

ESTABLISHMENT COMMITTEE

Monday, 9 July 2018

Minutes of the meeting of the Establishment Committee held at Committee Rooms -
Committee Rooms on Monday, 9 July 2018 at 1.45 pm

Present

Members:

Deputy Edward Lord (Chair)	Jeremy Mayhew
Deputy the Revd Stephen Haines (Deputy Chairman)	Sylvia Moys
Randall Anderson	Barbara Newman
Sir Mark Boleat	Deputy Elizabeth Rogula
Deputy Keith Bottomley	Alderman William Russell
Deputy Kevin Everett	Deputy Philip Woodhouse
Deputy Jamie Ingham Clark	

In Attendance

Officers:

Angela Roach	- Assistant Town Clerk
Bob Roberts	- Director of Communications, Town Clerk's Department
Sacha Than	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Peter Kane	- Chamberlain
Christopher Bell	- Chamberlain's Department
Philip Black	- Chamberlain's Department
Matthew Lock	- Chamberlain's Department
Michael Cogher	- Comptroller and City Solicitor
Ian Dyson	- Commissioner of the City of London Police
Paul Wilkinson	- City Surveyor
Chrissie Morgan	- Director of Human Resources
Donna Dix	- Human Resources Department, GSMD
Colette Hawkins	- Human Resources Department
Tracey Jansen	- Human Resources Department
Carolyn Simpson	- Human Resources Department

The Chair advised Members that the format of the agenda had been amended to organise Committee business by overarching topics such as; strategy, restructure proposals, policy and procedure, and reports which were for information only.

The Chair noted that following the last meeting of the Committee, complaints had been received with regards to Member conduct and explained that in accordance with a request from the Policy and Resources Chairman, conduct such as interrupting officers and other Members would not be accepted.

1. **APOLOGIES**

Apologies for absence were received from Sophie Fernandes, Deputy Joyce Nash, Deputy Richard Regan, and Ruby Sayed.

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 public minutes and summary of the meeting held on 22 May 2018 be approved as an accurate record.

4. **OUTSTANDING ACTIONS REPORT**

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

Revenue Budgets

The Chair asked the Town Clerk to undertake a review of expenditure on Member specific matters such as transport, facilities and Members' offices explaining that a single budget line would be useful to ensure the Committee was provided with a transparent budget.

In response to this request, a Member queried whether Members' spending was within the remit of the Committee, and the Chair explained that this was the service committee for the Members' Services division of the Town Clerk's Department and should therefore be sighted on the finances for which it has responsibility. The Chair added that this information should also be reported to the Members' Privileges Sub-Committee of the Policy and Resources Committee.

RESOLVED – That the Committee note the report.

5. **GUILDHALL WORKPLACE UTILISATION PROGRAMME - UPDATE REPORT**

The Committee received a joint report of the Town Clerk, Chamberlain and the City Surveyor which provided an update on the Accommodation and Ways of Working programme to support a clear vision for the target operating model for the use of Guildhall office space. The City Surveyor provided the Committee with an overview of the main progress highlights to date noting that the Chartered Institute Building of Insurance could provide decant space and one of the challenges of the project would be changing the physical working environment of the Guildhall Complex into a more collaborative and flexible space whilst staff continue to work within the Complex.

In response to Members' queries on whether some officers would have permanent office space, the City Surveyor explained this topic would come before the Committee at a later date, however discussion would take place with officers to consider their needs and functions when deciding whether a private and permanent office would be required, and this would be taken in balance with the number of meeting rooms available. The Director of Human Resources added that the project was being delivered in a way which ensured the maximum level of flexible working.

The Chairman of the IT Sub Committee commended the IT infrastructure in place which had been delivered as part of the project and had proved to be resilient when due to bad weather earlier in the year, staff had worked from home without any loss of IT services.

In response to a Member's request for a timetable for the project, the City Surveyor explained that the progress of the project would be dependent on the creation of a decant space and the securing of funding therefore an indicative timetable could be provided in October with information on what the project hoped to achieve and how this would be done. Members suggested that Aldermanbury could be used for the decant space and posed the question whether the project could be funded from capital rather than revenue budgets which may facilitate securing funding. In response, the Chamberlain offered to give this matter consideration.

