

ESTABLISHMENT COMMITTEE

Wednesday, 26 July 2017

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.00 am

Present

Members:

Deputy Edward Lord (Deputy Chairman)	Jeremy Mayhew
Randall Anderson	Sylvia Moys
Sir Mark Boleat	Deputy Joyce Nash
Deputy Keith Bottomley	Barbara Newman
Sheriff & Alderman Peter Estlin	Deputy Richard Regan
Deputy Jamie Ingham Clark	Deputy Philip Woodhouse

Officers:

John Barradell	-	Town Clerk and Chief Executive
Simon Murrells	-	Assistant Town Clerk
Simon Latham	-	Town Clerk's Department
Amanda Thompson	-	Town Clerk's Department
Philip Everett	-	Town Clerk's Department
Matthew Lock	-	Chamberlain's Department
Michael Cogher	-	Comptroller and City Solicitor
Chrissie Morgan	-	Director of Human Resources
Janet Fortune	-	Human Resources Department
Tracey Jansen	-	Human Resources Department
Marion Afoakwa	-	Human Resources Department
Giles French	-	Assistant Director of Economic Development
Steve Eddy	-	Barbican Centre

1. APOLOGIES

Apologies for absence were received from the Chairman, Deputy Elizabeth Rogula and Ruby Sayed.

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 19 June 2017 be approved as an accurate record subject to the inclusion of apologies for absence from Deputy Richard Regan.

Matters Arising

In response to a question concerning the £16,000 allocation for the Diversity float, the Deputy Chairman advised that other committees were adopting a similar approach.

In response to a question concerning sponsorship, the Director of HR advised that there had been some expressions of interest and officers were currently working on progressing these.

4. OUTSTANDING ACTIONS REPORT

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

RESOLVED – That the report be noted and updated as appropriate.

5. SUPPORT FOR COMMITTEE CHAIRMEN

The Committee received a report of the Town Clerk concerning the provision of dedicated PA/executive support for Committee Chairman.

The Committee heard that currently, only the Chief Commoner and the Chairman of the Policy & Resources Committee were in receipt of dedicated administrative (PA) and executive support which was provided centrally by the Town Clerk's Department. However there had been some informal discussion at a recent meeting of Members of the Resource Allocation Sub-Committee and a Chairman's briefing session regarding whether this should be extended to include the Chairmen of other Committees, in particular the Chairmen of the Planning and Transportation, Police, Establishment and Finance Committees.

The Town Clerk reported that additionally, whilst the Mayoralty and Shrievalty received a dedicated speechwriting service, no such facility was available to the Chairman of Policy & Resources or the Chief Commoner, and there was a clear need for specialist full-time support in this area.

The Deputy Chairman expressed his support for the proposals and suggested that some support might also be made available to the Chairmen of other major committees such as Port Heath & Environmental Services and Community and Children's Services, as well as the Deputy Chairmen of key Committees. He further suggested that occasional access to a speechwriter should be made available to those Chairmen who had to make set-piece external speeches.

The Town Clerk advised that a further report on the more substantive elements of the proposals, together with the review of Committee and Members Services would be submitted to a future meeting.

RESOLVED - That

- a) A dedicated PA/executive support should be provided centrally to City of London Corporation Committee Chairmen, principally for the Chairmen of the Planning and Transportation, Police, Establishment and Finance

Committees, the Deputy Chairmen of those committees and the Deputy Chairman and Vice-Chairmen of the Policy & Resources Committee;

- b) A dedicated speechwriting service should be provided for the Chairman of the Policy & Resources Committee and the Chief Commoner, as well as other senior Chairmen who make set-piece external speeches;
- c) Subject to a) and b) above, the Finance Committee's approval be sought to increasing the Town Clerk's local risk budget by £170,000 each year from contingencies to cover the cost of the posts necessary to provide the services and to help strengthen resilience within the Committee and Member Services team, in advance of a review of the structure of the team; and
- d) Officers review this arrangement to see if it might be extended to the Chairmen of other major Committees in due course.

