions. The exceptions to this rule are uniformed police officers, which come under the Police Authority Board and are subject to national policing arrangements, and teaching staff whose remuneration is managed through separate arrangements.

(b) To approve:-

- (i) Reports of Chief Officers recommending changes to or creation of senior management posts of Grade I and above which need the approval of the Court.
- (ii) The structure and application of Job Evaluation Schemes and any amendments thereto.
- (iii) The Resources policies and practices so that the City of London Corporation can recruit, retain and motivate its employees and carry out its functions to the highest standards of quality and cost effectiveness;
- (iv) Market Forces Supplements and Honorarium payments in line with the Officer Scheme of Delegations.

(c) To instigate and receive organisational design reviews of departments and to approve their reports and comments on proposed changes in organisation to ensure that staff resources are deployed in an efficient and effective manner.

(d) To make amendments to:-

- (i) the general terms and conditions of employment which are contained in the employee handbook, such as pay and reward, working hours, annual leave, pension, leave of absence, allowances, motor car, and motorcycle assisted purchase scheme family friendly provisions, and sick absence;
- (ii) those procedures which form part of the contract of employment to include the grievance, disciplinary, capability, and appeals procedures.
- (iii) the People Strategy, Pay and Reward Policies.

(e) To appoint seven members (including the representative of the Finance Committee):-

- (i) to act as the Employer's side of the Joint Consultative Committee when meeting eight members of the recognised unions, UNITE and GMB for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service etc. of City of London Corporation employees up to and including Grade G but excluding teachers and City of London Police Officers;
- (ii) to act as the Employer's side of the Senior Management Joint Consultative Committee when meeting representatives of senior management of grades H and above, including High and Table Officers, for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service, etc;

(f) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.

(g) To increase the salary of the Coroner if it follows the recommendations of the Joint Negotiating Committee for Coroners. To be responsible for the appointment of the Coroner.

(h) To consider submissions of the Board or Boards of Governors relating to teaching staff, which, *inter alia*, may have to be finally submitted to the Court of Common Council.

- (i) To approve:-
 - (i) the learning and employee development policy, strategy and budget;
 - (ii) the Health and Safety and Occupational Health and Wellbeing policies and strategies, not including policies related to public health and wellbeing.
- (j) To be the service Committee for the following Departments:-
Town Clerk's (Governance and Member Services; Corporate Health and Safety;)
Comptroller and City Solicitor's
Chief People Officer and Executive Director of Human Resources
- (k) In accordance with the Scheme of Delegation, to receive details of:
 - (i) redundancies and early retirements
 - (ii) Employment tribunals, litigation cases and grievances and other reports from Comptroller's and City Solicitor's Department
- (l) dealing with requests for grants to support staff hospitality and recognition initiatives from funds under the Committee's control.
- (m) monitoring, scrutinising, and reviewing the health and safety management system in the City of London Corporation.