



## Establishment Committee

**Date:** WEDNESDAY, 25 APRIL 2018  
**Time:** 11.00 am  
**Venue:** COMMITTEE ROOMS - COMMITTEE ROOMS

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

**For Information**  
(Pages 1 - 2)

6. **PUBLIC MINUTES – 9 APRIL 2018**

**For Decision**  
(Pages 3 - 6)

18. **NON-PUBLIC MINUTES – 9 APRIL 2018**

**For Decision**  
(Pages 7 - 8)

Item received too late for circulation in conjunction with the Agenda.

**John Barradell**  
**Town Clerk and Chief Executive**

This page is intentionally left blank

# Agenda Item 3

BOWMAN, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 19th April 2018, doth hereby appoint the following Committee until the first meeting of the Court in April, 2019.
---------------	---

## ESTABLISHMENT COMMITTEE

- Constitution**  
A Non-Ward Committee consisting of,
  - one Alderman nominated by the Court of Aldermen
  - 15 Commoners elected by the Court of Common Council at least two of whom shall have fewer than five years' service on the Court the time of their appointment
  - an appointed representative of the Finance Committee

- Quorum**  
The quorum consists of any four Members.

- Membership 2018/19**

### ALDERMAN

- 1 William Anthony Bowater Russell

### COMMONERS

- 4 (4) Randall Keith Anderson
- 6 (4) Richard David Regan, O.B.E., Deputy
- 8 (4) Elizabeth Rogula, Deputy
- 2 (2) Ruby Sayed, *for two years*
- 4 (4) Philip John Woodhouse, Deputy
- 6 (3) Jeremy Paul Mayhew
- 32 (3) Joyce Carruthers Nash, O.B.E., Deputy
- 22 (3) Barbara Patricia Newman, C.B.E.
- 5 (2) Sir Mark Boleat
- 2 (2) Keith David Forbes Bottomley, Deputy
- 2 (2) Sophie Anne Fernandes
- 10 (2) Sylvia Doreen Moys
- 6 (1) Kevin Malcolm Everett, Deputy
- 8 (1) The Revd. Stephen Decatur Haines, Deputy
- 10 (1) Charles Edward Lord, O.B.E., J.P., Deputy

together with the appointed Member of the Finance Committee referred to in paragraph 1 above.

- Terms of Reference**

- The Establishment Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters relating to the employment of City of London Corporation employees 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 Senior Officers;
  - Organisation reviews;
  - Employee relations;
  - Joint consultation;
  - Learning and employee development;
  - Recruitment and selection;
  - Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;
  - Occupational health, safety and wellbeing.

NB. The exception to this rule is, whilst the support staff in the City of London Police come within the purview of this Committee, the uniformed Police come under the Police Committee.

- (b) To approve:-
  - (i) Reports of Heads of Departments recommending changes to 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.
- (c) To approve and promulgate Human 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;
- (d) To instigate and promulgate organisational 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.
- (e) To make amendments to:-
  - (i) the general terms and conditions of employment which are contained in the employee handbook, such as working hours, annual leave, pension, leave of absence, allowances, family friendly provisions, and sick pay;
  - (ii) those procedures which form part of the contract of employment to include the grievance, disciplinary, capability, and appeals procedures, motor car, and motorcycle assisted purchase scheme.
- (f) 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 8 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 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;
- (g) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.
- (h) To increase the salary of the Coroner if it follows the recommendations of the Joint Negotiating Committee for Coroners.
- (i) 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.
- (j) To approve any increase in the salaries for teachers at the three City Schools if they are in excess of that recommended by the School Teachers' Review Body and any proposed changes to the basic salary structure or restructuring of the common pay spine for teachers.
- (k) 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.
- (l) To be the service Committee for the following Departments:-  
Town Clerk's (Policy and Democratic Services, including Corporate HR)  
Comptroller and City Solicitor's
- (m) To be responsible for the appointment of the Coroner (and see (h) above).
- (n) In accordance with the Scheme of Delegation, to receive details of:
  - (i) redundancies and early retirements
  - (ii) Market Forces Supplements
- (o) To be responsible for the monitoring and control of overtime, sickness absence, recruitment and retention changes to staffing resources, workforce profile, job evaluation and the termination of employment.
- (p) To have oversight of the City of London Corporation's policies and practices in respect of equality and inclusion, including the implementation of the Equality Act 2010 and other relevant legislation.
- (q) dealing with requests for grants to support staff welfare initiatives from funds under the Committee's control, as allocated by the Resource Allocation Sub (Policy and Resources) Committee

