



Establishment Committee

Date: MONDAY, 9 JULY 2018
Time: 1.45 pm
Venue: COMMITTEE ROOMS – 2ND FLOOR, WEST WING, GUILDHALL

6. **MATERNITY, ADOPTION AND SHARED PARENTAL LEAVE - FUNDING MECHANISM**

Report of the Chamberlain.

(Pages 1 - 2)

8. **COMMITTEE AND MEMBERS SERVICES TEAM - REQUEST FOR ADDITIONAL RESOURCES**

Report of the Town Clerk.

(Pages 3 - 8)

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

Senior Remuneration Committee Public Minutes of 2 July 2018

(Pages 9 - 12)

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

John Barradell
Town Clerk and Chief Executive

Maternity, Adoption and Shared Parental Leave costs per department

	2014/15	2015/16	2016/17	2017/18	Grand Total	Average Annual Cost
	£'000	£'000	£'000	£'000	£'000	£'000
Barbican Centre	268	292	490	332	1,383	346
Chamberlain's Department	307	304	216	273	1,101	275
City Surveyor's Department	166	206	166	195	734	183
Community & Children's Services Department	251	277	249	211	988	247
Comptroller & City Solicitor's Department	40	-	40	72	151	38
Culture & Heritage & Libraries	147	189	195	-	531	133
Department Of The Built Environment	166	219	114	182	681	170
Guildhall School Of Music & Drama	189	366	95	53	703	176
Mansion House & Central Criminal Court	27	31	-	17	75	19
Markets & Consumer Protection	44	67	223	126	460	115
Open Spaces Department	167	239	152	151	710	178
Remembrancer's Office	40	-	40	72	151	38
Town Clerk's Department	284	249	586	521	1,641	410
City of London School	66	39	53	60	219	55
City of London School For Girls	66	22	-	-	88	22
Freemen's School	22	49	27	-	98	25
City of London Police (Civilians)	475	609	381	409	1,873	468
Total:	2,726	3,159	3,028	2,674	11,587	2,897

Assumptions:

- The costs are based on the new MASPL scheme (16 weeks full pay followed by 24 weeks at half pay).
- The costs are based on the mid-point of salary grade.
- Each MASPL period was for 40 weeks returning to work full time for 12 weeks within a full financial year.
- Statutory Pay has been paid at 90% average pay at current rates for the first 6 weeks, followed by 33 weeks at £145.18.
- Statutory Pay has been reclaimed from HMRC at 92% of the amount paid.
- Each MASPL period was taken by an employee working on a full time basis.
- Based on the 2018/19 local risk employee budget of £286m and an average cost of MASPL of £2.9m, a top-slice of 1.01% would be required from departmental employee budgets to fund the cost of MASPL.

Philip Gregory

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City of London Corporation - Committee structure as at June 2018

Primary decision-making bodies

- Court of Aldermen
- Court of Common Council

Committees

- Audit and Risk Management Committee and Risk Challenge Sessions
- Barbican Centre Board
- Barbican Residential Committee
- Board of Governors of the City of London Freeman's School
- Board of Governors of the City of London School
- Board of Governors of the City of London School for Girls
- Board of Governors of the Guildhall School of Music and Drama
- Capital Buildings Committee
- Community & Children's Services Committee
- Culture, Heritage and Libraries Committee
- Education Board
- Epping Forest & Commons Committee
- Establishment Committee
- Finance Committee
- Freedom Applications Committee
- Gresham (City Side) Committee
- Hampstead Heath, Highgate Wood and Queen's Park Committee
- Health and Wellbeing Board
- Investment Committee
- Licensing Committee
- Livery Committee
- Local Government Pensions Board
- Markets Committee
- Open Spaces and City Gardens
- Planning and Transportation Committee
- Police Committee
- Policy and Resources Committee

- Port Health & Environmental Services Committee
- Standards Appeals Committee
- Standards Committee
- The City Bridge Trust Committee
- West Ham Park Committee

