



Establishment Committee

Date: FRIDAY, 16 SEPTEMBER 2016
Time: 1.45 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Deputy the Revd Stephen Haines (Chairman)
Edward Lord (Deputy Chairman)
Randall Anderson
Mark Boleat
Nigel Challis
Deputy Billy Dove
Alderman Peter Estlin
Deputy Kevin Everett
Deputy Jamie Ingham Clark
Jeremy Mayhew
Sylvia Moys
Deputy Joyce Nash
Barbara Newman
Deputy Richard Regan
Deputy Elizabeth Rogula
Angela Starling
Philip Woodhouse

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Lunch will be served in the 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 12 July 2016.

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

For Information
(Pages 5 - 6)
5. **ACCOMMODATION AND WAYS OF WORKING**
Report of the Town Clerk.

For Information
(Pages 7 - 20)
6. **COMPTROLLER AND CITY SOLICITOR'S BUSINESS PLAN Q1 UPDATE**
Report of the Comptroller and City Solicitor.

For Information
(Pages 21 - 24)
7. **COMPTROLLER AND CITY SOLICITORS' DEPARTMENTAL RISK MANAGEMENT REPORT**
Report of the Comptroller and City Solicitor.

For Information
(Pages 25 - 36)
8. **REVENUE OUTTURN 2015/16**
Report of the Town Clerk, the Chamberlain and the Comptroller and City Solicitor.

For Information
(Pages 37 - 40)

9. **STAFF APPEAL COMMITTEE**
Joint report of the Comptroller and City Solicitor, the Director of Human Resources and the City Surveyor.
- For Decision**
(Pages 41 - 44)
10. **CORPORATION'S DISCIPLINARY PROCEDURE**
Joint report of the Comptroller and City Solicitor, the Director of Human Resources.
- For Decision**
(Pages 45 - 64)
11. **MEMBER / OFFICER PROTOCOL**
Director of Human Resources to be heard.
- For Discussion**
12. **ATTRACTING TALENT**
Report of the Director of Human Resources.
- For Information**
(Pages 65 - 78)
13. **OPERATION OF THE SCHEME OF DELEGATIONS**
Report of the Director of Human Resources.
- For Information**
(Pages 79 - 82)
14. **CORPORATE HEALTH & SAFETY MANAGEMENT SYSTEMS EXTERNAL AUDIT**
Report of the Director of Human Resources.
- For Information**
(Pages 83 - 100)
15. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
17. **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

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 12 July 2016.

For Decision
(Pages 101 - 104)

19. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 105 - 110)

20. **MANAGED SERVICE OF TEMPORARY AGENCY RESOURCE PROCUREMENT
STAGE 1 REPORT**

Report of the Chamberlain.

For Information
(Pages 111 - 122)

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**

To agree the Confidential minutes of the last meeting held on 12 July 2016.

For Decision

24. **EMPLOYMENT CASES AND SETTLEMENTS**

Report of the Comptroller and City Solicitor.

For Information

25. **TOWN CLERK'S DEPARTMENTAL RECONFIGURATION: UPDATE**

Town Clerk to be heard.

For Information