



Establishment Committee

Date: THURSDAY, 5 SEPTEMBER 2019

Time: 11.00 am

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

Members:

Deputy Edward Lord (Chair)	Jeremy Mayhew
Deputy Kevin Everett (Deputy Chairman)	Sylvia Moys
Randall Anderson	Deputy Joyce Nash
Deputy Keith Bottomley	Barbara Newman
Alderman Sir Charles Bowman	Deputy Richard Regan
Tracey Graham	Deputy Elizabeth Rogula
Deputy the Revd Stephen Haines	Ruby Sayed
Christopher Hayward	Deputy Philip Woodhouse
Deputy Jamie Ingham Clark	

Enquiries: John Cater
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Lunch will be served in Guildhall Club at 1pm

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 of the meeting held on Wednesday 10th July 2019.

For Decision
(Pages 1 - 8)

4. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

For Information
(Pages 9 - 12)

5. **PUBLIC DRAFT MINUTES OF THE MEETING OF THE SENIOR REMUNERATION SUB-COMMITTEE**

To note the draft public minutes of the Senior Remuneration Sub-Committee.

For Information
(Pages 13 - 16)

Strategic Business

6. **BREXIT UPDATE**

The Director of Human Resources to be heard.

For Information

7. **BAN THE BOX**

Report of the Director of HR.

For Discussion
(Pages 17 - 24)

8. **JOB FAMILIES**

Report of the Director of HR

For Discussion
(Pages 25 - 30)

For Formal Decision

9. **PREMATURE BABY LEAVE SCHEME**

Report of the Director of HR.

For Decision
(Pages 31 - 38)

10. **SPECIAL LEAVE ENTITLEMENT FOR EMPLOYEE VOLUNTEERING**

Report of the Chief Grants Officer & Director of City Bridge Trust

For Decision
(Pages 39 - 44)

For Information

11. **HR DASHBOARD - JUNE 2019**

Report of the Director of HR.

For Information
(Pages 45 - 62)

12. **ESTABLISHMENT OUTTURN REPORT 2018/19**

Joint Report of the Town Clerk, the Chamberlain and the Comptroller and City Solicitor.

For Information
(Pages 63 - 68)

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

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

15. **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

16. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on Wednesday 10th July 2019.

For Decision

17. **GUILDHALL WORKPLACE UTILISATION PROGRAMME - SMART WORKING UPDATE REPORT**

Joint Report of the Town Clerk and the City Surveyor.

For Decision
(Pages 71 - 80)

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

19. **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

20. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 10 July 2019.

For Decision

For Formal Decision

21. **MARKET FORCES SUPPLEMENT FOR HEAD OF POLICE AUTHORITY FINANCE**

Report of the Chamberlain.

For Decision

22. **PORT HEALTH - SERVICE BASED REVIEW - STAFFING UPDATE**

Report of the Director of Consumer Protection and Markets Operations.

For Decision

Strategic Business

23. **CONSULTATION TIMETABLE**

Report of the Director of HR.

For Decision

For Information

24. **TOWN CLERK'S UPDATE**

The Town Clerk to be heard.

For Information

25. **CONFIDENTIAL DRAFT MINUTES OF THE MEETING OF THE SENIOR REMUNERATION SUB-COMMITTEE**

To note the confidential draft public minutes of the Senior Remuneration Sub-Committee.

For Information