

ESTABLISHMENT COMMITTEE
Tuesday, 30 April 2019

Minutes of the meeting of the Establishment Committee held at Guildhall on
Tuesday, 30 April 2019 at 1.45 pm

Present

Members:

Deputy Edward Lord (Chair)
Randall Anderson
Deputy Keith Bottomley
Deputy Kevin Everett (Deputy Chair)
Christopher Hayward
Deputy Jamie Ingham Clark
Jeremy Mayhew
Sylvia Moys
Deputy Joyce Nash
Barbara Newman
Deputy Richard Regan
Deputy Elizabeth Rogula
Ruby Sayed
Deputy Philip Woodhouse

Officers:

Christopher Bell	- Chamberlain's Department
Alison Bunn	- City Surveyor's Department
John Cater	- Town Clerk's Department
Peter Collinson	- Operations Director
Michael Cogher	- Comptroller and City Solicitor
Steve Eddy	- Head of HR, Barbican / GSMD
Charles Griffiths	- Bursar, City of London School
Tracey Jansen	- Human Resources
Claire Holdgate	- Town Clerk's Department
Sir Nicholas Kenyon	- Managing Director, Barbican
Matthew Lock	- Chamberlain's Department
Chrissie Morgan	- Director of Human Resources
Martin Newton	- Town Clerk's Department
Damian Nussbaum	- Director of Economic Development
Dorian Price	- Guildhall Manager
Angela Roach	- Assistant Town Clerk
Lynne Williams	- Principal, Guildhall School of Music and Drama

1. **THE CHAIR**

It was moved by Deputy Kevin Everett, duly seconded and

RESOLVED – That Deputy Joyce Nash takes ‘the chair’ pending the election of a Chairman of the Committee for 2019/20.

2. **APOLOGIES**

Apologies for absence were received from Deputy The Rev’d Stephen Haines and it was noted that Alderman Charles Bowman would join the Committee at its next meeting, following the expiry of purdah relating to the late Mayor, after the Easter Banquet that was due to take place in May.

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

There were no declarations of interest.

4. **ORDER OF COURT OF COMMON COUNCIL**

The Order of the Court of Common Council was tabled.

RECEIVED.

5. **ELECTION OF CHAIR**

The Committee proceeded to elect a Chair in accordance with Standing Order No. 29.

The Town Clerk read out a list of Members eligible to stand as Chair. Deputy Edward Lord being the only Member indicating his willingness to stand it was

RESOLVED – That Deputy Edward Lord be duly elected as Chair for the ensuing year.

Deputy Lord thanked the Committee for their continued support.

6. **ELECTION OF DEPUTY CHAIR**

The Committee proceeded to elect a Deputy Chair in accordance with Standing Order No. 30.

The Town Clerk read out a list of Members eligible to stand as Deputy Chair. Deputy Kevin Everett being the only Member indicating his willingness to stand it was

RESOLVED – That Deputy Kevin Everett be duly elected as Deputy Chair for the ensuing year.

Deputy Everett thanked the Committee for their support.

7. **ORDER OF BUSINESS AND EXCLUSION OF THE PUBLIC**

With the agreement of the Committee, the Chairman confirmed that item 34 on the confidential section of the agenda would be taken as next business with the

public to be excluded from the meeting for that item, prior to the consideration of the other public business on the agenda.

RESOLVED – That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for item 34 on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

8. **STAFFING MATTERS**

The Committee considered a report of the Executive Director Mansion House and Central Criminal Court on his Programmes Team.

The meeting then returned to public session.

9. **MINUTES**

RESOLVED – That the public minutes and summary of the meeting held on 26 February 2019 be approved as an accurate record.

The Town Clerk undertook to respond to Members by email on the outstanding matters identified at the February meeting (item 6 on page 4 of the agenda pack).

10. **OUTSTANDING ACTIONS REPORT**

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

The following matters were raised:-

- The report back on Inclusive Recruitment: Ban the Box was scheduled to come to the Committee in July.
- Noted that the Town Clerk would circulate the City Surveyor's paper on workplace utilisation to Members by email.
- On influenza inoculation, noted that the pilot in Open Spaces Department had received only a small take-up from officers.

RECEIVED.

11. **APPOINTMENT OF THE JOINT CONSULTATIVE COMMITTEE**

The Town Clerk referred to the appointment of the Joint Consultative Committee. After discussion, it was

RESOLVED – That the following appointments be made to the Joint Consultative Committee for 2019/20:-

- The Chair;
- The Deputy Chair;
- Randall Anderson;
- Deputy Keith Bottomley;

- Deputy Joyce Nash;
- Ruby Sayed; and
- The Finance Committee representative, Deputy Jamie Ingham Clark (the latter subject to confirmation by the Finance Committee).

12. **SENIOR REMUNERATION SUB COMMITTEE**

The Town Clerk referred to the appointment of the Senior Remuneration Sub Committee. After discussion, it was

RESOLVED – That the following appointments be made to the Senior Remuneration Sub Committee for 2019/20:-

- Chair of the Establishment Committee (Chair of the Sub Committee);
- Deputy Chair of the Establishment Committee;
- Chair of the Policy and Resources Committee (Deputy Chair of the Sub Committee);
- a Deputy Chair of the Policy and Resources Committee;
- Chair of the Finance Committee;
- Chair of the General Purposes Committee of Aldermen;
- Deputy Keith Bottomley;
- Christopher Hayward;
- Ruby Sayed; and
- The Finance Committee representative, Deputy Jamie Ingham Clark (the latter subject to confirmation by the Finance Committee)

13. **GENDER IDENTITY POLICY**

The Town Clerk and Chief Executive reported on Gender Identity Policy.

