

ESTABLISHMENT COMMITTEE

Wednesday, 25 April 2018

Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.00 am

Present

Members:

Deputy the Revd Stephen Haines	Barbara Newman
Deputy Edward Lord	Deputy Elizabeth Rogula
Sir Mark Boleat	Alderman William Russell
Deputy Keith Bottomley	Ruby Sayed
Deputy Kevin Everett	Deputy Philip Woodhouse
Jeremy Mayhew	Deputy Jamie Ingham Clark
Deputy Joyce Nash	

Officers:

Christopher Bell	- Chamberlain's Department
Matthew Lock	- Chamberlain's Department
Michael Cogher	- Comptroller and City Solicitor
Chrissie Morgan	- Director of Human Resources
Janet Fortune	- Human Resources Department
Tracey Jansen	- Human Resources Department
Amanda Mays	- Human Resources
Paul Wilkinson	- City Surveyor
Amanda Thompson	- Town Clerk's Department

1. APOLOGIES

Apologies for absence were received from Randall Anderson, Sophie Anne Fernandes, Sylvia Moys and Deputy Richard Regan.

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

There were no declarations of interest.

3. ORDER OF COURT OF COMMON COUNCIL

RESOLVED – To note the Order of the Court of Common Council of 19 April 2018 appointing the Committee and approve its terms of reference.

4. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. A list of Members eligible to stand was read and Deputy Edward

Lord, being the only Member expressing willingness to serve, was elected Chairman for the ensuing year and took the Chair.

The Chairman thanked Members for their confidence, welcomed both new and returning Members to the Committee, and advised that he would look forward to working with both members and officers over the coming years.

The Chairman further advised that key priorities for the Committee would be:

- Developing a reward strategy which means we can attract, retain, and incentivise staff at all levels of the organisation;
- Putting diversity and inclusion at the heart of our policies, ensuring that our staff and our services reflect the communities we represent and serve;
- Tackling the gender pay gap in the Corporation;
- Succession planning and recruitment to a number of key senior roles; and
- The effective oversight of further change programmes.

5. ELECTION OF DEPUTY CHAIRMAN

The Town Clerk reported that in accordance with Standing Order No. 30(3)(a), Deputy Stephen Haines, as the immediate Past Chairman and having indicated his willingness to serve, should be declared to be Deputy Chairman for the ensuing year.

Deputy Joyce Nash spoke in appreciation of the immediate past Chairman's contribution to the work of the committee during his Chairmanship and a vote of thanks was moved, seconded and agreed.

6. MINUTES

RESOLVED – That the public minutes and summary of the meeting held on 9 April 2018 be approved as an accurate record subject to the correction of the spelling of the Chief Commoner's name which was 'Wendy' Mead and not 'Wendi' Mead.

7. OUTSTANDING ACTIONS REPORT

The Committee considered a report of the Town Clerk which provided details of outstanding actions from previous meetings.

RESOLVED – That the report be noted and the actions updated accordingly.

8. APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE

The Committee considered the appointment of four representatives to the Joint Consultative Committee and four Members expressed an interest in serving.

RESOLVED – That the Joint Consultative Committee for 2018/19 be appointed as follows:-

Deputy the Reverend Stephen Haines (Chairman)
Deputy Edward Lord (Deputy Chairman)
Randall Anderson
Deputy Keith Bottomley
Deputy Joyce Nash
Ruby Sayed
Finance Committee Representative – Deputy Jamie Ingham Clark

9. **SENIOR REMUNERATION SUB-COMMITTEE**

The Committee considered the appointment of Members to the Senior Remuneration Sub-Committee in addition to:

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

It was proposed and seconded that an additional 2 members of the Establishment Committee also be appointed to serve, the Chairman then suggested extending this to 3 following several expressions of interest to do so.

RESOLVED – That the Joint Consultative Committee for 2018/19 be appointed as follows:-

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
3 Members of the Establishment Committee – Ruby Sayed, Deputy Kevin Everett and Deputy Keith Bottomley.

10. **EQUALITY AND INCLUSION UPDATE**

The Committee received a report of the Director of HR which provided a more detailed analysis of the mean average Gender Pay Gap of 8.1% and mean average Bonus Gender Pay Gap of 14% which were reported to the February meeting, together with a proposal to endorse the proposed establishment of a Diversity and Inclusion Consultant.

In response to a question concerning whether or not a request could be made to the Policy and Resources Committee to undertake a full diversity and inclusion review across the organisation, the Director of HR advised that this was currently being considered by the Public Relations & Economic Development Sub-Committee and might be something that could be supported by the new consultant post.

The Chairman sought the Committee's support to fund the Corporation's Membership of the Stonewall Diversity Champions programme, and also the funding for an additional diversity float for the Lord Mayor's Show.