RESOLVED – That the Committee note the report.

6. **MATERNITY, ADOPTION AND SHARED PARENTAL LEAVE - FUNDING MECHANISM**

The Committee considered a report of the Chamberlain which sought approval for enhanced maternity, adoption and shared parental pay provisions to be funded centrally. The Chair advised Members that a revised table demonstrating the financial impact of the proposed approach on individual departments had been tabled for information.

Discussion took place as to whether this revised approach would be a significant improvement on the current arrangements with Members noting the complicated nature of this approach. Members were reminded that the request to amend the pay provisions process had arisen because some departments were being penalised financially due to demographics, but Members noted that under these new arrangements, some departments would benefit, and others would not; therefore the proposals were not in line with the Committee's original motivation for change.

A Member suggested that further work be carried out on this matter with a revised approach being brought back before the Committee, to which another Member asked if this would be necessary and whether it was better to let the matter drop with no further work to be done. In recognition of there being two opposing views, the Chair called a vote to decide a way forward which resulted in:-

5 votes for further work to be carried out
7 votes against

RESOLVED – That the report be noted and the proposed amendments to the approach to fund maternity, adoption and shared parental pay provisions be not approved.

7. OVER-ARCHING POLICY ON GENDER IDENTITY FOR THE CITY OF LONDON CORPORATION

The Committee considered a report of the Town Clerk which proposed tasking officers with a piece of work to explore the development of an over-arching policy on gender identity for the City Corporation.

The Chair explained that a question had arisen over who could use the gender specific Hampstead Heath bathing ponds, the decision communicated to people was that gender identity should be self-identified. Following some minor protest against this decision, the Chairman of the Hampstead Heath, Queens Park and Highgate Wood Committee had approached the Establishment Committee to ask whether a central policy on gender identity and trans-inclusion could be created, the Chair added that this proposal had the support of the Town Clerk.

In response to a Member's query on timelines for the development of the policy, the Chair explained that whilst it was intended for the draft policy to return to Committee for the September – November cycle, if the Committee agreed the proposal before them today, a press statement would be released immediately with public consultation taking place over the summer.

RESOLVED – That the Committee:

- a) note the current general commitments to equality and inclusion; and
- b) endorse the proposal that officers develop an over-arching policy on gender identity for the City of London Corporation.

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

The Committee considered a report of the Town Clerk which sought approval for increased staff resources within the Committee & Members' Services Section of the Town Clerk's Department.

The Chair noted the growth in the number of Member bodies and the overloading effect this had on the work of the Town Clerk's Department. A review had been undertaken of the current arrangements within the Team and the recommendation to create three further full-time posts and one part-time post had arisen as a result of this.

Members raised the point that when a proposal was made to create a new committee, sub-committee or working party, consideration should be given as to whether this would be an efficient way to deal with work. The Committee asked this matter be brought to the attention of the Policy and Resources Committee noting the number of that Committee's sub-committees and working

parties had grown significantly in recent years. Members asked that the Policy and Resources Committee note the Establishment Committee's concerns on the growth of sub-committees and working parties in general, and whether consideration could be given to governance and the way in which Members make decisions. The Chair noted that it was almost ten years since the last governance review and questioned whether it was time for the Corporation's Corporate Governance Model to be reviewed.

RESOLVED – That:

- a) The Committee support the creation of three further full-time posts within the Town Clerk's Committee & Member Services Section (two at grade D and one at grade E), together with a part-time post (pro-rata grade F), based on 1-2 days of work each week, to support the work of the Livery Committee; and
- b) a resolution noting the Committee's concerns on the growth of sub-committees and working parties be submitted to the next meeting of the Policy and Resources Committee.

9. ACCEPTABLE USE OF IT POLICY

The Committee considered a report of the Director of Human Resources which sought approval of the updated IT Policy. The Chair raised the point that Members had disparate IT needs to officers, for example Members used social media channels, and should therefore have a separate IT Policy to be put before the Members' Privileges Sub-Committee for approval.