Sub Committees

- Academic and Education Sub-Committee of the Board of Governors of the City of London School
- Academic and Personnel Sub Committee of the Board of Governors of the City of London Freeman's School
- Assessment Sub (Standards) Committee
- Audit and Risk Management Committee of the Board of Governors of the Guildhall School of Music & Drama
- Benefices Sub (Culture, Heritage & Libraries) Committee
- Bursary Committee of the Board of Governors of the City of London Freeman's School
- Bursary Committee of the Board of Governors of the City of London School
- Bursary Committee of the Board of Governors of the City of London School for Girls
- Corporate Asset Sub (Finance) Committee
- Courts Sub (Policy and Resources) Committee
- Dispensations Sub (Standards) Committee
- Economic Crime Board of the Police Committee
- Education Charity Sub (Education Board) Committee
- Efficiency and Performance Sub (Finance) Committee
- Finance & Estates Sub-Committee of the Board of Governors of the City of London School
- Finance and Resources Committee of the Board of Governors of the Guildhall School of Music & Drama
- Finance Committee of the Barbican Centre Board
- Finance Grants Oversight and Performance Sub Committee
- Finance, General Purposes and Estates Sub-Committee of the Board of Governors of the City of London Freeman's School
- Financial Investment Board
- Governance and Effectiveness Committee of the Board of Governors of the Guildhall School of Music & Drama
- Hearing Sub (Standards) Committee
- Homelessness and Rough Sleepers Sub Committee

- Housing Management and Almshouses Sub (Community and Children's Services) Committee
- Information Technology Sub (Finance) Committee
- Integrated Commissioning Sub Committee
- Licensing (Hearing) Sub Committee
- Local Plans Sub (Planning and Transportation) Committee
- Members Privileges Sub (Policy and Resources) Committee
- Nominations Committee of the Barbican Centre Board
- Nominations Committee of the Board of Governors of the Guildhall School of Music & Drama
- Nominations Sub Committee of the Audit and Risk Management Committee
- Nominations Sub (Education Board) Committee
- Outside Bodies Sub (Policy and Resources) Committee
- Performance and Resource Management Sub (Police) Committee
- Police Pensions Board
- Procurement Sub-Committee
- Professional Standards and Integrity Sub (Police) Committee
- Projects Sub (Policy and Resources) Committee
- Property Investment Board
- Public Relations and Economic Development Sub (Policy & Resources) Committee
- Remuneration Committee of the Board of Governors of the Guildhall School of Music & Drama
- Resource Allocation Sub (Policy and Resources) Committee
- Risk Committee of the Barbican Centre Board
- Safeguarding Sub (Community & Children's Services) Committee
- Social Investment Board
- Streets and Walkways Sub (Planning and Transportation) Committee
- Taught Degree Awarding Powers Sub Committee of the Board of Governors of the Guildhall School of Music & Drama

Overview and Scrutiny

- Crime and Disorder Scrutiny Committee
- Health and Social Care Scrutiny Committee
- Inner North East London Joint Health Overview and Scrutiny Committee

Consultative Committees

- Ashtead Common Consultation Group
- Barbican Estate Residents Consultation Committee
- Burnham Beeches and Stoke Common Consultation Group
- Epping Forest Consultative Committee
- Epping Forest Joint Consultative Committee
- Hampstead Heath Consultative Committee
- Highgate Wood Consultative Group
- Joint Consultative Committee (Establishment)
- Keats House Consultative Committee
- Queen's Park Consultative Group
- West Wickham, Spring Park and Coulsdon Commons Consultation Group

Working Parties

- Gresham Working Party
- Wanstead Park Working Party
- Members' Diversity Working Party
- Car Parking Charges Working Party
- Financial Assistance Working Party
- Relocation of the Markets Working Party
- Finsbury Circus Reinstatement Working Party
- Housing Programme Delivery Working Party
- Cultural Mile Working Party
- Parking Charges Working Party

Other Bodies

- Committee of Aldermanic Almoners, Common Council Governors and Donation Governors of Christ's Hospital
- The Lord Mayor's Show Ltd
- Member Development Steering Group
- Safeguarding Inter-Board Chairmen's Meeting
- Safer City Partnership Strategy Group
- Privileges Committee of the Court of Aldermen
- Aldermanic Joint Deputation (Court of Aldermen, Finance Committee and Policy & Resources Committee)
- Mayoralty Visits Advisory Committee (MVAC)

- Independent Custody Visits (ICV) Panel
- House Committee of the Guildhall Club
- Management Committee of the Corporation Benevolent Association
- The Committee of Aldermen to Administer the Sir William Coxen Trust Fund
- Clerking and Governor support for the City of London Academy Trust (COLAT)
- Livery Working Groups (x3)

Other Bodies in the Pipeline

- Dispensations Working Party of the Standards Committee
- Billingsgate Consultative Advisory Committee

NB: please note that this list excludes staff appeal hearings and a number of Officer-level Steering Groups serviced by the Committee and Members Services Team

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SENIOR REMUNERATION SUB-COMMITTEE

Monday, 2 July 2018

Minutes of the meeting of the Senior Remuneration Sub-Committee held at the Guildhall EC2 at 3.00 pm

Present

Members:

Deputy Edward Lord (Chairman)
Deputy Catherine McGuinness (Deputy Chairman)
Deputy Keith Bottomley
Simon Duckworth
Deputy Kevin Everett
Deputy the Revd Stephen Haines
Jeremy Mayhew
Alderman Sir David Wootton

Officers:

John Barradell	- Town Clerk and Chief Executive
Chrissie Morgan	- Director of Human Resources
Angela Roach	- Town Clerk's Department

1. APOLOGIES

An apology for absence was received from Ruby Sayed.

