



Establishment Committee

Date: WEDNESDAY, 25 APRIL 2018
Time: 11.00 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Membership of the Committee will be approved by the Court of Common Council on 19 April 2018:

Members: Deputy the Revd Stephen Haines*
Deputy Edward Lord*
Randall Anderson
Sir Mark Boleat
Deputy Keith Bottomley
Deputy Kevin Everett*
Sophie Anne Fernandes
Jeremy Mayhew
Sylvia Moys
Deputy Joyce Nash
Barbara Newman
Deputy Richard Regan
Deputy Elizabeth Rogula
Alderman William Russell
Ruby Sayed
Deputy Philip Woodhouse
Vacancy (Representative of the Finance Committee)*

*To be appointed at the Court of Common Council on 19 April 2018

Enquiries: **Amanda Thompson**
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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. **ORDER OF COURT OF COMMON COUNCIL - TO FOLLOW**
To receive the Order of the Court of Common Council appointing the Committee dated 19 April 2018.

This document was not available at the time of publication and will be circulated separately.

For Information
4. **ELECTION OF CHAIRMAN**
To elect a Chairman in accordance with Standing Order 29.

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
Deputy The Reverend Stephen Haines, the immediate past Chairman, has expressed a willingness to serve as Deputy Chairman in accordance with Standing Order 30.

For Decision
6. **MINUTES - TO FOLLOW**
To agree the public minutes and summary of the meeting held on 9 April 2018.

The minutes were not available at the time of publication and will be circulated separately.

For Decision
7. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 1 - 2)
8. **APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE**
To appoint four Members, in addition to the Chairman, Deputy Chairman and representative of the Finance Committee, to the Joint Consultative Committee

NB: The Joint Consultative Committee will meet at 12.00pm on 25 May 2018.

For Decision

9. **SENIOR REMUNERATION SUB-COMMITTEE**
 To appoint the following Members to the Senior Remuneration Sub-Committee:
 Chairman of the Establishment Committee (Chairman)
 Chairman of the Policy and Resources Committee (Deputy Chairman)
 Deputy Chairman of the Establishment Committee
 Deputy Chairman of the Policy and Resources Committee
 Chairman of the Finance Committee
 Chairman of the General Purposes Committee of Aldermen
- For Decision**
10. **EQUALITY AND INCLUSION UPDATE**
 Report of the Director of Human Resources.
- For Decision**
 (Pages 3 - 12)
11. **MENTAL HEALTH AND WELLBEING POLICY**
 Report of the Director of Human Resources.
- For Decision**
 (Pages 13 - 24)
12. **ERADICATION OF PROCUREMENT CODE BREACH WAIVERS -
 RETROSPECTIVE WAIVERS**
 Report of the Chamberlain
- For Information**
 (Pages 25 - 28)
13. **SCHEME OF DELEGATION REPORT - REPORT OF ACTION TAKEN**
 Report of the Director of Human Resources.
- (The appendix to this report is confidential and is item 28 in Part 3 of the agenda)*
- For Information**
 (Pages 29 - 30)
14. **REPORT OF ACTIONS TAKEN UNDER URGENCY OR DELEGATED POWERS**
 Report of the Town Clerk
- For Information**
 (Pages 31 - 34)
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 FOLLOW**

To agree the non-public minutes and summary of the meeting held on 9 April 2018.

The minutes were not available at the time of publication and will be circulated separately.

For Decision

19. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 35 - 36)

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

Report of the Comptroller and City Solicitor.

This report was deferred from the last meeting on 9 April. It has since been approved by the Policy and Resources Committee at its meeting on 12 April 2018.

For Decision
(Pages 37 - 50)

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 FOLLOW**
To agree the Confidential minutes of the last meeting held on 9 April 2018.

The minutes were not available at the time of publication and will be circulated separately.
24. **MARKET FORCES SUPPLEMENT REQUEST - CITY OF LONDON SCHOOL**
Report of the Head Teacher, City of London Boys School

For Decision
25. **1/5 LONDON WALL BUILDINGS EC2 - PROPOSED LEASEHOLD DISPOSAL**
Report of the City Surveyor

For Decision
26. **MARKET FORCES SUPPLEMENT REQUEST - CITY SURVEYOR'S DEPARTMENT**
Report of the City Surveyor

For Information
27. **STAFF APPEALS COMMITTEE MINUTES - TO FOLLOW**
Report of the Comptroller & City Solicitor providing the outcome of a Staff Appeals Committee held on 13 April 2018.

The report was not available at the time of publication and will be circulated separately.
28. **SCHEME OF DELEGATION - CONFIDENTIAL APPENDIX TO ITEM 13**
Report of the Director of Human Resources

For Information
29. **EMPLOYMENT CASES AND SETTLEMENTS**
Report of the Comptroller & City Solicitor

For Decision
30. **TOWN CLERK'S CONFIDENTIAL UPDATE**

For Information

For Information