



Establishment Committee

Date: TUESDAY, 17 OCTOBER 2017
Time: 1.45 pm
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

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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**
 - a) **Establishment Committee - 26 July 2017**

To agree the public minutes and summary of the Establishment Committee meeting held on 26 July 2017.

For Decision
 - b) **Establishment Committee - 25 September 2017**

To agree the public minutes and summary of the meeting held on 25 September 2017

For Decision
(Pages 1 - 6)
 - c) **JCC Minutes - To Follow**

To receive the minutes of the meeting held on 15 September 2017.

These will be circulated separately.

For Decision
(Pages 7 - 8)
4. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
5. **EQUALITY AND INCLUSION UPDATE**

Report of the Director of Human Resources.

For Information
(Pages 9 - 12)
6. **EQUALITY AND INCLUSION UPDATE**

Report of the Director of Human Resources.

For Information
(Pages 13 - 16)

6. **HUMAN RESOURCES BUSINESS PLAN - QUARTER 2 UPDATE**
Report of the Director of Human Resources.

For Information
(Pages 17 - 22)
7. **HUMAN RESOURCES DASHBOARD - AUGUST 2017**
Report of the Director of Human Resources.

For Information
(Pages 23 - 26)
8. **TOWN CLERK'S CORPORATE AND MEMBER SERVICES BUSINESS PLAN
PROGRESS REPORT**
Report of the Town Clerk.

For Information
(Pages 27 - 34)
9. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN
2017-2018 PROGRESS REPORT AS AT 30 SEPTEMBER 2017**
Report of the Comptroller and City Solicitor.

For Decision
(Pages 35 - 38)
10. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK
MANAGEMENT REPORT**
Report of the Comptroller and City Solicitor.

For Information
(Pages 39 - 46)
11. **PUBLIC SECTOR EQUALITY DUTY PRESENTATION**
Report of the Director of Community and Children's Services.

For Information
(Pages 47 - 56)
12. **REVISED CAPABILITY PROCEDURE AND PROBATION PROCEDURE**
Report of the Director of Human Resources.

For Decision
(Pages 57 - 96)
13. **USE OF VOLUNTEERS**
Report of the Director of Human Resources.

For Information
(Pages 97 - 102)

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

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

16. **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

17. **NON-PUBLIC MINUTES**

For Information

a) **Establishment Committee - 26 July 2017**

To agree the non-public minutes of the meeting held on 26 July 2017.

For Decision
(Pages 103 - 104)

b) **JCC Non Public Minutes - To Follow**

To receive the non-public minutes of the meeting held on 15 September 2017.

These will be circulated separately.

For Decision

18. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 105 - 106)

19. **EMPLOYMENT CASES AND SETTLEMENTS**

Report of the Comptroller and City Solicitor.

For Information
(Pages 107 - 118)

20. **RESOLUTION FROM THE HOUSE COMMITTEE OF GUILDHALL CLUB**

To follow.

For Information

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

22. **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

23. **CONFIDENTIAL MINUTES**

For Decision

- a) **Establishment Committee - 26 July 2017**

To agree the confidential minutes of the meeting held on 26 July 2017.

For Decision

- b) **Establishment Committee - 25 September 2017**

To agree the confidential minutes of the meeting held on 25 September 2017.

For Decision

24. **FLEXIBLE RETIREMENT AND JOB SHARE REQUEST**

Report of the Director of the Barbican.

For Decision

25. **PAYROLL ADMINISTRATION**

Report of the Chamberlain.

For Decision

26. **STAFF RESOURCES IN THE COMPTROLLER AND CITY SOLICITOR'S DEPARTMENT**

Report of the Comptroller and City Solicitor.

For Decision

27. **REPORT OF THE TOWN CLERK**

Report of the Town Clerk.

For Decision