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

There were no declarations.

3. TERMS OF REFERENCE OF THE SUB-COMMITTEE

The Sub-Committee considered its terms of reference. It was noted that more tailored terms of reference were likely to be developed as the work of the Sub-Committee progressed.

RESOLVED – that the terms of reference of the Sub-Committee be noted.

4. SENIOR MANAGEMENT GROUP REMUNERATION

The Sub-Committee considered a joint report of the Town Clerk and Chief Executive and the Director of Human Resources concerning the process for the remuneration of Officers in the Senior Management Group (SMG).

The Director was heard in support of the report and explained that the process for all City Corporation staff progressing through the salary scales was based on performance. She advised that once an employee on grade D – J reached

the top of the scale, they could be considered for a performance payment ranging between 3 – 6%. The percentage applicable to SMG Officers at the top of their scale was between 0 – 6%.

During detailed discussion, amongst other things, the following comments were made:-

- It was noted that, whilst the approval of performance payments to Chief Officers rested the Town Clerk and Chief Executive, he had done so in consultation with the Chairmen of the Policy and Resources, Finance and Establishment Committees. The Establishment Committee was however of the view that the process would benefit from increased Member oversight and agreed to the creation of this Sub-Committee.
- It was also noted that the views of some service committee chairmen on Chief Officers were also sought as part of the assessment process.
- Reference was made to the other factors which were considered as part of assessment of SMG Officers and to the setting of their objectives.
- A new online appraisal system, which would allow continuous feedback, was currently being developed and piloted. It was suggested that a report on the new system should be considered by the Sub-Committee in due course.
- In response to a question on the mechanism for dealing with disagreements between the Sub-Committee and the Town Clerk and Chief Executive, Members were advised that whilst this was unlikely, the approval of performance pay for the SMG was the responsibility of the Town Clerk and Chief Executive.
- It was noted that a further report would be submitted to the Sub-Committee in the autumn on the pay ranges of Chief Officers and that the details of all posts attracting a salary of £100,000 and above would also be submitted for oversight and scrutiny.

RESOLVED – that:-

1. the content of the report be noted, and that Members proceed to consider the contribution payments awarded to the Senior Management Group in the non-public, confidential, part of the meeting; and
2. following completion of the pilot, the Director of Human Resources be requested to submit a report on the new online appraisal system.

5. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE SUB-COMMITTEE

There were no questions.

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

There were no urgent items.

7. **EXCLUSION OF THE PUBLIC**

MOTION - 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:-

Item Nos.	Paragraph(s) in Schedule 12A
8	1 and 2

Part 2 - Non-Public Confidential Agenda

8. **SENIOR MANAGEMENT GROUP REMUNERATION**

A schedule of the proposed remuneration of individual members of the Senior Management Group (SMG) was laid round the table.

The Sub-Committee proceeded to discuss each proposal in turn and noted the supporting statements. It was agreed that the reason given for each payment should include more detailed information on performance. The Director of Human Resources withdrew from the meeting during discussion of the proposals relating to her proposed contribution pay.

Details of the pay scales of Chief Officers were also laid round the table. The Director reiterated that a review of the salaries was scheduled to be undertaken and that a report on the outcome together with any proposals for change would be submitted to the Sub-Committee in the autumn.

RESOLVED – That:-

1. the proposed level of contribution pay for SMG Officers be noted;
2. more detailed information on performance be included in the proposed payments schedule in future;
3. an alternative method of recognition payment be considered in respect of one Officer and the details be circulated to the Sub-Committee for information, with the approval of the payment being delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman; and
4. it be noted that a review of Chief Officer salaries was scheduled to be undertaken and that a report on the outcome together with any proposals for change would be submitted to the Sub-Committee in the autumn.

The Town Clerk withdrew from the meeting whilst the following item was considered.

9. TOWN CLERK AND CHIEF EXECUTIVE REMUNERATION

The Sub-Committee proceeded to discuss the proposed contribution pay in relation to the Town Clerk. It was noted that the Chairman of the Policy and Resources Committee was responsible for assessing his performance and any remuneration in consultation with the Director of Human Resources.

RESOLVED – that the proposed level of contribution pay be noted.

The meeting closed at 3.55pm

Chairman

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