



## Establishment Committee

**Date:** THURSDAY, 12 MARCH 2020  
**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	

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Lunch will be served in Guildhall Club at 1pm  
N.B. Part of this meeting could be the subject of audio 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 of the meeting held on 30<sup>th</sup> January 2020.

**For Decision**  
(Pages 1 - 10)

4. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

To note the public minutes of the meeting held on 6<sup>th</sup> February 2020.

**For Information**  
(Pages 11 - 12)

5. **OUTSTANDING ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 13 - 14)

6. **RESOLUTION OF PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**

**For Information**  
(Pages 15 - 16)

7. **RESOLUTION OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE (BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL)**

**For Information**  
(Pages 17 - 18)

## Strategic Business

8. **BREXIT UPDATE**

The Director of Human Resources to be heard.

**For Information**

9. **SOCIAL MOBILITY YEAR TWO ACTION PLAN**

Joint Report of the Town Clerk and the Director of Human Resources.

**For Information**  
(Pages 19 - 50)

**Health, Safety and Wellbeing**

10. **COVID - 19 UPDATE**

Director of Human Resources to be heard.

**For Information**

11. **FLU VACCINATION SCHEME - REVIEW OF YEAR 1**

Report of the Director of Human Resources.

**For Information**  
(Pages 51 - 54)

12. **HAMPSTEAD HEATH BATHING PONDS - HEALTH AND SAFETY**

Report of the Director of Open Spaces.

**For Information**  
(Pages 55 - 112)

**Diversity and Inclusion**

13. **STONEWALL WORKPLACE INDEX**

Report of the Director of Human Resources.

**For Discussion**  
(Pages 113 - 146)

14. **EQUALITY, DIVERSITY AND INCLUSION MANAGER'S UPDATE**

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

**For Information**  
(Pages 147 - 152)

**For Formal Decision**

15. **PARENTAL BEREAVEMENT (LEAVE AND PAY) ACT 2018**

Report of the Director of Human Resources.

**For Decision**  
(Pages 153 - 156)

**For Information**

16. **HR DASHBOARD - JANUARY 2020**

Report of the Director of Human Resources.

**For Information**  
(Pages 157 - 200)

17. **PROJECT MANAGEMENT ACADEMY**

Report of the Town Clerk.

**For Information**  
(Pages 201 - 204)

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

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

20. **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

21. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 30<sup>th</sup> January 2020.

**For Decision**  
(Pages 205 - 206)

22. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**

To note the non-public minutes of the meeting held on 6<sup>th</sup> February 2020.

**For Information**  
(Pages 207 - 210)

23. **OUTSTANDING NON-PUBLIC ACTIONS REPORT**

Report of the Town Clerk.

**For Information**  
(Pages 211 - 212)

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

25. **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

26. **CONFIDENTIAL MINUTES**

To agree the Confidential minutes of the last meeting held on 30<sup>th</sup> January 2020.

**For Decision**

### Restructuring Proposals

27. **CITY SURVEYOR'S DEPARTMENT - CORPORATE PROPERTY FACILITIES MANAGEMENT/PROPERTY SERVICES DESK**

Report of the City Surveyor.

**For Decision**

28. **CITY OF LONDON SCHOOL**

Report of the Bursar of the City of London School.

**For Decision**

29. **DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES - HOUSING AND ESTATE MANAGEMENT SERVICE**  
Report of the Director of Community and Children's Services  
**For Decision**
30. **CHAMBERLAIN'S OPERATING MODEL - PHASE 1 - IT AND PROCUREMENT RESTRUCTURE**  
Report of the Chamberlain.  
*To Follow.*  
**For Formal Decision**  
**For Decision**
31. **HONORARIA - CITY OF LONDON SCHOOL FOR GIRLS**  
Report of the Bursar of the City of London School for Girls.  
**For Information**  
**For Decision**
32. **CONFIDENTIAL MINUTE OF THE JOINT CONSULTATIVE COMMITTEE**  
To note the confidential minute of the meeting held on 6<sup>th</sup> February 2020.  
**For Discussion**
33. **SUBMISSIONS FROM THE GMB AND UNITE**  
To note the submissions from the GMB and Unite unions.  
**For Information**
34. **TOWN CLERK'S UPDATE**  
The Town Clerk to be heard.  
**For Information**