



Establishment Committee

Date: WEDNESDAY, 3 MAY 2017

Time: 11.30 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Membership of the Committee will be approved by the Court of Common Council on 27 April 2017:

Randall Anderson
Sheriff & Alderman Peter Estlin
Deputy Kevin Everett
Deputy the Revd Stephen Haines
Deputy Edward Lord
Jeremy Mayhew
Deputy Joyce Nash
Barbara Newman
Deputy Richard Regan
Deputy Elizabeth Rogula
Philip Woodhouse
VACANCY
VACANCY
VACANCY
VACANCY
VACANCY

(The Finance Representative on this Committee is to be appointed).

Enquiries: Sacha Than
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sacha.than@cityoflondon.gov.uk

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 THE COURT OF COMMON COUNCIL**
To receive the Order of the Court of Common Council from 27 April 2017.

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

For Decision
5. **ELECTION OF DEPUTY CHAIRMAN**
To elect a Deputy Chairman in accordance with Standing Order 30.

For Decision
6. **MINUTES**
To agree the public minutes and summary of the meeting held on 14 February 2017.

**For Decision
(Pages 1 - 8)**
7. **OUTSTANDING ACTIONS REPORT**
Report of the Town Clerk.

**For Information
(Pages 9 - 10)**
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.

The Joint Consultative Committee will meet at 12.00pm on 19 June 2017.

For Decision

9. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
To note the minutes of the meeting held on 14 February 2017.
- For Information**
(Pages 11 - 14)
10. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**
Resolution of the Policy and Resources Committee.
- For Information**
(Pages 15 - 20)
11. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN
2016-2019 PROGRESS REPORT AS AT 31 MARCH 2017**
Report of the Comptroller and City Solicitor.
- For Information**
(Pages 21 - 26)
12. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK
MANAGEMENT REPORT**
Report of the Comptroller and City Solicitor.
- For Information**
(Pages 27 - 32)
13. **HUMAN RESOURCES DASHBOARDS**
The Director of Human Resources to be heard.
- For Information**
14. **OPERATION OF THE SCHEME OF DELEGATIONS**
Report of the Director of Human Resources.
- For Information**
(Pages 33 - 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 agree the non-public minutes of the meeting held on 14 February 2017.

For Decision
(Pages 35 - 38)

19. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 39 - 40)

20. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

To note the non-public minutes of the meeting held on 14 February 2017.

For Information
(Pages 41 - 42)

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

22. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information

23. **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

24. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 14 February 2017.

For Decision

25. **SCHEME OF DELEGATIONS CONFIDENTIAL APPENDIX**

Report of the Director of Human Resources.

For Information

26. **MARKET FORCES SUPPLEMENT PAYMENT**

Report of the Town Clerk.

For Decision

27. **EMPLOYMENT TRIBUNAL SUMMARY**
Report of the Comptroller and City Solicitor.

For Information

28. **CHAMBERLAIN'S DEPARTMENT UPDATE**
Report of the Chamberlain.

For Decision

29. **TOWN CLERK'S UPDATE**
The Town Clerk to be heard.

For Information