



## Establishment Committee

**Date:** TUESDAY, 25 OCTOBER 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  
Sheriff & 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

**Enquiries:** Sacha Than  
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sacha.than@cityoflondon.gov.uk

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 16 September 2016.  

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

**For Information**  
(Pages 9 - 10)
5. **CITY OF LONDON CORPORATION MARATHON TEAM**  
Report of the Town Clerk.  

**For Decision**  
(Pages 11 - 14)
6. **CHAMBERLAIN'S DEPARTMENT ORGANISATION STRUCTURE**  
Report of the Chamberlain.  

**For Information**  
(Pages 15 - 20)
7. **TOWN CLERK'S OFFICE BUSINESS PLAN PROGRESS REPORT**  
Report of the Town Clerk.  

**For Information**  
(Pages 21 - 26)
8. **TOWN CLERK'S RISK REGISTER**  
Report of the Town Clerk.  

**For Information**  
(Pages 27 - 34)

9. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN  
2016-2019 PROGRESS REPORT**  
Report of the Comptroller and City Solicitor.
- For Information**  
(Pages 35 - 38)
10. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK  
MANAGEMENT REPORT**  
Report of the Comptroller and City Solicitor.
- For Information**  
(Pages 39 - 50)
11. **PROTOCOL ON MEMBER OFFICER RELATIONS**  
Report of the Director of Human Resources.
- For Decision**  
(Pages 51 - 58)
12. **NEW APPRENTICESHIP SCHEME AND PAID WORK EXPERIENCE**  
Report of the Director of Human Resources.
- For Decision**  
(Pages 59 - 78)
13. **FAMILY FRIENDLY POLICIES - AMENDMENTS TO PROMOTE PARITY**  
Report of the Director of Human Resources.
- For Decision**  
(Pages 79 - 84)
14. **EQUALITY AND INCLUSION UPDATE**  
Director of Human Resources to be heard.
- For Information**
15. **HUMAN RESOURCES DASHBOARDS**  
Report of the Director of Human Resources.
- For Information**  
(Pages 85 - 94)
16. **OPERATION OF SCHEME OF DELEGATIONS**  
Report of the Director of Human Resources.
- For Information**  
(Pages 95 - 96)

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

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

19. **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**

20. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 16 September 2016.

**For Decision**  
(Pages 97 - 98)

21. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 99 - 102)

22. **RECRUITMENT ADVERTISING AND PUBLIC NOTICE ADVERTISING -  
PROCUREMENT STAGE 2/3**

Report of the Chamberlain.

**For Information**  
(Pages 103 - 116)

23. **CITY OF LONDON POLICE CHANGE PROGRAMME**

Report of the Commissioner of Police.

**For Information**  
(Pages 117 - 120)

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

25. **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**

26. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 16 September 2016.

**For Decision**

- 27. **OPERATION OF SCHEME OF DELEGATIONS APPENDIX**  
Report of the Director of Human Resources.  
**For Information**
- 28. **STAFF APPEALS COMMITTEE REPORT**  
Report of the Comptroller and City Solicitor.  
**For Information**
- 29. **TRIBUNAL UPDATE**  
Director of Human Resources to be heard.  
**For Information**
- 30. **TOWN CLERK'S UPDATE**  
Town Clerk to be heard.  
**For Information**