



## Establishment Committee

**Date:** WEDNESDAY, 26 JULY 2017  
**Time:** 11.00 am  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

**Members:** Deputy the Revd Stephen Haines (Chairman)  
Deputy Edward Lord (Deputy Chairman)  
Randall Anderson  
Sir Mark Boleat  
Deputy Keith Bottomley  
Alderman Peter Estlin  
Deputy Kevin Everett  
Sophie Anne Fernandes  
Deputy Jamie Ingham Clark  
Jeremy Mayhew  
Sylvia Moys  
Deputy Joyce Nash  
Barbara Newman  
Deputy Richard Regan  
Deputy Elizabeth Rogula  
Ruby Sayed  
Deputy Philip Woodhouse

**Enquiries:** Amanda Thompson  
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amanda.thompson@cityoflondon.gov.uk

**Lunch will be served in Guildhall Club at 1PM**  
**NB: Part of this meeting could be the subject of audio or video recording**

**John Barradell**  
Town Clerk and Chief Executive

# AGENDA

## Part 1 - Public Agenda

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**  
To agree the public minutes and summary of the meeting held on 19 June 2017.  

**For Decision**  
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS REPORT**  
Report of the Town Clerk.  

**For Information**  
(Pages 7 - 10)
5. **REVISED EMPLOYEE DATA PROTECTION POLICY**  
Report of the Director of Human Resources.  

**For Decision**  
(Pages 11 - 24)
6. **OPERATION OF THE SCHEME OF DELEGATIONS**  
Report of the Director of Human Resources.  

**For Information**  
(Pages 25 - 26)
7. **REVENUE OUTTURN 2016/17**  
Report of the Town Clerk, the Chamberlain, the Comptroller and the City Solicitor  

**For Information**  
(Pages 27 - 36)
8. **APPRAISALS/HALF YEARLY REVIEWS - CHIEF OFFICERS**  
Town Clerk and Deputy Chairman to be heard.  

**For Decision**
9. **RECRUITMENT AND OFF PAYROLL WORKERS**  
Report of the Director of Human Resources.  

**For Information**  
(Pages 37 - 58)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

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

12. **EXCLUSION OF THE PUBLIC**

MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

**For Decision**

**Part 2 - Non-Public Agenda**

13. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 19 June 2017.

**For Decision**  
(Pages 59 - 60)

14. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 61 - 62)

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

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

**Part 3 - Confidential Agenda**

17. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 19 June 2017.

**For Decision**

18. **MARKET FORCES SUPPLEMENT REQUEST**

Report of the Managing Director of the Barbican.

**For Decision**

19. **EXTENSION OF HONORARIA**

Report of the City Surveyor.

**For Decision**

20. **STAFF APPEALS COMMITTEE SUMMARY REPORT**

Report of the Comptroller and City Solicitor.

**For Information**

21. **OPERATION OF THE SCHEME OF DELEGATIONS - APPENDIX**

Report of the Director of Human Resources.

*This is the confidential appendix relating to agenda item 7.*

**For Information**

22. **DEPARTMENTAL REORGANISATION**

Report of the Town Clerk.

**For Decision**

23. **EU ENGAGEMENT - CITY OF LONDON CORPORATION REPRESENTATION IN BRUSSELS**

**For Decision**

24. **SUPPORT FOR COMMITTEE CHAIRMEN**

Report of the Assistant Town Clerk

**For Decision**  
(Pages 63 - 66)

25. **DEPUTY HEAD OF THE PAID SERVICE**

Director of HR to be heard.

**For Decision**

26. **TOWN CLERKS UPDATE**

Town Clerk to be heard.

**For Information**