

ESTABLISHMENT COMMITTEE

Tuesday, 5 December 2017

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 1.45 pm

Present

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

Jeremy Mayhew
Sylvia Moys
Deputy Joyce Nash
Barbara Newman
Deputy Richard Regan
Deputy Elizabeth Rogula
Ruby Sayed
Deputy Philip Woodhouse

Officers:

Simon Murrells	-	Assistant Town Clerk
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
Amanda Thompson	-	Town Clerk's Department
Neil Davies	-	Town Clerk's Department
Kate Smith	-	Town Clerk's Department
Jonathon Poyner	-	Barbican Centre
Colette Hawkins	-	HR Business Partner, Town Clerk's

1. APOLOGIES

Apologies for absence were received from Deputy Jamie Ingham Clark.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations of interest.

3. 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.

4. MINUTES

RESOLVED – That the public minutes and summary of the meeting held on 17 October be approved as a correct record subject to the following amendments:

Officers

The inclusion of Amanda Mays under Officers present.

10. Comptroller & City Solicitor's Departmental Risk Management Report

Replace Community & Children's Services with Comptroller & City Solicitor.

MATTERS ARISING

The Director of Human Resources (DHR) reported that the viability of providing onsite childcare had been explored and was not considered feasible for the CoL. She advised that the majority of the workforce was a commuting one and childcare vouchers were available.

The DHR reported that the provision of free flu jabs had been explored but would not be cost effective for the CoL as these were available elsewhere.

The DHR reported that in relation to mental health at work managers were now being trained to recognise the signs of stress and were being trained on how to raise this with staff and provide guidance on how to address it. It was agreed that a report on this should be brought to a future meeting.

5. **MATERNITY, ADOPTION AND SHARED PARENTAL PAY**

The Committee received a report concerning the review of the City Corporation's Maternity, Adoption and Shared Parental pay policies which had been undertaken to improve these provisions in line with other employers who were committed to family friendly policies.

The DHR reported that although the employing department would continue to fund the full cost of maternity pay, it would be met from local risk budgets, however any departments that suffered adversely due to high numbers of staff taking maternity leave would be reported to the Committee.

Members questioned why the costs could not be met from a central budget and it was agreed that a report back on alternative methods of funding should also be reported.

RESOLVED - To

- 1) Enhance maternity, adoption and shared parental pay to 16 weeks at full pay and 24 weeks at half pay, inclusive of statutory payments; and
- 2) Include a return to work clause of 6 months to retain the ½ pay element (usually 24 weeks minus any statutory maternity pay) of the occupational pay element of maternity, adoption and shared parental pay within these policies

6. REVENUE BUDGETS 2018/19

The Committee received a joint report of the Town Clerk, Chamberlain, and Comptroller and City Solicitor which sought approval from Members for the provisional revenue budget for 2018/19, for subsequent submission to the Finance Committee.

The Assistant Town Clerk reported that he was aware that there was currently no budget for Member's facilities such as stationary and furniture and it was agreed that this be considered and reported back in the general budget report.

RESOLVED - To

- 1) Critically review the provisional 2018/19 revenue budget to ensure that it reflects the Committee's objectives;
- 2) Note the unidentified savings lines for Town Clerk's Budgets of £358,000 and the estimated £169,000 over the local risk resource base on the Comptrollers and City Solicitor's Budgets;
- 3) Approve the budget for submission to the Finance Committee and
- 4) Authorise the Chamberlain to revise these budgets to reflect any further implications arising from the Service Based Reviews and other corporate efficiency projects.

7. HIGH LEVEL BUSINESS PLANS FOR 2018/19

The Committee received a report presenting the draft high-level business plan for the Town Clerk's Department (Corporate and Member Services), Corporate HR and the Comptroller and City Solicitor's Department for 2018/19, which was presented alongside the departmental estimate report to enable the draft ambitions and objectives to be discussed in conjunction with the draft budget for the forthcoming year.

