CORPORATE SERVICES COMMITTEE
Wednesday, 20 May 2026

Minutes of the meeting of the Corporate Services Committee held at Guildhall on Wednesday, 20 May 2026 at 1.45 pm

Present

Members:

Florence Keelson-Anfu
Anthony David Fitzpatrick
Simon Burrows
Deputy Timothy Butcher
Deputy Christopher Hayward
Stephen Hodgson
Sandra Jenner
Gregory Lawrence
Alderman Professor Michael Mainelli
Deputy Andrien Meyers
Deputy Alastair Moss
David Sales
Mandeep Thandi
Philip Woodhouse

Officers:

Ian Thomas, CBE	-	Town Clerk and Chief Executive
Gregory Moore	-	Deputy Town Clerk
Polly Dunn	-	Assistant Town Clerk and Executive Director of Governance and Member Services
Christopher Rumbles	-	Town Clerk's Department
Oli Sanandres	-	Town Clerk's Department
Michael Cogher	-	Comptroller and City Solicitor
Cliff Morton	-	Interim Chief People Officer
Tom Kennedy	-	People and HR Department
Chris Fagan	-	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
Tabatha Swann	-	Corporate Strategy and Performance
Philippa Simpson	-	Barbican Centre
Paul Barton	-	Department of Community and Children's Services

Alderman Michael Mainelli, as the Senior Alderman present, was moved into the Chair.

1. **APOLOGIES**

Apologies for absence were received from Alderman Christopher Makin, Steve Goodman, Deputy Henry Colthurst and James Tumbridge.

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

There were no declarations of interest.

3. **ORDER OF THE COURT OF COMMON COUNCIL**

The Committee received the Order of the Court of Common Council dated 23 April 2026, appointing the Committee for the ensuing year and setting its Terms of Reference.

4. **ELECTION OF CHAIR**

The Committee proceeded to elect a Chair in accordance with Standing Order No. 28.

The Town Clerk informed the Committee that Florence Keelson-Anfu and Sandra Jenner had expressed a willingness to serve, and that a ballot was therefore necessary.

A ballot having been taken, votes were cast as follows:

Florence Keelson-Anfu - 9
Sandra Jenner - 5

RESOLVED, That Florence Keelson-Anfu be elected as Chair for the ensuing year.

5. **ELECTION OF DEPUTY CHAIR**

The Committee proceeded to elect a Deputy Chair in accordance with Standing Order No. 29.

Anthony Fitzpatrick, being the only Member expressing a willingness to serve, was duly elected as Deputy Chair.

RESOLVED, That Anthony Fitzpatrick be elected as Deputy Chair for the ensuing year.

6. **MINUTES**

Minutes were considered as follows: -

a) The public minutes of the Corporate Services Committee meeting held on 15 April 2026 were approved as an accurate record.

7. **APPOINTMENTS TO SUB-COMMITTEES AND OTHER COMMITTEES**

The Committee considered a report of the Town Clerk concerning appointments to and composition of its Sub-Committees and also appointing representatives

on other Committees for the ensuing year. These were considered and approved as follows:

The composition and Terms of Reference for the Joint Consultative Committee were approved. The following appointments were approved:

Joint Consultative Committee for 2026/27: -

- Florence Keelson-Anfu (Chair of the JCC)
- Anthony Fitzpatrick (Deputy Chair of the JCC)
- Gregory Lawrence
- Sandra Jenner
- Philip Woodhouse
- The Finance Committee representative, Deputy Andrien Meyers

It was agreed to hold over the one remaining vacancy on Joint Consultative Committee.

Senior Remuneration Sub-Committee

The Chair took the opportunity to raise concerns regarding the current operation and composition of the Senior Remuneration Sub-Committee.

In particular, concern was expressed regarding duplication between the Appraisal Panel, as agreed by the Court, and the Senior Remuneration Sub-Committee, given the overlap in membership and the resulting inefficiency in governance and decision-making. Reference was also made to difficulties arising from the handling of confidential information and to the ongoing challenge of securing sufficient Member participation to enable the Sub-Committee to operate effectively.

