



Establishment Committee

Date: MONDAY, 26 FEBRUARY 2018
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

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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 15 January 2018.

For Decision
(Pages 1 - 6)
4. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 7 - 8)
5. **RECRUITMENT OF SENIOR POSTS - NOT CHIEF OFFICER**
Report of the Director of Human Resources

For Decision
(Pages 9 - 12)
6. **FINAL DEPARTMENTAL BUSINESS PLAN 2018/19**
Report of the Town Clerk and Comptroller & City Solicitor

For Decision
(Pages 13 - 22)
7. **GENDER PAY GAPS UPDATE**
Report of the Director of Human Resources

For Information
(Pages 23 - 26)
8. **MENTAL HEALTH AND WELLBEING UPDATE**
Report of the Director of Human Resources

For Information
(Pages 27 - 32)
9. **FUNDING ARRANGEMENTS FOR MATERNITY, ADOPTION AND SHARED PARENTAL PAY**
Report of the Director of Human Resources and the Chamberlain.

For Information

10. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK MANAGEMENT**

Report of the Comptroller and City Solicitor

For Information
(Pages 37 - 44)

11. **HR DASHBOARD**

Report of the Director of Human Resources

For Information
(Pages 45 - 62)

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

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

14. **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

15. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 15 January 2018.

For Decision
(Pages 63 - 64)

16. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 65 - 66)

17. **PORT HEALTH & PUBLIC PROTECTION DIVISION CAR USER ALLOWANCES**

Report of the Director of Markets & Consumer Protection

For Decision
(Pages 67 - 90)

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

19. **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

20. **CONFIDENTIAL MINUTES**
To agree the Confidential minutes of the last meeting held on 15 January 2018.
For Decision
21. **STAFFING - GUILDHALL SCHOOL OF MUSIC & DRAMA**
Report of the Principal, Guildhall School of Music & Drama
For Decision
22. **STAFFING - CITY SURVEYOR'S DEPARTMENT**
Report of the City Surveyor.
For Decision
23. **CHAMBERLAIN'S DEPARTMENT - APPROACH TO ORGANISATIONAL REVIEW**
Report of the Chamberlain.
For Decision
24. **CHAMBERLAIN'S - REVIEW**
Report of the Chamberlain.
For Information
25. **IT DIVISION - CHAMBERLAIN'S**
Report of the Chamberlain.
For Decision
26. **JOINT CONTACT AND CONTROL ROOM (JCCR)**
The Assistant Town Clerk and Police Commissioner
For Decision
27. **BARBICAN PROJECTS**
Report of the Director of the Barbican
For Decision
28. **BRIDGING DIVIDES**
Report of the Town Clerk and Chief Grants Officer
For Decision
29. **REWARD STRATEGY**
Report of the Director of Human Resources
For Decision
30. **CONFIDENTIAL STAFFING MATTER**
Report of the Town Clerk
For Decision
31. **HOLIDAY PAY AND CONTRACTUAL PAYMENTS**
For Decision

Report of the Director of Human Resources

For Decision

32. **BARBICAN SECURITY**
Report of the Director of the Barbican

For Decision

33. **GUILDHALL SCHOOL OF MUSIC AND DRAMA - STAFFING ISSUE**
Report of the Director of the Barbican

For Decision