6. **REVISED EMPLOYEE DATA PROTECTION POLICY**

The Committee received a report of the Director of Human Resources updating on changes to the Employee Data Protection Policy. The policy reinforced the City of London Corporation's commitment to protect personal data and implement that commitment with regards to the collection and use of data both fairly and lawfully, which ensured compliance with the Data Protection Act (DPA) 1998.

The policy had been updated to advise employees of their roles and responsibilities in relation to data protection, data processing, accessing personal data and responding to Subject Access Requests on behalf of the City Corporation. The revised policy provided a good foundation for the incorporation of further changes that might arise in the lead up to the implementation of the General Data Protection Regulation (GDPR) in 2018.

RESOLVED – That delegated authority approval be given to the Town Clerk in Consultation with the Chairman and Deputy Chairman to approve the final version of the Employee Data Protection Policy.

7. **OPERATION OF THE SCHEME OF DELEGATIONS**

The Committee received a report of the Director of Human Resources which provided information on redundancies, early retirements and ill health retirements in the reporting period April 2017 – June 2017.

RESOLVED – That the Committee note the report.

8. **REVENUE OUTTURN 2016/17**

The Committee received a joint report of the Town Clerk, Chamberlain and Controller and City Solicitor comparing the revenue outturn for the services overseen by the Committee in 2016/17 with the final budget for the year.

RESOLVED – That the report be noted.

9. **APPRAISALS/HALF YEARLY REVIEWS - CHIEF OFFICERS**

The Deputy Chairman reported that he had asked the Director of HR to review the procedures for Chief Officer appraisals/half yearly reviews and bring a report to the October meeting.

A member expressed concern that while members should clearly not be crossing the reporting line, the views of Members should still be considered by way of feedback and it was agreed that at least the Chairman and Deputy Chairman should be involved in this process.

10. **RECRUITMENT AND OFF PAYROLL WORKERS**

The Committee received a report of the Director of Human Resources concerning the use of recruitment by Chief Officers, including the average time from a vacancy to the post being filled, detailed by month and by department, together with information about the use of consultants and whether or not any employees were paid in any other ways other than payroll.

In response to a question asking how Value for Money was guaranteed, the Director of Human Resources advised that all posts were evaluated and the rate applicable to the grade. Any higher payments would need her approval or be subject to a procurement process.

In response to a question concerning cover for staff taking maternity leave, the Director of Human Resources advised that based on business need, work would either be redistributed or temporary staff appointed.

RESOLVED – That the report be noted.

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

There were no questions.

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

There were no urgent items.

13. **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.

14. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 19 June 2017 were approved.

15. **OUTSTANDING ACTIONS REPORT**

The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.

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

There were no non-public questions.

17. 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.

18. CONFIDENTIAL MINUTES

The confidential minutes of the meeting held on 19 June 2017 were approved.

19. MARKET FORCES SUPPLEMENT REQUEST

The Committee received a report of the Managing Director of the Barbican concerning a market forces supplement request.

20. EXTENSION OF HONORARIA

The Committee received a report of the City Surveyor in relation to the extension of Honoraria for Assistant Directors.

21. STAFF APPEALS COMMITTEE SUMMARY REPORT

The Committee received a summary of the Staff Appeals Committee held on 4 July 2017.

22. DEPARTMENTAL REORGANISATION

The Committee received a report of the Town Clerk in relation to the proposed reorganisation of the Mansion House and Central Criminal Court.

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

The Committee received a report of the Director of Economic Development in relation to the CoL Corporation representation in Brussels.

24. DEPUTY HEAD OF THE PAID SERVICE

The Committee noted arrangements put in place by the Town Clerk under his delegated authority to cover the roles respectively of Town Clerk and Chief Executive in his absence or in any vacancy in the Office. A further report would be forthcoming in the autumn.

The meeting closed at 1.00 pm

Chairman

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