



Establishment Committee

Date: TUESDAY, 14 FEBRUARY 2017
Time: 1.45 pm
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

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

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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**
To agree the public minutes and summary of the meeting held on 17 January 2017.
For Decision
(Pages 1 - 8)
4. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.
For Information
(Pages 9 - 10)
5. **APPOINTMENT OF CHAIRMEN OF SUB-COMMITTEES**
Resolution of the Policy and Resources Committee.
For Information
(Pages 11 - 12)
6. **DRAFT HIGH LEVEL BUSINESS PLAN FOR TOWN CLERK'S CORPORATE AND MEMBER SERVICES**
Report of the Town Clerk.
For Information
(Pages 13 - 18)
7. **RISK - TOWN CLERK'S DEPARTMENT**
Report of the Town Clerk.
For Information
(Pages 19 - 26)
8. **CORPORATE HUMAN RESOURCES HIGH LEVEL BUSINESS PLAN**
Report of the Director of Human Resources.
For Information
(Pages 27 - 34)

9. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN
2016-2019 PROGRESS REPORT AS AT 31 DECEMBER 2016**
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 - 50)
11. **INVOLVEMENT OF EXTERNAL PARTIES IN CITY OF LONDON RECRUITMENT**
Report of the Director of Human Resources.
- For Decision**
(Pages 51 - 54)
12. **PAY POLICY STATEMENT**
Report of the Director of Human Resources.
- For Decision**
(Pages 55 - 66)
13. **DEVELOPMENTS IN EMPLOYMENT LEGISLATION**
Joint report of the Comptroller and City Solicitor and the Director of Human
Resources.
- For Information**
(Pages 67 - 72)
14. **HUMAN RESOURCES DASHBOARDS**
Report of the Director of Human Resources.
- For Information**
(Pages 73 - 82)
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 held on 17 January 2017.

For Decision
(Pages 83 - 84)

19. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 85 - 86)

20. **RESOLUTION OF THE MARKETS COMMITTEE**

Resolution of the Markets Committee.

For Information
(Pages 87 - 88)

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 17 January 2017.

For Decision

24. **REORGANISATION OF A DEPARTMENT**

Report of the Town Clerk.

For Decision

25. **TOWN CLERK'S UPDATE**

Town Clerk to be heard.

For Information