A Member asked that the wording be amended within the Policy at paragraph six to "This policy *shall* be reviewed at regular junctures...".

RESOLVED – That:

- a) the Committee approve the Acceptable Use of IT Policy for staff;
- b) a separate Acceptable Use of IT Policy for Members be provided to the Members Privileges Sub Committee; and
- c) the policy be sent to the Information Technology Sub (Finance) Committee for information.

10. DECLARATION OF INTERESTS

The Committee received a report of the Director of Human Resources which sought approval of revisions to the Officers' Declaration of Interest process.

It was noted that a further report would be forthcoming in the autumn with revised guidelines for the Chief Officers' Register of Interests. The Chair explained that in his view, the Chief Officers' Register of Interests and that of Senior Officers, all of whom shared with Members responsibility for procurement decisions, should mirror that of Members. This view was supported by the Committee and the Comptroller and City Solicitor.

RESOLVED – That the Committee approve the revisions to the declaration of interest process within the Code of Conduct including a refreshed declaration form.

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

The Committee received a report of the Director of Human Resources which set out the workforce profile information for the year 2017-18 and summarised the main equalities and inclusion initiatives over the same period.

RESOLVED – That the Committee note the report.

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

The Committee received a report of the Chamberlain which provided a highlight of the outputs from the new Commercial Contract Management Team and reflected on lessons learned.

RESOLVED – That the Committee note the report.

13. **REPORT OF ACTION TAKEN**

The Committee received a report of the Town Clerk which advised Members of action taken by the Town Clerk in accordance with Standing Order No. 41(b) in relation to the Mental Health and Wellbeing Policy.

RESOLVED – That the Committee note the report.

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

There were no questions.

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

The following items of urgent business were raised –

Senior Remuneration Sub-Committee Minutes

The Chair advised Members that the public Senior Remuneration Sub-Committee minutes had been circulated in advance of the meeting for information.

RESOLVED – That the minutes be received.

Deputy Chairman

The Chair advised Members that the Deputy Chairman would be away until September and sought the Committee's approval for Deputy Kevin Everett in the absence of the Deputy Chairman to sign off urgency and delegated authority requests in accordance with Standing Order 41(a) and 41(b).

RESOLVED – That Deputy Kevin Everett be granted the authority to sign off urgency and delegated authority requests in accordance with Standing Order 41(a) and 41(b) over the summer of 2018.

Pride

The Chair thanked the Town Clerk and the City Pride Network for the City Corporation's first appearance at Pride on 7 July 2018 which had been a huge success.

16. **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.

Item	Paragraph
17,24,25	1
18,21	3
22,26	1,3
23,29	1,2
27	1,2,3
28	4

17. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 22 May were approved.

18. **OUTSTANDING ACTIONS REPORT**

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

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

There were no questions.

20. **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.

21. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 22 May 2018 were approved.

22. **CITY REVENUES**

The Committee considered a report of the Chamberlain in relation to City Revenues.

23. **MARKET FORCES SUPPLEMENT REQUEST - GSMD**

The Committee considered a report of the Principal of the GSMD requesting a market forces supplement.

24. **MANSION HOUSE AND CENTRAL CRIMINAL COURT EVENTS**

The Chairman advised the Committee that this report had been withdrawn.

25. CITY OF LONDON POLICE HR

The Committee received a joint report of the Police Commissioner, Town Clerk and Director of Human Resources in relation to the City of London Police Human Resources.

26. STAFF APPEAL RESULTS SUMMARY

The Committee received a report of the Comptroller and City Solicitor which summarised a staff appeal.

27. TRIBUNAL TREND ANALYSIS

The Committee received a report of the Comptroller and City Solicitor in relation to tribunal trend analysis.

28. PAY NEGOTIATIONS 2018

The Committee considered a report of the Director of Human Resources with regards to the Pay Negotiations for 2018.

29. SENIOR REMUNERATION SUB-COMMITTEE MINUTES

The Committee received the senior remuneration sub-committee minutes of 2 July 2018.

The meeting ended at 2.57 pm

Chairman

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