RESOLVED – That the draft high-level business plans for 2018/19 for the Town Clerk's Department (Corporate and Member Services), Corporate HR and the Comptroller and City Solicitor's Department be noted.

8. OPERATION OF THE SCHEME OF DELEGATIONS

The Committee received a report of the Director of Human Resources which provided information on redundancies, early retirements, ill health retirements and Market Forces Supplements (MFS) in the reporting period 1 July 2017 – 30 September 2017.

RESOLVED – That the report be noted.

9. BUYING ANNUAL LEAVE

The Committee received a report of the DoHR concerning a pilot scheme for the buying of additional annual leave.

The DoHR advised that the buying additional leave scheme would be trialled for 1 year to enable any adjustment to the scheme to be made and the full impact of administering the scheme to be considered. A report would then be brought back to the Committee for decision prior to a permanent scheme being implemented.

RESOLVED – That the report be noted.

10. ATTRACTING TALENT

The Committee received a report of the DHR updating on the Attracting Talent project which aimed to review the City of London Corporation's employer brand, commitment to reduce barriers to entry, and workforce and succession planning.

The DHR advised that detailed external research and analysis of the end to end recruitment practice within the City Corporation and its image as an employer had resulted in a number of wide ranging proposals. These were both short and longer term changes to try and attract a more diverse pool of applicants and in turn successfully recruit and establish a more diverse workforce.

A Member expressed concern regarding the profile data for BAME applicants and welcomed the proposals for positive action to address this.

RESOLVED – That the progress on the project be noted.

11. WORK-LIFE BALANCE

The Committee received a report of the DHR updating on the review of the various types of leave and time off from work available that enabled staff to balance their work and home life.

The DHR reported that the review of policies had identified that there was a full range of provisions that supported staff and by advertising these to job seekers this could also attract a more diverse range of candidates for employment and aid recruitment and retention.

RESOLVED – That the report be noted.

12. **REGISTER OF INTERESTS FOR CHIEF OFFICERS**

The Committee considered a report of the DHR which provided Members with an updated Register of Interests for Chief Officers.

A Member questioned why officers were required to declare interests outside of work and stated that they should only be required to declare any which might impact on their working life. The Member further stated that it was quite clear that there was a difference of view between officers regarding what they needed to declare.

The Deputy Chairman advised that the reason Chief Officers were required to do this was the same as Members, in case there was a conflict of interest, and it was also good governance.

The DHR suggested that the guidelines for the Chief Officers Register of Interests should be reviewed.

RESOLVED – That the report be noted and a review of the Guidelines on the Declaration of Interests for Chief Officers be undertaken.

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

There were no questions.

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

There were no urgent items.

15. **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.

16. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 5 December were approved.

17. **OUTSTANDING ACTIONS REPORT**

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

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

This item was considered in Part 3 of the agenda.

The Committee received and considered an extension of honoraria report.

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

The Committee received and considered a report of the City Surveyor in relation to the Guildhall Space Programme.

20. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
21. **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.
22. **CONFIDENTIAL MINUTES**
The confidential minutes of the meeting held on 17 October 2017 were approved.
23. **RESTRUCTURE OF THE BARBICAN CENTRE/GUILDHALL SCHOOL OF MUSIC & DRAMA IN-HOUSE ENGINEERING FUNCTION**
The Committee received and considered a report of the Director of Operations & Buildings, Barbican/Guildhall School of Music and Drama in relation to the in-house engineering function.
24. **HUMAN RESOURCES RESTRUCTURE**
The Committee received and considered a report of the DHR relating to the review of the Corporate HR's structure.
25. **OPERATION OF THE SCHEME OF DELEGATIONS - APPENDIX**
The Committee noted the Confidential appendix to the Scheme of Delegations report considered at agenda item 8.
26. **ANY OTHER BUSINESS**

The meeting closed at 3.20 pm

Chairman

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