



Establishment Committee

Date: TUESDAY, 5 DECEMBER 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

Enquiries: Amanda Thompson
tel. no.: 020 7332 3414
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 17 October (copy attached).

For Decision
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 9 - 10)
5. **MATERNITY, ADOPTION AND SHARED PARENTAL PAY**
Report of the Director of Human Resources

For Decision
(Pages 11 - 14)
6. **REVENUE BUDGETS 2018/19**
Report of the Town Clerk, the Chamberlain, the Comptroller and City Solicitor.

For Decision
(Pages 15 - 28)
7. **HIGH LEVEL BUSINESS PLANS FOR 2018/19**
Report of the Town Clerk, the Chamberlain, the Comptroller and City Solicitor.

For Information
(Pages 29 - 40)
8. **OPERATION OF THE SCHEME OF DELEGATIONS**
Report of the Director of Human Resources.

(The appendix to this report is confidential and attached in Part 3 of the agenda.)

For Information
(Pages 41 - 42)

9. **BUYING ANNUAL LEAVE**
Report of the Director of Human Resources.

For Information
(Pages 43 - 48)

10. **ATTRACTING TALENT**
Report of the Director of Human Resources.

For Information
(Pages 49 - 54)

11. **WORK-LIFE BALANCE**
Report of the Director of Human Resources.

For Information
(Pages 55 - 58)

12. **REGISTER OF INTERESTS FOR CHIEF OFFICERS**
Report of the Director of Human Resources

For Information
(Pages 59 - 80)

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

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

15. **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

16. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 17 October 2017.

For Decision
(Pages 81 - 84)

17. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 85 - 86)

18. **EXTENSION OF HONORARIA FOR ASSISTANT DIRECTORS**

Report of the City Surveyor.

For Decision
(Pages 87 - 102)

19. **NEW WAYS OF WORKING - GUILDHALL COMPLEX SPACE PROGRAMME**

Report of the City Surveyor

For Information
(Pages 103 - 110)

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

21. **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

22. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 17 October 2017.

For Decision

23. **RESTRUCTURE OF THE BARBICAN CENTRE/GUILDHALL SCHOOL OF MUSIC & DRAMA IN-HOUSE ENGINEERING FUNCTION**

Report of the Director of Operations & Buildings, Barbican/Guildhall School of Music & Drama.

For Decision

24. **HUMAN RESOURCES RESTRUCTURE**

Report of the Director of Human Resources.

For Decision

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

This appendix relates to item 8 on the agenda – Operation of the Scheme of Delegations.

For Information

26. **TOWN CLERKS UPDATE**

For Information