

**ESTABLISHMENT COMMITTEE**  
**Thursday, 5 September 2019**

Minutes of the meeting of the Establishment Committee held at Guildhall on  
Thursday, 5 September 2019 at 11.00 am

**Present**

**Members:**

Deputy Edward Lord (Chair)  
Deputy Kevin Everett (Deputy Chairman)  
Deputy Keith Bottomley  
Alderman Sir Charles Bowman  
Tracey Graham  
Christopher Hayward  
Jeremy Mayhew  
Sylvia Moys  
Deputy Joyce Nash  
Barbara Newman  
Deputy Elizabeth Rogula  
Ruby Sayed  
Deputy Philip Woodhouse

**Officers:**

John Barradell	- Town Clerk and Chief Executive
Chrissie Morgan	- Director of Human Resources
Michael Cogher	- Comptroller and City Solicitor
Angela Roach	- Assistant Town Clerk
Jon Averbs	- Director of Markets & Consumer Protection
Kristina Drake	- Media Officer
Janet Fortune	- HR Department
Marion Afoakwa	- HR Department
Philip Gregory	- Chamberlain's Department
Kate Smith	- Town Clerk's Department
Peter Young	- City Surveyor's Department
Carol Simpson	- HR Department
Fiona Rawes	- Head of Philanthropy Strategy
Gavin Stedman	- Port Health & Public Protection Director
Colette Hawkins	- Strategic HR Projects Manager, Town Clerk's
John Cater	- Committee Clerk

**1. APOLOGIES**

Apologies for absence were received from Randall Anderson, Deputy Stephen Haines, Deputy Jamie Ingham Clark, Deputy Richard Regan and Ruby Sayed.

The Chair welcomed Natasha Lloyd-Owen who was attending the meeting as a guest of the Committee and was invited to speak on ITEM 7: Ban the Box.

2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**

There were no declarations of interest.

3. **MINUTES**

**RESOLVED** – That the public minutes of the meeting held on 10<sup>th</sup> July 2019 be approved as an accurate record.

4. **OUTSTANDING ACTIONS REPORT**

The Committee received a report of the Town Clerk which provided details of outstanding actions from previous meetings.

AOB – Chair's appraisal process

Members agreed to issue a resolution to the Policy and Resources Committee asking P&R to encourage the Members of other Grand and Sub-Committee's to carry out an annual performance appraisal of their respective Chairman/Chair.

**RESOLVED** – That the Committee notes the report and a resolution be issued to Policy and Resources Committee.

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

The Committee received the draft public minutes of the Senior Remuneration Sub-Committee meeting on 29<sup>th</sup> July 2019.

A Member highlighted several typographical errors, the Chairman asked the Town Clerk to correct these before the next meeting of the Sub-Committee.

**RESOLVED** – that the Committee noted the minutes.

6. **BREXIT UPDATE**

The Committee received a verbal update regarding Brexit from the Director of HR.

The Director reiterated the Corporation's commitment to supporting staff who were EU nationals, adding that after a recent visit by the Home Office, the Corporation was described as an exemplar to other authorities in terms of preparedness. Whilst clearly the situation was fluid, HR were encouraging all effected staff to complete their settled status applications before 31<sup>st</sup> October.

Members asked the Director and her senior team to continue to be proactive, they welcomed the Home Office's offer to return to run workshops for employees. In addition, HR would be offering insight lunches, providing up-to-date communication and guidance to all employees effected, and would be writing to Chief Officers to ensure that individual departments were also taking a proactive approach to ensuring all staff were supported.

**RESOLVED** – that the Committee noted the verbal update.

7. **BAN THE BOX**

The Committee considered a Report of the Director of HR concerning the 'Ban the Box' campaign.

Members expressed their robust support for the campaign; it was critical to recognize the link between joblessness and recidivism, and initiatives like removing the criminal convictions tick box at the application stage was a very useful tool in giving ex-offenders an opportunity to secure gainful employment. A Member asked officers to reach out to Bristol City Council which had introduced a 'Ban the Box' policy last year.

**RESOLVED** – that the Committee noted the Report and endorsed the development of a policy in support of the 'Ban the Box' campaign.

8. **JOB FAMILIES**

The Committee considered a Report of the Director of HR concerning Job Families.

Members were of the view that the Report did not provide sufficient detail about the potential advantages of introducing Jobs Families and suggested that drawing comparisons with local authorities that operated a jobs families policy would be a helpful next step.

The Director of HR stressed that jobs families should not be seen in isolation, but it was an important component of HR's upcoming overarching review of pay scales and grading, issues which had not been examined in several years. The first part of the Report would be submitted to Members later in 2019.

It was important, expressed one Member, to start with identifying the problems; for instance, some chief officers, he added, particularly those that managed departments with a more commercial focus, had expressed frustration with the inflexibility of current Corporation wide policies. Once the problems had been determined, potential solutions, including jobs families, could be explored.

The Chair added that a separate strategic session of the Committee focussed on Pay and Grading would be beneficial. The Director of HR would liaise with the Town Clerk in identifying an appropriate time for a session over the coming months.

**RESOLVED** – that the Committee noted the Report.

9. **PREMATURE BABY LEAVE SCHEME**

The Committee considered a Report of the Director of HR concerning the introduction of a Premature Baby Paid Leave Scheme where babies are born before 37 weeks.

**RESOLVED** – that the Committee:

- Approved the implementation of a Premature Baby Paid Leave Scheme for inclusion in the maternity and paternity policies
- Approved Option 2: Employees will be entitled to receive an extra day of Premature Baby Paid Leave for every day between the date their baby is born and the expected date of birth. The leave entitlement will be added to the end of the employee's Maternity Leave period after this leave entitlement has been exhausted.
- Approved the signing of the Employer with Heart Charter

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

The Committee received a Report of the Chief Grants Officer and Director of City Bridge Trust.

Although content to approve the Report, it was apparent that many of those volunteering had failed to record this on the corporate system; Members requested that officers return to the Committee with a further analysis of staff volunteering rates.

**RESOLVED** – that the Committee:

- Approved the expanded scope of the Employee Volunteering Programme which provides 14 hours paid leave per employee per year to enable staff to find their own volunteering opportunities within appropriate parameters.
- Delegated authority to the Town Clerk (Chief Grants Officer and Director of Human Resources) to define and agree the revised parameters on the expanded offer for inclusion in the Special Leave and Time Off Policy, which will be communicated to staff to increase awareness take up of volunteering.

11. **HR DASHBOARD - JUNE 2019**

The Committee received a Report of the Director of HR concerning the Corporate HR Dashboard.

Members noted that there appeared to have a relatively high number of disciplinary and grievances cases. Officers responded that whilst this was a high rate it reflected line managers taking a pro-active approach to behaviour which fell below the Corporations standards.

Members asked officers to return with more analysis concerning the following:

- Why do 36% of new starters leave within their first year.
- How effective were the City's Mental Well-Being policies in helping to reduce absence?
- How do the City's absences for stress compare with other similar organisations?

A Member asked the Town Clerk to forward details of the Corporation's Employee Assistance Programme; the Town Clerk confirmed that, in addition to employees, this service was available to Members to use.

A Member encouraged the Committee to support the Lord Mayor's Appeal and the Samaritan's programme, Wellbeing in the Workplace.

**RESOLVED** – that the Committee noted the Report

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

The Committee received a Joint Report of the Town Clerk, the Chamberlain and the Comptroller and City Solicitor.

**RESOLVED** – that the Committee noted the Report.

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

There were no questions.

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

There were no urgent items.

15. **EXCLUSION OF THE PUBLIC**

**RESOLVED** – That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part I of the Schedule 12A of the Local Government Act.

16. **NON-PUBLIC MINUTES**

The non-public minutes of the meeting held on 10<sup>th</sup> July were approved.

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

The Committee considered a Report of the City Surveyor concerning Smart Working.

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

There were no questions.

19. **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.

20. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 10<sup>th</sup> July were approved.

21. **MARKET FORCES SUPPLEMENT FOR HEAD OF POLICE AUTHORITY FINANCE**  
The Committee considered a Report of the Chamberlain concerning the Head of Police Authority Finance.
22. **PORT HEALTH - SERVICE BASED REVIEW - STAFFING UPDATE**  
The Committee considered a Report of the Director of Consumer Protection and Markets Operations.
23. **CONSULTATION TIMETABLE**  
The Committee received a Report of the Director of HR concerning a draft timetable for consultation with the trade unions and staff representatives on the pay award for 2020.
24. **TOWN CLERK'S UPDATE**  
The Town Clerk provided a brief verbal update to the Committee.
25. **CONFIDENTIAL DRAFT MINUTES OF THE MEETING OF THE SENIOR REMUNERATION SUB-COMMITTEE**  
The Committee noted the Confidential Minutes of the Senior Remuneration Sub-Committee meeting on 29<sup>th</sup> July.

**The meeting ended at 12.50 pm**

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Chairman

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