

ESTABLISHMENT COMMITTEE

THURSDAY, 12 MARCH 2020

NOT FOR PUBLICATION

By virtue of paragraph 3 of Part I of Schedule 12A of the Local Government Act 1972.

1. **APOLOGIES**
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
3. **MINUTES**
4. **MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
5. **OUTSTANDING ACTIONS REPORT**
6. **RESOLUTION OF PORT HEALTH & ENVIRONMENTAL SERVICES COMMITTEE**
7. **RESOLUTION OF THE FINANCE, GENERAL PURPOSES AND ESTATES SUB-COMMITTEE (BOARD OF GOVERNORS OF THE CITY OF LONDON FREEMEN'S SCHOOL)**
8. **BREXIT UPDATE**
9. **SOCIAL MOBILITY YEAR TWO ACTION PLAN**
10. **COVID - 19 UPDATE**
11. **FLU VACCINATION SCHEME - REVIEW OF YEAR 1**
12. **HAMPSTEAD HEATH BATHING PONDS - HEALTH AND SAFETY**

13. **STONEWALL WORKPLACE INDEX**
14. **EQUALITY, DIVERSITY AND INCLUSION MANAGER'S UPDATE**
15. **PARENTAL BEREAVEMENT (LEAVE AND PAY) ACT 2018**
16. **HR DASHBOARD - JANUARY 2020**
17. **PROJECT MANAGEMENT ACADEMY**
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**
21. **NON-PUBLIC MINUTES**
The non-public minutes of the meeting held on 30th January were approved.
22. **NON-PUBLIC MINUTES OF THE JOINT CONSULTATIVE COMMITTEE**
The non-public minutes of the meeting of the Joint Consultative Committee held on 6th February were noted.
23. **OUTSTANDING NON-PUBLIC ACTIONS REPORT**
The Committee noted a report of the Town Clerk which provided details of non-public outstanding actions from previous meetings.
24. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
A Member asked a question about whether the timings of committee meetings could be altered as an outcome of the Governance Review.

The Director of Human Resources and the Town Clerk responded that whilst timings were in the gift of individual chairs/chairmen, a widescale switch to evening or early morning sessions would need the approval of the Court of Common Council, and, would be subject to consultation with officers due to the impact on employee terms and conditions.

Timings would be part of the Governance Review and would be raised with Members in due course.

25. **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.

26. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 30th January were approved.

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

The Committee considered a Report of the City Surveyor concerning a restructure of the corporate Property Facilities Management (CPFM) team (which includes the Property Service Desk - PSD).

RESOLVED – that the Committee approved the following:

- Agree for consultation with affected staff and recognised unions to commence.
- Delegate authority to the City Surveyor to implement the proposals, subject to consultation with staff and unions, unless the proposals as outlined in this report significantly change as a result of consultation.
- Approve the proposal to allow the restructure of the teams to be implemented on 1st August 2020, subject to consultation with recognised Unions and affected employees.

28. **CITY OF LONDON SCHOOL**

The Committee considered a Report of the Bursar of the City of London School.

RESOLVED – that the Committee approved the changes outlined below subject to compliance with the appropriate HR change policies and procedures and a further detailed review of the sports coaches contractual terms to ensure that the proposed changes are adequate.

- endorse the proposed change to the contractual arrangements for the sport coach complement;
- the deletion of the Squash Coach position; and
- the proposed changes to the pay arrangements for sports coaches and peripatetic music staff.

29. **DEPARTMENT OF COMMUNITY AND CHILDREN'S SERVICES - HOUSING AND ESTATE MANAGEMENT SERVICE**

The Committee considered a Report of the Director of Community and Children's Services concerning the Housing and Estate Management Service.

RESOLVED – that the Committee approved the following:

- Endorse the proposed changes to job roles and management structures in principle, subject to the outcome of staff consultation
- Grant permission to officers to proceed to seek approval from Establishment Committee to begin the consultation phase

30. **CHAMBERLAIN'S OPERATING MODEL - PHASE 1 - IT AND PROCUREMENT RESTRUCTURE**

This Report was withdrawn.

31. **HONORARIA - CITY OF LONDON SCHOOL FOR GIRLS**

The Committee considered a Report of the Bursar of the City of London School for Girls concerning an honorarium.

The Bursar confirmed that the materials used were paid for by the school.

RESOLVED – that the Committee exceptionally approved the awards in this case.

32. **CONFIDENTIAL MINUTE OF THE JOINT CONSULTATIVE COMMITTEE**

The Committee noted a confidential minute of the Joint Consultative Committee's meeting of 6th February concerning the potential outsourcing of security and reception staff.

33. **SUBMISSIONS FROM THE GMB AND UNITE**

The Committee received submissions from the GMB and Unite unions concerning the potential outsourcing of security and reception staff at Guildhall.

The Director of Human Resources confirmed to Members that this proposal has been withdrawn. Relevant staff and the Union representatives would be informed.

The Chair asked officers, via the Fundamental Review, to examine ways in which the reception and security staff can feel a greater sense of ownership and pride over their roles – potentially, by developing a stronger collective identity across the operational buildings as “the Corporation Security Force”.

34. **TOWN CLERK'S UPDATE**

The Committee received a verbal update of the Town Clerk.

The Director of Human Resources provided Members with an update concerning the department's proposals for its Target Operating Model (TOM).

The Director raised several issues and advised Members that a set of high-level proposals will be submitted to the April meeting of the Committee, a guiding principle would be the slimming down of the corporate model, including reviewing the grading system.

The Director confirmed that her department was working with the Berkeley Partnership Consultancy on the proposals.

In answer to a query, the Director confirmed that her department had received a significant number of expressions of interest from colleagues looking to take up the option of flexible retirement.

The Chair welcomed the Director's comments and looked forward to seeing further proposals. Highlighting the lower turnover of those employees who have been with the Corporation for 10+ years, he spoke for fellow Members when stressing that, whilst the Corporation was a great place to work, it could do better when it came to developing employees' career prospects.

The meeting ended at 12.50 pm

Chairman

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