## ESTABLISHMENT COMMITTEE

Monday, 9 April 2018

**Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

Deputy the Revd Stephen Haines (Chairman)	Deputy Jamie Ingham Clark Sylvia Moys
Deputy Edward Lord (Deputy Chairman)	Deputy Joyce Nash
Randall Anderson	Barbara Newman
Sir Mark Boleat	Deputy Richard Regan
Alderman Peter Estlin	

#### **Officers:**

Simon Latham	-	Town Clerk's Department
Amanda Thompson	-	Town Clerk's Department
Michael Cogher	-	Comptroller and City Solicitor
Janet Fortune	-	Human Resources Department
Tracey Jansen	-	Human Resources Department
Amanda Mays	-	Human Resources
Sean Green	-	Chamberlain's Department

The Chief Commoner, Wendi Mead, was also present.

#### **1. APOLOGIES**

Apologies for absence were received from Deputy Keith Bottomley, Deputy Kevin Everett, Deputy Elizabeth Rogula, Ruby Sayed and Deputy Phillip Woodhouse.

#### **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 non-public minutes and summary of the meeting held on 26 February be approved as a correct record subject to the correction of the title 'Director of the Barbican School of Music and Drama' to 'Director of the Barbican and Guildhall School of Music and Drama'.

4. **DATA PROTECTION POLICY**

The Committee received a report of the Comptroller and City Solicitor presenting for consideration and adoption a revised Data Protection Policy for the Corporation (excluding the Police) in place of the current policy in preparation for the implementation of the General Data Protection Regulation on 25 May 2018.

A Member commented that mandatory training for Members ought to be considered as the issue of data protection was becoming more complex and Members needed to be competent when dealing with it.

The Comptroller advised that training had been provided and would continue to be, and there was also an E-learning package available which all Members would be encouraged to undertake.

RESOLVED – To approve and adopt the revised Data Protection Policy set out in Appendix 1 with effect from 25th May 2018

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

There were no questions.

6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There were no urgent items however the Deputy Chairman reported that the Chairman would shortly be stepping down and this was therefore his last meeting as Chairman. On behalf of the Committee the Deputy Chairman expressed his thanks to the Chairman for his work and commitment to the Committee.

The Deputy Chairman also expressed thanks to Alderman Estlin who was also stepping down from the Committee.

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 and summary of the meeting held on 26 February be agreed as a correct record.

9. **USE OF PERSONAL EMAIL, RISK AND GDPR COMPLIANCE**

The Committee considered a joint report of the Comptroller and City Solicitor and Data Protection Officer, the Director of IT and the Director of Information and Security, concerning the risks associated with the use of personal emails for City Corporation business, whether by officers or Members, and compliance with the General Data Protection Regulation (GDPR).

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

There were no questions.

**11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

**12. CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes and summary of the meeting held on 26 February be agreed as a correct record.

**13. REWARD STRATEGY**

The Committee considered a report of the Director of Human Resources concerning the City of London Corporation's Reward Strategy.

**The meeting closed at 2.50 pm**

-----  
Chairman

**Contact Officer: Amanda Thompson  
tel. no.: 020 7332 3414  
amanda.thompson@cityoflondon.gov.uk**

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank