

APPENDIX B

ESTABLISHMENT COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - one Alderman nominated by the Court of Aldermen
 - 15 Commoners elected by the Court of Common Council at least two of whom shall have fewer than five years' service on the Court the time of their appointment
 - ~~an appointed representative~~ the Chairman of the Finance Committee or their nominee (ex-officio)
 - the Chair of the Policy and Resources Committee of their nominee (ex-officio)
2. **Quorum**
The quorum consists of any four Members.
3. **Membership 2018/19**

ALDERMAN

- 1 William Anthony Bowater Russell

COMMONERS

- 4 (4) Randall Keith Anderson
- 6 (4) Richard David Regan, O.B.E., Deputy
- 8 (4) Elizabeth Rogula, Deputy
- 2 (2) Ruby Sayed, *for two years*
- 4 (4) Philip John Woodhouse, Deputy
- 6 (3) Jeremy Paul Mayhew
- 32 (3) Joyce Carruthers Nash, O.B.E., Deputy
- 22 (3) Barbara Patricia Newman, C.B.E.
- 5 (2) Sir Mark Boleat
- 2 (2) Keith David Forbes Bottomley, Deputy
- 2 (2) Sophie Anne Fernandes
- 10 (2) Sylvia Doreen Moys
- 6 (1) Kevin Malcolm Everett, Deputy
- 8 (1) The Revd. Stephen Decatur Haines, Deputy
- 10 (1) Charles Edward Lord, O.B.E., J.P., Deputy

together with the **Members** ~~appointed Member of the Finance Committee~~ referred to in paragraph 1 above.

4. **Terms of Reference**
 - (a) The Establishment Committee has specific authority to deal with or make recommendations to the Court of Common Council where appropriate on all matters relating to the employment of City of London Corporation employees where such matters are not specifically delegated to another Committee. These matters include:-
 - Conditions of employment;
 - Local Government Pension Scheme (apart from investments);
 - Workforce planning;
 - Wages, salaries structure, job evaluation, staff grading and remuneration of Senior Officers;
 - Organisation reviews;
 - Employee relations;
 - Joint consultation;
 - Learning and employee development;
 - Recruitment and selection;
 - Discipline, dismissal, redundancies in line with the appropriate stages in policy etc;
 - Occupational health, safety and wellbeing.

NB. The exception to this rule is, whilst the support staff in the City of London Police come within the purview of this Committee, the uniformed Police come under the Police Committee.

- (b) To approve:-
 - (i) Reports of Heads of Departments recommending changes to senior management posts of Grade I and above which need the approval of the Court.
 - (ii) The structure and application of Job Evaluation Schemes and any amendments thereto.
- (c) To approve and promulgate Human Resources policies and practices so that the City of London Corporation can recruit, retain and motivate its employees and carry out its functions to the highest standards of quality and cost effectiveness;
- (d) To instigate and promulgate organisational reviews of departments and to approve their reports and comments on proposed changes in organisation to ensure that staff resources are deployed in an efficient and effective manner.
- (e) To make amendments to:-
 - (i) the general terms and conditions of employment which are contained in the employee handbook, such as working hours, annual leave, pension, leave of absence, allowances, family friendly provisions, and sick pay;
 - (ii) those procedures which form part of the contract of employment to include the grievance, disciplinary, capability, and appeals procedures, motor car, and motorcycle assisted purchase scheme.
- (f) To appoint seven members (including the representative of the Finance Committee):-
 - (i) to act as the Employer's side of the Joint Consultative Committee when meeting 8 members of the recognised unions, UNITE and GMB for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service etc. of City of London Corporation employees up to and including Grade G but excluding teachers and City Police Officers;
 - (ii) to act as the Employer's side of the Senior Management Joint Consultative Committee when meeting representatives of senior management of grades H and above, including High and Table Officers, for the purpose of collective consultation and negotiation on general matters relating to salaries and terms and conditions of service, etc;
- (g) To increase Judges' salaries if they follow the recommendations of the Top Review Board and are approved by the Lord Chancellor.
- (h) To increase the salary of the Coroner if it follows the recommendations of the Joint Negotiating Committee for Coroners.
- (i) To consider submissions of the Board or Boards of Governors relating to teaching staff, which, inter alia, may have to be finally submitted to the Court of Common Council.
- (j) To approve any increase in the salaries for teachers at the three City Schools if they are in excess of that recommended by the School Teachers' Review Body and any proposed changes to the basic salary structure or restructuring of the common pay spine for teachers.
- (k) To approve:-
 - (i) the learning and employee development policy, strategy and budget;
 - (ii) the Health and Safety and Occupational Health and Wellbeing policies and strategies.
- (l) To be the service Committee for the following Departments:-
Town Clerk's (Policy and Democratic Services, including Corporate HR)
Comptroller and City Solicitor's
- (m) To be responsible for the appointment of the Coroner (and see (h) above).
- (n) In accordance with the Scheme of Delegation, to receive details of:
 - (i) redundancies and early retirements
 - (ii) Market Forces Supplements
- (o) To be responsible for the monitoring and control of overtime, sickness absence, recruitment and retention changes to staffing resources, workforce profile, job evaluation and the termination of employment.
- (p) To have oversight of the City of London Corporation's policies and practices in respect of equality and inclusion, including the implementation of the Equality Act 2010 and other relevant legislation.
- (q) dealing with requests for grants to support staff welfare initiatives from funds under the Committee's control, as allocated by the Resource Allocation Sub (Policy and Resources) Committee

TO: **POLICY AND RESOURCES COMMITTEE**

14 March 2019

FROM: **ESTABLISHMENT COMMITTEE**

26 February 2019

3. **MINUTES**

Terms of Reference

A Member noted that at the previous meeting of the Committee it had been agreed for the Chair of the Policy and Resources Committee to become an ex-officio Member of this Committee and this would create an additional ten meetings per year to an already significant workload. Whilst the Chair explained that the Chair of Policy and Resources had been party to this decision, the Member advised they would raise this at the forthcoming Policy and Resources Committee meeting.

The Chair advised that as the topic had been raised, he would provide an update with regards to what had transpired at a recent meeting of the Finance Committee. The Chair reminded Members that the decision had also been taken at the January 2019 meeting for the Chairman of Finance to be made an ex-officio Member of the Establishment Committee with the expectation this be reciprocated for the Chair of (the Establishment Committee) to become an ex-officio Member of the Finance Committee.

However, at the February meeting of the Finance Committee, the Chairman encouraged the Committee to vote against this reciprocity. A Member advised they had been present at that meeting and explained that the Chairman of Finance had not conveyed what had been agreed at the Establishment Committee therefore he had spoken in support of the Chairman's opposition to the appointment, however having been made aware of the facts, he had withdrawn his remarks, and had written to the Chair of Policy and Resources asking to overturn the decision of the Finance Committee at the March meeting.

Members noted this raised the point of reciprocity and collaboration in general, advising that it would be useful for the Policy and Resources Committee to consider all ex-officio arrangements that were currently in place. A Member added that when ex-officio appointments were made, there was a question as to whether when the Member spoke at Committee they were conveying their own views or those of the Committee.

The Committee asked that a note of this discussion be provided to the Policy and Resources Committee for information.