



## Establishment Committee

**Date:** TUESDAY, 10 DECEMBER 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
Sheriff Christopher Hayward	Deputy Philip Woodhouse
Deputy Jamie Ingham Clark	

**Enquiries:** John Cater  
tel. no.: 020 7332 1407  
[john.cater@cityoflondon.gov.uk](mailto:john.cater@cityoflondon.gov.uk)

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 29<sup>th</sup> October 2019.

**For Decision**  
(Pages 1 - 6)

4. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 7 - 10)

### Strategic Business

5. **BREXIT UPDATE**

The Director of Human Resources to be heard.

**For Information**

### For Formal Decision

6. **DRAFT OVERSEAS TRAVEL POLICY (HEALTH AND SAFETY)**

Report of the Director of Human Resources.

**For Decision**  
(Pages 11 - 24)

### For Information

7. **SOCIAL MOBILITY STRATEGY, 2018-28 - ANNUAL REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 25 - 48)

8. **SOCIAL MOBILITY EMPLOYER INDEX 2019 - CITY OF LONDON CORPORATION RESULTS**

Report of the Town Clerk.

**For Information**  
(Pages 49 - 52)

9. **HR HELPDESK SOFTWARE**

Report of the Chamberlain.

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

10. **EQUALITY AND INCLUSION UPDATE**

Report of the Director of Human Resources.

**For Information**  
(Pages 55 - 68)

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

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

13. **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**

14. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 29<sup>th</sup> October 2019.

**For Decision**  
(Pages 69 - 70)

**For Information**

15. **PULSE STAFF SURVEY**

Town Clerk to be heard.

**For Information**

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

18. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 29<sup>th</sup> October 2019.

**For Decision**

**For Formal Decision**

19. **JOINT PAY CLAIM 2020/21**

Report of the Director of HR.

**For Decision**

20. **CENTRAL CRIMINAL COURT**

Report of the Executive Director, Mansion House and the Central Criminal Court.

**For Decision**

21. **BARBICAN ESTATE OFFICE TEAM**

Report of the Director of Community and Children's Services.

**For Decision**

**For Information**

22. **CITY OF LONDON POLICE HUMAN RESOURCES UPDATE - 31 OCTOBER 2019**

Report of the Director of Human Resources.

**For Information**

23. **CITY OF LONDON POLICE HUMAN RESOURCES UPDATE - 25TH NOVEMBER 2019**

Report of the Director of Human Resources.

**For Information**

24. **COMMITTEE SERVICES TEAM UPDATE**

The Assistant Town Clerk to be heard.

**For Information**

25. **MEMBER OFFICER PROTOCOL**

The Town Clerk to be heard.

**For Information**