The Chair further observed that, whilst it had been intended that independent advisers would play a more consistent role in supporting the Sub-Committee's work, this had not formed a sufficiently formal part of the current process. It was suggested that stronger independent challenge would be beneficial and that the appointment of high-calibre independent members could assist in improving scrutiny and the quality of decision-making.

Members' attention was drawn to a briefing note circulated at the meeting setting out background information on the Senior Remuneration Sub-Committee and the principal issues arising. The note also put forward a potential approach whereby the membership of the Sub-Committee might be aligned with that of the Appraisal Panel, together with the addition of two independent members.

In the discussion that followed, Members agreed that the issues raised would benefit from fuller consideration at a future meeting.

Accordingly, it was agreed that approval of the composition, terms of reference and appointments to the Senior Remuneration Sub-Committee be deferred to a future meeting.

A Member indicated that they would raise a further point in respect of Senior Remuneration Sub-Committee during confidential session.

The Committee approved the following two appointments to the Equality Diversity, and Inclusion (Policy & Resources) Sub-Committee for 2026/27:

- Anthony Fitzpatrick (as the Chair's nominee)
- Philip Woodhouse, Chief Commoner

There was agreement to hold over the one remaining vacancy on Equality Diversity, and Inclusion (Policy & Resources) Sub-Committee.

The Committee approved the following appointment to Member Development and Standards (Policy and Resources) Sub-Committee for 2026/27:

- Sandra Jenner

There was agreement to hold over the one remaining vacancy on Member Development and Standards Sub-Committee.

The Committee also noted that there was no proposal to change its annual frequency of meetings from the previous agreement to meet no less than eight times a year, whilst further noting Policy and Resources Committee's commitment to achieving governance efficiencies and a targeted reduction in the overall number of Committee meetings, that the frequency of Corporate Services Committee meetings would be kept under review.

8. **HEALTH & SAFETY: FUTURE REPORTING**

The Committee considered a report of the Deputy Town Clerk relating to a proposal to amend the approach to health and safety reporting, moving to a more strategic, high-level (quarterly) oversight report to this Committee, and with it being supplemented by detailed reporting at Service Committee level.

Members expressed their general support for the proposed move to a more strategic, high-level quarterly health and safety reporting structure, recognising the benefits of a clearer high-level overview. It was, however, emphasised that the Committee should retain flexibility to receive more frequent and detailed updates in respect of areas of non-compliance or heightened risk. A Member highlighted the importance of maintaining effective oversight of health and safety at an appropriate level, particularly in understanding the data underpinning reporting, and suggested that refresher training could be provided to Members to support effective scrutiny.

In response, it was stressed how the approach proposed would provide a more strategic level overview to the Committee, whilst also allowing a level of flexibility to focus on areas of concern where it was required. It was confirmed that refresher training could be provided to Members to support their understanding of the health and safety reporting framework, with a workshop similar to that previously delivered being provided again. This would provide Members with a clearer understanding of how to interpret the dashboards and underlying data

and enable them to more effectively scrutinise the information being presented to them and to identify areas requiring further challenge.

RESOLVED, That Members

1. Approved the move from monthly to quarterly routine Health & Safety updates to this Committee.
2. Noted that the Director of Health & Safety would continue to bring matters to the Committee outside the quarterly cycle where required, including significant incidents, emerging corporate risks, consideration of risk appetite or changes to assurance

9. **FORWARD PLAN**

The Committee received a joint report of the Town Clerk and Chief People Officer and Executive Director of HR presenting a forward plan on the work of the Committee.

RESOLVED, That the report be received and its contents noted.

10. **ACTION TRACKER**

The Committee received a report of the Town Clerk providing the latest position in respect of actions arising from previous meetings.

A Member referred to the HR dashboard presented in draft form at the last meeting in April when it was still under development and requested that this be clearly flagged and included on the Action Tracker until a final version was available and the reporting frequency was established.

The Member asked that the Action Tracker also record the previous agreement to capture data on the numbers of additional HR people working in the Corporation who were based in institutions and departments other than the central HR function.

RESOLVED, That the report be received and its contents noted.

11. **DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY PROCEDURES**

The Committee received a report of the Town Clerk advising of decisions taken under delegated authority or urgency procedures since its last meeting.

RESOLVED, That the report be received and its contents noted.

