



## **Establishment Committee**

**Date:** TUESDAY, 26 FEBRUARY 2019  
**Time:** 11.30 am  
**Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

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

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

**N.B. Part of this meeting may be subject to audio-visual recording.**

**Lunch will be served in the Guildhall Club at 1.00pm.**

**John Barradell  
Town Clerk**

# **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 16 January 2019.

**For Decision**  
(Pages 1 - 8)

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

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

## **Strategic Business**

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

**For Information**

6. **HEADLINE RESULTS OF THE 2018 EMPLOYEE ENGAGEMENT SURVEY**  
Joint report of the Town Clerk and Director of Human Resources.

**For Information**  
(Pages 11 - 18)

## **For Formal Decision**

7. **PROTOCOL ON MEMBER OFFICER RELATIONS**  
Joint report of the Comptroller and City Solicitor and Director of Human Resources.

**For Decision**  
(Pages 19 - 26)

8. **EQUALITY AND INCLUSION - UPDATE**  
Report of the Director of Human Resources.

**For Decision**  
(Pages 27 - 38)

## **For Information**

9. **SENIOR REMUNERATION SUB-COMMITTEE MINUTES**

To receive the public minutes of the last meeting of the Senior Remuneration Sub-Committee.

**For Information**  
(Pages 39 - 40)

10. **RESULTS OF THE FLU JAB PILOT SCHEME - TO FOLLOW**

Report of the Director of Human Resources.

**For Information**

11. **FINAL DEPARTMENTAL HIGH-LEVEL BUSINESS PLANS 2019/20**

Joint report of the Town Clerk, Comptroller and City Solicitor and Director of Human Resources.

**For Decision**  
(Pages 41 - 52)

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

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

14. **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**

15. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 16 January 2019.

**For Decision**  
(Pages 53 - 54)

16. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 55 - 56)

17. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
18. **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**

19. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 16 January 2019.

**For Decision**

**For Decision**

20. **CHAMBERLAIN'S STAFFING MATTERS**

Report of the Chamberlain.

**For Decision**

21. **PORT HEALTH STAFFING MATTERS**

Report of the Interim Director of Consumer Protection and Markets Operations.

**For Decision**

**For Information**

22. **MARKET FORCES SUPPLEMENTS**

Report of the Director of Human Resources

**For Information**

23. **SENIOR REMUNERATION SUB COMMITTEE MINUTES**

To receive the confidential minutes of the last meeting of the Senior Remuneration Sub-Committee.

**For Information**

24. **TOWN CLERK'S UPDATE**

The Town Clerk to be heard.

**For Information**