



Establishment Committee

Date: WEDNESDAY, 16 JANUARY 2019
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

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

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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 3 December 2018.

For Decision
(Pages 1 - 10)

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

For Information
(Pages 11 - 12)

Strategic Business

5. **GUILDHALL WORKPLACE UTILISATION PROGRAMME - SMART WORKING REPORT**
Joint report of the Town Clerk and the City Surveyor.

For Decision
(Pages 13 - 16)

For Formal Decision

6. **TERMS OF REFERENCE REVIEW**
Report of the Town Clerk.

For Decision
(Pages 17 - 20)

7. **DRAFT PAY POLICY STATEMENT 2019/20**
Report of the Director of Human Resources.

For Decision
(Pages 21 - 34)

For Information

8. **BREXIT UPDATE**
Director of Human Resources to be heard.

For Information

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

10. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

11. **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

12. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 3 December 2018.

For Decision
(Pages 35 - 36)

13. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 37 - 38)

14. **GUILDHALL WORKPLACE UTILISATION PROGRAMME - APPENDICES**

Appendices to the report contained at Item 5 of the agenda.

For Decision
(Pages 39 - 44)

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

16. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

Part 3 - Confidential Agenda

17. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 3 December 2018.

For Decision

For Formal Decision

18. **STAFFING MATTERS - ADDENDUM**

Report of the Chamberlain.

For Decision

19. **STAFFING MATTERS**
Report of the Town Clerk.

For Information

For Decision

20. **STAFF APPEAL REPORT**
Report of the Director of Human Resources.

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

For Information

For Information