12. **INTERNAL AUDIT INSIGHT REPORT: EMPLOYEE RELATIONS CASE MANAGEMENT**

The Committee received an insight report of the Group Chief Internal Auditor in respect of Employee Relations Case Management.

The Chair referred to the action plan that was in place to resolve the remaining issues and asked that this be circulated to Members following the meeting.

RESOLVED, That the report be received and its contents noted.

13. **PROGRAMME SAPPHIRE (ERP) UPDATE REPORT - JANUARY 2026**
The Committee received a report of the Chamberlain providing an update on Programme Sapphire (ERP).

A Member sought clarification on the financial and operational implications of any potential slippage in Programme Sapphire, including the impact on payroll modules, alignment with Ambition 25, and whether financial consequences would be reported to this Committee.

It was confirmed that detailed financial considerations would be reported to Finance Committee for their consideration, with Corporate Services Committee being provided with information as required, particularly where slippage might affect payroll modules or alignment with Ambition 25.

RESOLVED, That the report be received and its contents noted.

14. **REGISTER OF INTEREST FOR THE SENIOR MANAGEMENT GROUP**
The Committee received a report of the Chief People Officer and Executive Director of HR concerning the Register of Interests for officers within the Senior Management Group.

A question was raised regarding the scope of disclosure, specifically why declarations were limited to more senior grades and did not extend more broadly to Grade I and J officers. It was suggested that there should be greater transparency and scrutiny, including consideration of whether declarations for a wider cohort of officers (particularly Grades I and above) should be made available to the Committee.

Clarity was provided that the Committee currently reviewed declarations for Chief Officers in the Senior Management Grade, while Grades I and above declarations were held and reviewed at a departmental level. This reflected established practice and proportionality, given the number of staff involved. It was confirmed that the current arrangement could be reviewed, subject to consideration of necessity, proportionality and data protection implications. The Committee could request access where justified, whilst having regard to the sensitivity of the information and the roles concerned.

The Chief People Officer agreed to take the issue away for further consideration and return with a report addressing an appropriate level of disclosure and thresholds for reporting.

RESOLVED, That the report be received and its contents noted.

15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.

16. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**
There was one additional item of business as follows:

The Chair took the opportunity to note, following the annual appointment to Committees, the departure of Adam Hogg, Edward Lord and Sir Charles Bowman since the last meeting and thanked them for their valued service and contributions to the work of the Committee.

The Chair also welcomed to the Committee, Deputy Andrien Meyers, Deputy Tim Butcher and Alderman Christopher Makin (in his absence).

17. **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.

18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.

19. **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 business.

20. **CONFIDENTIAL MINUTES**
Confidential minutes were considered as follows:

    a) The confidential minutes of the Corporate Services Committee meeting held on 15 April 2026 were approved as an accurate record.

21. **CONFIDENTIAL RESOLUTION TO CORPORATE SERVICES COMMITTEE FROM RESOURCE ALLOCATION SUB-COMMITTEE**
The Committee considered a confidential resolution from Resource Allocation Sub-Committee.

22. **ESTABLISHMENT OF A DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES HEALTH AND FIRE SAFETY TEAM.**
The Committee considered a report Director of Community and Children's Services concerning the establishment of a Department of Community and Children's Services Health and Fire Safety Team.

23. **BARBICAN STAFFING**
The Committee considered a report of the Chief Executive Officer, Barbican Centre, concerning Barbican staffing.

24. **MEMBER LED RECRUITMENT - MANAGING DIRECTOR, CITY BRIDGE FOUNDATION**
The Committee received a report of the Town Clerk concerning Member-led recruitment for the post of Managing Director, City Bridge Foundation.

25. **COST OF LIVING PAY AWARD (COLPA) 2026/27**

The Committee considered a report of the Chief People Officer and Executive Director of HR concerning the Cost of Living Pay Award (COLPA) 2026/27.

26. **HR UPDATE**
The Chief People Officer was heard.

27. **TOWN CLERK'S UPDATE**
The Town Clerk was heard.

The meeting ended at 3.58pm.

Chair

Contact Officer: Chris Rumbles
christopher.rumbles@**cityoflondon.gov.uk**