



Establishment Committee

Date: MONDAY, 9 JULY 2018

Time: 1.45 pm

Venue: COMMITTEE ROOMS

Members:

Deputy Edward Lord (Chairman)	Sylvia Moys
Deputy the Revd Stephen Haines (Deputy Chairman)	Deputy Joyce Nash
Randall Anderson	Barbara Newman
Sir Mark Boleat	Deputy Richard Regan
Deputy Keith Bottomley	Deputy Elizabeth Rogula
Deputy Kevin Everett	Alderman William Russell
Sophie Anne Fernandes	Ruby Sayed
Deputy Jamie Ingham Clark	Deputy Philip Woodhouse
Jeremy Mayhew	

Enquiries: Sacha Than (interim cover)
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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 22 May 2018.

For Decision
(Pages 1 - 6)

4. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 7 - 8)

Strategic Reports

5. **GUILDHALL WORKPLACE UTILISATION PROGRAMME - UPDATE REPORT**
Joint Report of the Town Clerk, Director of Human Resources and City Surveyor.

For Information
(Pages 9 - 12)

6. **MATERNITY, ADOPTION AND SHARED PARENTAL LEAVE - FUNDING MECHANISM**
Report of the Chamberlain.

For Decision
(Pages 13 - 16)

7. **OVER-ARCHING POLICY ON GENDER IDENTITY FOR THE CITY OF LONDON CORPORATION**
Joint report of the Comptroller, Director of Human Resources, and Director of Communications.

For Decision
(Pages 17 - 28)

Restructuring Proposals

8. **COMMITTEE AND MEMBERS SERVICES TEAM - REQUEST FOR ADDITIONAL RESOURCES**

Report of the Town Clerk.

For Decision
(Pages 29 - 38)

Policy and Procedure Proposals

9. **ACCEPTABLE USE OF IT POLICY**

Report of the Director of Human Resources.

For Decision
(Pages 39 - 50)

10. **DECLARATION OF INTERESTS**

Report of the Director of Human Resources.

For Decision
(Pages 51 - 72)

11. **ANNUAL EQUALITIES IN EMPLOYMENT MONITORING REPORT 2017-2018**

Report of the Director of Human Resources.

For Information
(Pages 73 - 98)

Reports for Information

12. **COMMERCIAL CONTRACT MANAGEMENT FUNCTION UPDATE (CITY PROCUREMENT)**

Report of the Chamberlain.

For Information
(Pages 99 - 102)

13. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information
(Pages 103 - 104)

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

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

16. **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

17. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 22 May 2018.

For Decision
(Pages 105 - 106)

18. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

For Information
(Pages 107 - 108)

19. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
20. **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

21. **CONFIDENTIAL MINUTES**
To agree the Confidential minutes of the last meeting held on 22 May 2018.

For Decision

22. **CITY REVENUES**
Report of the Chamberlain.

For Decision

23. **MARKET FORCES SUPPLEMENT REQUEST - GSMD**
Report of the Principal of the GSMD.

For Decision

24. **MANSION HOUSE AND CENTRAL CRIMINAL COURT EVENTS**
Report of the Executive Director, Mansion House and Central Criminal Court.

For Decision

25. **CITY OF LONDON POLICE HR**
Joint Report of the Police Commissioner, Town Clerk and Director of Human Resources.

For Information

26. **STAFF APPEAL RESULTS SUMMARY**
Report of the Comptroller and City Solicitor.

For Information

27. **TRIBUNAL TREND ANALYSIS**
Report of the Comptroller and City Solicitor.

For Information

28. **PAY NEGOTIATIONS 2018**
Report of the Director of Human Resources.

For Decision

29. **SENIOR REMUNERATION SUB-COMMITTEE MINUTES (TO FOLLOW)**
Minutes of the meeting held on 2 July 2018.

For Information