

## **ESTABLISHMENT COMMITTEE**

**Wednesday, 3 May 2017**

**Minutes of the meeting of the Establishment Committee held at the Guildhall EC2 at 11.30 am**

### **Present**

#### **Members:**

Deputy the Revd Stephen Haines (Chairman)	Deputy Jamie Ingham Clark
Deputy Edward Lord (Deputy Chairman)	Jeremy Mayhew
Randall Anderson	Sylvia Moys
Mark Boleat	Deputy Joyce Nash
Deputy Keith Bottomley	Barbara Newman
Sheriff & Alderman Peter Estlin	Deputy Richard Regan
Deputy Kevin Everett	Ruby Sayed
Sophie Anne Fernandes	

#### **Officers:**

John Barradell	-	Town Clerk and Chief Executive
Sacha Than	-	Town Clerk's Department
Amanda Thompson	-	Town Clerk'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 Department

**Alderman Peter Estlin in the Chair.**

#### **1. APOLOGIES**

Apologies for absence were received from Deputy Elizabeth Rogula and Philip Woodhouse.

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

There were no declarations of interest.

#### **3. ORDER OF THE COURT OF COMMON COUNCIL**

The Committee considered the Order of the Court of Common Council of 27 April 2017 appointing the Committee and approving its terms of reference.

**RESOLVED** – That the Committee note the report.

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 The Reverend Stephen Haines, being the only Member expressing willingness to serve, was elected Chairman for the ensuing year and took the Chair.

The Chairman welcomed both new and returning Members to the Committee and thanked those Members no longer on the Committee for their services.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. The Town Clerk read a list of those Members eligible to stand and both Mark Boleat and Deputy Edward Lord declared their willingness to serve if elected.

A ballot having been taken, votes were cast as follows:-

Mark Boleat	-	2 votes
Deputy Edward Lord	-	13 votes

Deputy Edward Lord was therefore duly elected as Deputy Chairman for the ensuing year and thanked the Committee for their support.

6. **MINUTES**

**RESOLVED** – That the public minutes and summary of the meeting held on 14 February 2017 be approved as an accurate record.

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 Committee note the report.

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 2017/18 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. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**  
**RESOLVED** – That the public minutes and summary of the meeting of the Joint Consultative Committee held on 14 February be noted.

10. **APPOINTMENT OF SUB-COMMITTEE CHAIRMEN**  
The Committee received a resolution of the Policy and Resources Committee concerning the process for appointing chairmen of sub-committees.

**RESOLVED** – That the Committee note the guidance provided by the Policy and Resources Committee.

11. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL BUSINESS PLAN 2016-2019 PROGRESS REPORT AS AT 31 MARCH 2017**

The Committee received a report of the Comptroller and City Solicitor which provided a summary of progress toward achieving the aims and objectives of the Comptroller and City Solicitor's Departmental Business Plan 2016-2019.

In response to a question on the assessment carried out within the Comptroller and City Solicitor's Department which had identified a high level of compliance and many areas of excellent practice, the Comptroller and City Solicitor explained that the assessor had identified 22 areas of good practice and that staff interviewed had provided good feedback.

**RESOLVED** – That the Committee note the report.

12. **COMPTROLLER AND CITY SOLICITOR'S DEPARTMENTAL RISK MANAGEMENT REPORT**

The Committee received a report of the Comptroller and City Solicitor which provided an update on the departmental risks at 31 March 2017.

A Member of the Committee raised the point that the LMA had been deemed as unsuitable as part of the business continuity test and asked whether an alternative location had been identified. The Comptroller and City Solicitor explained that although accommodation had not been found, it was hoped that remote working could be used as a solution.

In response to a Member's question on whether the risk in relation to Oracle OPN could be removed now that the current risk score was lower than the target risk score, the Comptroller and City Solicitor acknowledged that this had been an area which had caused concern in the past, but if there were any future failings, it could be looked at again.

**RESOLVED** – That the Committee note the report.

13. **HUMAN RESOURCES DASHBOARDS**

The Director of Human Resources provided the Committee with an oral update on the Human Resources Dashboards.

The Director of Human Resources explained that a regular report had been submitted to the Establishment Committee which provided data on turnover,

sickness absence etc. At the February meeting of the Committee, Members had asked if reporting of trends could be looked into and whether it would be possible to move to bi-annual reporting. The Director of Human Resources confirmed that a review had been taking place on how the dashboard had originally been built, and it was proposed that a further update be provided to the Committee in October once this work was finished. The Director of Human Resources further advised that the information from the Dashboards would still be available to Management.

In response to a Member's question on whether other services committees could receive the relevant Dashboards for their areas, the Director of Human Resources confirmed that it would be helpful for the relevant committees to be provided with high level strategic information which demonstrated trends and underlying causes.

**RESOLVED** – That the Committee note the update.

**14. OPERATION OF THE SCHEME OF DELEGATIONS**

The Committee received a report of the Director of Human Resources which provided information on redundancies, early retirements and ill health retirements in the reporting period 1 October 2016 to 31 March 2017.

**RESOLVED** – That the Committee note the report.

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

There were no questions.

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

There were no urgent items.

**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.

Item	Paragraph
18,24,25	1,2,3
19,29	3
20	4
22,28	1
26	1,2
27	1,2,3,5

**18. NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 14 February 2017 were approved.

19. **OUTSTANDING ACTIONS REPORT**  
The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.
20. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**  
The non-public minutes of the meeting of the Joint Consultative Committee held on 14 February 2017 were noted.
21. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
22. **REPORT OF ACTION TAKEN**  
The Town Clerk advised that the report of action taken should be considered as a confidential item and would therefore be considered during the confidential section of the meeting.
23. **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.
24. **CONFIDENTIAL MINUTES**  
The confidential minutes of the meeting held on 14 February were approved.
25. **SCHEME OF DELEGATIONS CONFIDENTIAL APPENDIX**  
The Committee noted the confidential appendix to the Scheme of Delegations.
26. **MARKET FORCES SUPPLEMENT PAYMENT**  
The Committee agreed a report of the Town Clerk in relation to a Market Forces Supplement.
27. **EMPLOYMENT TRIBUNAL SUMMARY**  
The Committee noted a report of the Comptroller and City Solicitor in relation to employment cases and settlements.
28. **CHAMBERLAIN'S DEPARTMENT UPDATE**  
The Committee agreed a report of the Chamberlain.
29. **TOWN CLERK'S UPDATE**  
Following the discussion at Item 22, the Committee noted the Report of Action Taken and the Town Clerk provided an oral update to the Committee.

**The meeting closed at 12.45 pm**

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Chairman

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