

ESTABLISHMENT COMMITTEE

Thursday, 11 June 2015

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.30 am

Present

Members:

Deputy the Revd Stephen Haines (Chairman)	Deputy Joyce Nash
Edward Lord (Deputy Chairman)	Barbara Newman
Nigel Challis	Dhruv Patel
Deputy Billy Dove	Deputy Richard Regan
Deputy Jamie Ingham Clark	Elizabeth Rogula
Jeremy Mayhew	Angela Starling
Sylvia Moys	Philip Woodhouse

Officers:

John Barradell	Town Clerk and Chief Executive
Susan Attard	Deputy Town Clerk
Peter Lisley	Assistant Town Clerk
Sue Baxter	Town Clerk's Department
Christopher Braithwaite	Town Clerk's Department
Peter Kane	Chamberlain
Michael Cogher	Comptroller and City Solicitor
Chrissie Morgan	Director of Human Resources
Colette Hawkins	HR Business Partner, Town Clerk's
Fiona Hnatow	Human Resources Department
Eric Nisbett	City of London Police

1. APOLOGIES

Apologies for absence were received from Alderman Peter Estlin, Deputy Kevin Everett and Wendy Mead.

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 public minutes and summary of the meeting held on 29 April 2015 be approved as an accurate record subject to the addition of the word “exceptional” in relation to the honorarium and market forces supplement at minute items 12 and 13.

4. **OUTSTANDING ACTIONS REPORT**

The Committee considered a report of the Town Clerk which set out the outstanding actions from previous meetings of the Committee.

RESOLVED – That the Committee notes the report.

5. **PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

RESOLVED – That the Committee notes the public minutes of the Joint Consultative Committee held on 29 April 2015.

6. **PRESENTATION ON WORKFORCE PLANNING, MANAGEMENT INFORMATION AND CORPORATE MEMORY**

The Committee received a presentation from the Director of Human Resources which provided information regarding Workforce Planning, Management Information and Corporate Memory.

Members asked questions in relation to the cost of pulling the information together, the amount of money spent on agency employees, benchmarking against other organisations, managing short term absence, and the impact of there being multiple generations amongst employees. The Director of Human Resources answered all of these questions at the meeting.

RESOLVED – That the Committee notes the presentation.

7. **REVIEW OF GRANT FUNDING**

The Committee considered a report of the Town Clerk which provided information of the cross-cutting review of the grant giving activities of the City of London Corporation as part of the Service Based Review programme. The objectives of the review were to identify the grants programmes which are offered by the City of London Corporation to suggest how to improve value for money and drive up impact.

The Committee also received resolutions from the Policy and Resources Committee on 28 May 2015 and the Finance Committee on 9 June 2015 setting out the discussion of the report at those Committees.

A Member asked whether information was collected in relation to benefits in kind which were provided by the City of London Corporation, as this was not recorded within the report. The Town Clerk explained that this was outside of the remit of this review, but explained that an annual report on this was submitted to the Finance Committee.

RESOLVED – That the Committee agrees to take over responsibility from the Finance Grants Sub Committee for prioritising the (City's Cash) funds to support welfare initiatives (e.g. staff annual lunch and Guildhall Sports Club).

8. **ANNUAL EQUALITIES AND INCLUSION MONITORING REPORT**

The Committee considered a report of the Director of Human Resources which set out the workforce profiles information for the year 2014-2015. The report

also provided Members with a summary of the main equalities and inclusion initiatives and actions that had taken place over the previous year.

RESOLVED – That the Committee notes the report.

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

One question was asked regarding the recruitment to the post of Head of IT. The Member explained that the difficulty which had been experienced in recruiting to this post had been discussed at the meetings of the Information Technology Sub (Finance) Committee and the Finance Committee earlier in the week. The main area of discussion had been the degree to which the processes in relation to job evaluation and the award of Market Forces Supplements (MFSs) had delayed the recruitment process. He explained that the Finance Committee had agreed that it would be appropriate for a question to be put to the Establishment Committee to ask what the steps the Committee would take to avoid delays in future recruitments elsewhere in the City of London Corporation.

The Director of Human Resources explained that the job evaluation process was designed to ensure internal relativity between posts in different areas of the organisation to protect against equal pay claims. Where this process did not result in an appropriate level of pay to attract a sufficient calibre of applicant, MFSs were available. The current approved process for MFSs was that all MFSs above £5,000 required the approval of the Establishment Committee. The Director of Human Resources agreed to submit a report to the Committee's next meeting in relation to the operation of MFSs.

The Committee also agreed that, with regard to the posts within the IT Department which had been discussed at Finance Committee, it would be appropriate to delegate authority to the Town Clerk (in consultation with the Chairman and Deputy Chairman of this Committee) to award a further MFS to these posts if required.

RESOLVED – That the Committee:

- a) Requests that the Director of Human Resources submit a report to the Committee's next meeting in relation to the operation of Market Forces Supplements; and
- b) Delegates authority to the Town Clerk (in consultation with the Chairman and Deputy Chairman) to award further Market Forces Supplements for the affected posts within the IT Department.

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

There were no urgent items.

11. **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.

Item	Paragraph
12, 13, 15, 16, 17, 19	1, 2, 3
14	1, 3, 4
18	1, 2
20	4
21	1, 2, 4

12. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 29 April 2015 were approved.
13. **OUTSTANDING ACTIONS REPORT**
The Committee noted a report of the Town Clerk which set out the outstanding actions from the non-public section of previous meetings.
14. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
The non-public minutes of the meeting of the Joint Consultative Committee held on 29 April 2015 were noted.
15. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.
17. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 29 April 2015 were approved.
18. **STAFF APPEALS COMMITTEE MINUTES**
The minutes and summary of the Staff Appeals Committee held on 14 May 2015 were noted.
19. **RETENTION PAYMENTS FOR STAFF WITHIN THE CITY SURVEYOR'S DEPARTMENT**
The Committee considered and approved a report of the City Surveyor which requested that retention payments be made to five staff within the City Surveyor's Department.
20. **CITY OF LONDON POLICE CHANGE PROGRAMME**
The Committee considered and approved a report of the Commissioner of the City of London Police which requested approval for the next stage of action under the City of London Police Change Programme.
21. **TOWN CLERK'S DEPARTMENT**
The Committee considered and approved a report of the Town Clerk which provided an update in relation to the Town Clerk's Department.

The meeting closed at 12.47 pm

Chairman

Contact Officer: Chris Braithwaite
tel. no.: 020 7332 1427
christopher.braithwaite@cityoflondon.gov.uk