



## Establishment Committee

**Date:** MONDAY, 9 APRIL 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

**Enquiries:** Amanda Thompson  
tel. no.: 020 7332 3414  
amanda.thompson@cityoflondon.gov.uk

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 of the meeting held on 26 February 2018.  

**For Decision**  
(Pages 1 - 8)
4. **DATA PROTECTION POLICY**  
Report of the Comptroller and City Solicitor.  

**For Decision**  
(Pages 9 - 18)
5. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
6. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
7. **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

8. **NON-PUBLIC MINUTES**  
To agree the non-public minutes of the meeting held on 26 February 2018.  

**For Decision**  
(Pages 19 - 20)
9. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

10. **USE OF PERSONAL EMAIL, RISK AND GDPR COMPLIANCE**  
Joint report of the Comptroller and City Solicitor & Data Protection Officer, the Director of IT and the Director of Information & Chief Security Officer.

**For Decision**  
(Pages 21 - 34)

11. **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**

12. **CONFIDENTIAL MINUTES**  
To agree the confidential minutes of the meeting held on 26 February 2018.

**For Decision**

13. **REWARD STRATEGY**  
Report of the Director of Human Resources.

**For Decision**