

## ESTABLISHMENT COMMITTEE

Monday, 9 April 2018

**Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 1.45 pm**

### **Present**

#### **Members:**

Deputy the Revd Stephen Haines (Chairman)	Deputy Jamie Ingham Clark Sylvia Moys
Deputy Edward Lord (Deputy Chairman)	Deputy Joyce Nash
Randall Anderson	Barbara Newman
Sir Mark Boleat	Deputy Richard Regan
Alderman Peter Estlin	

#### **Officers:**

Simon Latham	-	Town Clerk's Department
Amanda Thompson	-	Town Clerk's Department
Michael Cogher	-	Comptroller and City Solicitor
Janet Fortune	-	Human Resources Department
Tracey Jansen	-	Human Resources Department
Amanda Mays	-	Human Resources
Sean Green	-	Chamberlain's Department

#### **1. APOLOGIES**

Apologies for absence were received from Deputy Keith Bottomley, Deputy Kevin Everett, Deputy Elizabeth Rogula, Ruby Sayed and Deputy Phillip Woodhouse.

#### **2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

#### **3. MINUTES**

RESOLVED – That the non-public minutes and summary of the meeting held on 26 February be approved as a correct record subject to the correction of the title 'Director of the Barbican School of Music and Drama' to 'Director of the Barbican and Guildhall School of Music and Drama'.

#### **4. DATA PROTECTION POLICY**

The Committee received a report of the Comptroller and City Solicitor presenting for consideration and adoption a revised Data Protection Policy for the

Corporation (excluding the Police) in place of the current policy in preparation for the implementation of the General Data Protection Regulation on 25 May 2018.

A Member commented that mandatory training for Members ought to be considered as the issue of data protection was becoming more complex and Members needed to be competent when dealing with it.

The Comptroller advised that training had been provided and would continue to be, and there was also an E-learning package available which all Members would be encouraged to undertake.

RESOLVED – To approve and adopt the revised Data Protection Policy set out in Appendix 1 with effect from 25<sup>th</sup> May 2018

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

There were no questions.

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

There were no urgent items however the Deputy Chairman reported that the Chairman would shortly be stepping down and this was therefore his last meeting as Chairman. On behalf of the Committee the Deputy Chairman expressed his thanks to the Chairman for his work and commitment to the Committee.

The Deputy Chairman also expressed thanks to Alderman Estlin who was also stepping down from the Committee.

7. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

8. **NON-PUBLIC MINUTES**

**RESOLVED** – That the non-public minutes and summary of the meeting held on 26 February be agreed as a correct record.

9. **USE OF PERSONAL EMAIL, RISK AND GDPR COMPLIANCE**

The Committee considered a joint report of the Comptroller and City Solicitor and Data Protection Officer, the Director of IT and the Director of Information and Security, concerning the risks associated with the use of personal emails for City Corporation business, whether by officers or Members, and compliance with the General Data Protection Regulation (GDPR).

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

There were no questions.

**11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

There were no items of urgent business.

**12. CONFIDENTIAL MINUTES**

RESOLVED – That the confidential minutes and summary of the meeting held on 26 February be agreed as a correct record.

**13. REWARD STRATEGY**

The Committee considered a report of the Director of Human Resources concerning the City of London Corporation's Reward Strategy.

**The meeting closed at 2.50 pm**

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Chairman

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