RESOLVED – To

- 1) Note the report;
- 2) Endorse the proposal to seek funding to establish a Diversity and Inclusion Consultant and associated budget to support and develop staff networks;
- 3) Endorse membership of Stonewall Diversity Champions and approve a budget of up to £4000 to cover membership and costs of event attendance; and
- 4) Agree to fund the cost of an additional diversity float for the Lord Mayor's Show.

11. **MENTAL HEALTH AND WELLBEING POLICY**

The Committee received a report of the Director of HR detailing the proposed *Mental Health and Wellbeing Policy*, the aim of which would contribute to outcomes required in the new corporate plan: *people enjoy good health and wellbeing* by providing a framework that would encourage and facilitate working practices and services and help support employee health and wellbeing.

Members raised a number of questions in relation to the ability of staff to work from home, and also whether or not it was possible to differentiate between absence due to home and/or work factors absence statistics.

A member highlighted the fact that chronic stress could have a serious impact on physical as well as psychological health, and suggested that the policy be amended to explicitly recognise the interconnectedness between physical and mental health. This was supported by the Committee.

RESOLVED – To note the report and agree that delegated authority be given to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the final wording of the Mental Health and Wellbeing Policy.

12. **ERADICATION OF PROCUREMENT CODE BREACH WAIVERS - RETROSPECTIVE WAIVERS**

The Committee received a report of the Chamberlain outlining the proactive and reactive steps proposed to eradicate the use of retrospective waivers, including the rebranding of retrospective waivers to 'Procurement Code Breaches' and a list of newly introduced sanctions aimed to be a deterrent as

well as introducing a transparent method of correcting behaviours and investigating non-compliant incidents.

The Committee was advised that that the report had been considered and approved by the Finance Committee which had shown significant support for the new measures.

Members commented that a tougher regime of 'zero tolerance' was needed and questioned what was meant by cases being considered 'on their merits'. The Chamberlain advised that this could be applied to cases where a lack of training was the reason.

RESOLVED – That the report be noted.

- Members are asked to note the planned 'Waiver Danger' communications campaign and the introduction of sanctions outlined in paragraph 12 for when a Procurement Code Breach waiver (formally retrospective waiver) is required effective 1 April 2018.

13. **SCHEME OF DELEGATION REPORT - REPORT OF ACTION TAKEN**

The Committee received a report of the Director of HR in line with the Scheme of Delegations which provided information on redundancies, early retirements (including those made under the '85-year rule'), ill health retirements and Market Forces Supplements (MFS) approved in the reporting period 1 October 2017 to 31 March 2018.

RESOLVED – To note the actions taken under delegated authority.

14. **REPORT OF ACTIONS TAKEN UNDER URGENCY OR DELEGATED POWERS**

The Committee received a report of the Town Clerk advising of action taken in consultation with the Chairman and Deputy Chairman since the last meeting of the Committee, in accordance with Standing Order No. 41(b).

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

There were no questions.

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

The following items of urgent business were raised –

The Chairman reported that he intended to visit every department/major site over the next six months, ideally with the Chief Commoner and relevant service

committee Chairman, to meet staff at all levels and gain a better understanding of key issues.

The Chairman asked Members to note that the annual Committee Dinner would take place on Friday 7 December at Leathersellers Hall and that Alderman Peter Estlin had agreed to attend subject to his election as Lord Mayor.

The Chairman advised that Colin Bull, the outgoing secretary of the Unite Union, and his wife had been invited to attend lunch with the Committee after the meeting.

The Chairman thanked the member of the public present for attending the meeting.

17. **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.

18. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 9 April were approved.

19. **OUTSTANDING ACTIONS REPORT**

The Committee considered a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.

RESOLVED – That the report be noted and the actions updated accordingly

20. **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)

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

There were no questions.

22. **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 non-public urgent business.

23. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 9 April were approved.

24. **MARKET FORCES SUPPLEMENT REQUEST - CITY OF LONDON SCHOOL**

The Committee considered a report of the Head of the City of London School concerning the payment of a market forces supplement.

25. 1/5 LONDON WALL BUILDINGS EC2 - PROPOSED LEASEHOLD DISPOSAL

The Committee received a report of the City Surveyor in relation to the proposed leasehold disposal of 1/5 London Wall Buildings.

26. MARKET FORCES SUPPLEMENT REQUEST - CITY SURVEYOR'S DEPARTMENT

The Committee received a report of the City Surveyor in relation to the payment of Market Forces Supplements in the City Surveyors.

27. STAFF APPEALS COMMITTEE MINUTES

The minutes and summary of the Staff Appeals Committee held on 13 April were noted.

28. SCHEME OF DELEGATION - CONFIDENTIAL APPENDIX TO ITEM 13

The Committee received and noted the confidential annex to agenda item 13 on the agenda which had been considered in public session.

29. EMPLOYMENT CASES AND SETTLEMENTS

The Committee received a report of the Comptroller & City Solicitor concerning the Employment Tribunal dealt with by the Comptroller & City Solicitor (C&CS) since the last report on 17 October 2017.

The meeting closed at 12.45 pm

Chairman

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