The Committee noted that paragraph 14 of the policy (page 19 of the agenda pack) be amended as set out below:-

The Equality Act 2010 gives protection against less favourable treatment of employees in relation to an absence that is because of their gender reassignment. Our Policy for Staff makes clear that Time off for medical or other treatment should be treated no less favourably than time off for illness or medical appointments. In addition, it states that a trans employee must be able to use the toilet or changing room of their expressed gender identity without fear of harassment.

It was confirmed that the intention would be to review the policy in 5 years or earlier as required to reflect any law change.

RESOLVED – That the Gender Identity Policy be approved.

14. **BREXIT UPDATE**

The Director of Human Resources provided the latest update on Brexit.

RECEIVED.

15. **EQUALITY AND INCLUSION UPDATE - INCLUDING PAY GAP**

The Director of Human Resources reported on the equality and inclusion update, including pay gap. Members noted the additional information provided in the tabled addendum.

The following matters were raised:-

- The Committee asked that staff be further advised on what constitutes a disability in the legal sense.

RECEIVED.

16. **CODE OF CONDUCT AND CONFLICT OF INTEREST**

Members had before them the report of the Director of Human Resources on the Code of Conduct and Conflicts of Interest. The additional information on the tabled addendum paper was also noted as was the proposal that paragraph 9.ii of the report be withdrawn at this stage and not approved.

The following matters were raised:-

- References to Information Technology within the paper and appendices should be updated to Digital Services.
- The Director of Human Resources undertook to refresh documentation to provide for GDPR, clarity on paid time off and wording relating to school governors.

RESOLVED – That approval be given to

(a) the revisions to the Code of Conduct, subject to the withdrawal of paragraph 9.ii of the report; and

(b) the new Conflicts of Interest Policy.

17. *** BUYING ADDITIONAL LEAVE SCHEME - REVIEW OF 1-YEAR TRIAL**

The Director of Human Resources reported on the review of the 1-year trial on buying additional leave.

RESOLVED – That the buying additional leave scheme be made permanent.

18. **STAFF CHRISTMAS LUNCHEON**

The Head of Events provided an oral report that the outcome of the recent staff survey on the staff Christmas luncheon had provided a majority in favour of retaining the 'status quo'

RESOLVED – That the staff Christmas luncheon should continue in its present format.

19. *** CITY OF LONDON CORPORATION SCHOOLS - UPDATE REPORT**

Members had before them the report of the Director of Human Resources updating the Committee on the City of London Corporation Schools.

RECEIVED.

20. **DEVELOPMENTS IN EMPLOYMENT LAW**

The Director of Human Resources and the Comptroller and City Solicitor reported on developments in employment law.

RECEIVED.

21. **OPERATIONS OF THE SCHEME OF DELEGATIONS OCTOBER 2018 - MARCH 2019**

The Committee considered the Director of Human Resources' report on the operation of the scheme of delegations October 2018 to March 2019.

RECEIVED.

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

There were no questions.

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

There were no urgent items.

24. **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 remaining 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.

25. **NON-PUBLIC MINUTES**

RESOLVED – That the non-public minutes of the meeting held on 26 February 2019 be approved.

26. **GUILDHALL SCHOOL OF MUSIC AND DRAMA - STRATEGIC OVERVIEW AND STAFFING**

The Principal of the Guildhall School of Music and Drama presented a report on strategic overview and staffing.

27. **OUTSTANDING ACTIONS REPORT**

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

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

There were no questions.

29. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT AND WHICH THE COMMITTEE AGREES SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no items of urgent business.
30. **CONFIDENTIAL MINUTES**
RESOLVED – That the confidential minutes of the meeting held on 26 February 2019 be approved.
31. **STAFFING MATTERS**
The Bursar of the City of London School reported on staffing matters.
32. **STAFFING MATTERS**
The Chamberlain reported on staffing matters.
33. **STAFFING MATTERS**
The City Surveyor reported on staffing matters.
34. **STAFFING MATTERS**
The City Surveyor reported on staffing matters.
35. **STAFFING MATTERS**
The Barbican Chief Operating and Financial Officer reported on staffing matters.
36. **STAFFING MATTERS**
The Managing Director of the Barbican reported on staffing matters.
37. **STAFFING MATTERS**
The Director of Economic Development reported on staffing matters.
38. **CYCLE OF MEETINGS**
The Town Clerk undertook to report back on a review of the Committee's cycle of meeting dates.
39. *** STAFFING MATTERS**
The Assistant Town Clerk and the Director of Economic Development reported on staffing matters.
40. *** EMPLOYMENT CASES AND SETTLEMENTS**
The Comptroller and City Solicitor reported on employment cases and settlements.
41. **STANDING ORDER NO. 40**
RESOLVED – That the Committee meeting continue after the usual 2 hour deadline for completion of business.

42. **CONFIDENTIAL APPENDIX TO OPERATIONS OF THE SCHEME OF DELEGATIONS**

The Committee noted the confidential appendix to Operations of the Scheme of Delegations.

43. *** ESTABLISHMENT COMMITTEE WORKSHOP NOTES**

The Committee noted the Workshop Notes.

44. *** REPORT OF ACTION TAKEN**

The Town Clerk reported on urgent action taken.

The meeting ended at 3.45 pm

Chairman

Contact Officer: Martin Newton
020 7332 3154
martin.newton@cityoflondon.gov.uk